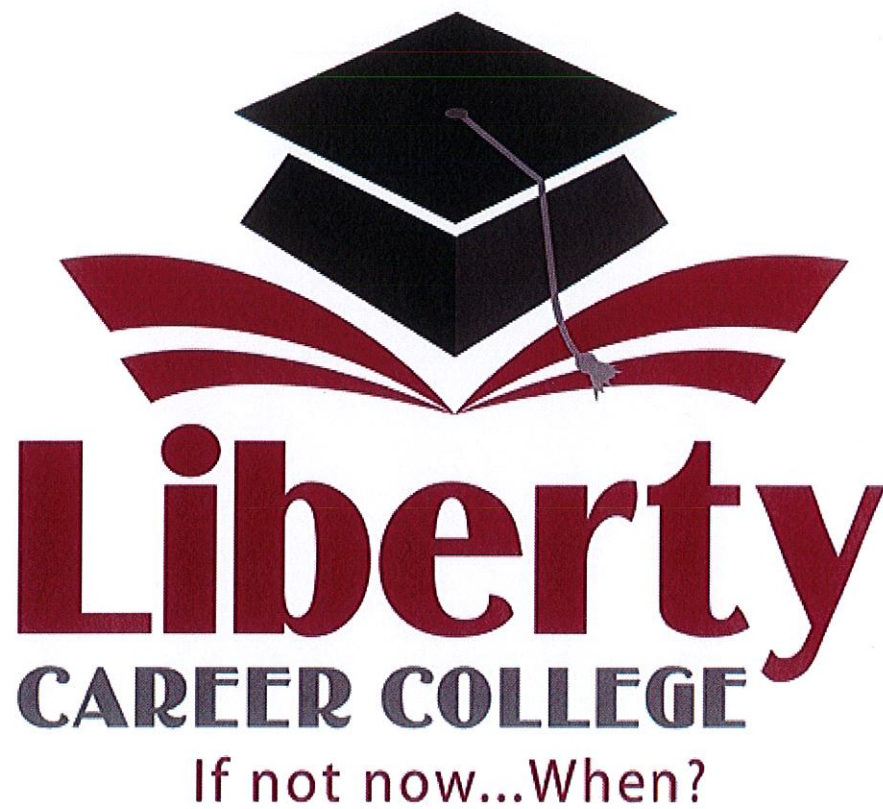




CATALOG 2022

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CATALOG STATEMENT

The policies, procedures and information contained in this catalog require continual review, evaluation, and approval to ensure that the program(s) offered by Liberty Career College (LCC) are meeting to the needs of the communities we serve. LCC reserves the right to change policies, procedures and information at any time without prior notice. Changes made to this catalog will be included in this catalog as a separate addendum once the catalog has been in print and effect for given year. LCC's catalog is updated in the fourth (4th) quarter annually. Effective dates for this catalog are January 1, 2022 through December 31, 2022. This catalog is provided to prospective students and the general public in two ways; via pdf document on the Liberty Career College website (www.libertycareercollege.com), and also a PDF version by email to every new enrollment that Liberty Career College sends enrollment documents

LCC is an Equal Opportunity Educational Institution and Employer. Educational and employment opportunities are offered without regard to color, age, national origin, religion, gender, marital status, creed, race or disability. Each student must meet the required objectives for each course.

Main Campus and Class Location for Bakersfield:

Physical Address:	906 19 th Street
City:	Bakersfield
State, ZIP:	California, 93301
Telephone:	(661) 322-3030
Fax:	(661) 324-9065
Email	libertycareer@sbcglobal.net Ann@libertycareercollege.com
Web Address:	www.libertycareercollege.com
Mailing Address:	P.O. Box 499
City:	Bakersfield
State, ZIP:	California, 93302

HISTORY AND MISSION STATEMENT

History

Liberty Career College (LCC) began its operations in 2006. LCC's Director has over a decade of experience working in career education and has lived and worked in Bakersfield over 40 years. This unique background gives him a real understanding of the needs of our community. As more and more career training institutions move into our community (many of whom operate their corporate operations out of town) it is more important than ever to refocus career education to meet the true needs of local employers.

Mission Statement

The mission of Liberty Career College is to provide effective post-secondary vocational training programs that prepare its students to acquire gainful employment in their chosen field of study. The college serves students from diverse backgrounds by delivering high quality, career-focused programs and services in a supportive, student-oriented environment.

Our Institutional Objectives

- To offer quality post-secondary vocational educational training programs keeping industry standards and employment skill requirements firmly at the forefront of the program's curriculum.
- To create a positive and comfortable learning environment that ensures students acquire the fundamental knowledge, hands-on and, practical experiences of their chosen field.
- To foster and nurture the learning desire in all students by using innovative teaching methods under the direction of dedicated and experienced faculty.
- To employ the most experienced staff and faculty available who are dedicated to promoting the professional development of each student.
- To ensure professional improvement of staff and faculty by supporting continuing education as well as professional in-services.
- To instill and promote improvement of staff and faculty by supporting continuing education as well as professional in-services.
- To instill and promote a positive philosophy to students, staff, and faculty that will reflect in our institution as well as the communities we serve.

*Liberty Career College **does not** have a pending petition in bankruptcy, and is **not** operating as a debtor in possession, or has **not** filed a petition within the preceding 5 years or has **not** had a petition in bankruptcy filed against it within the preceding 5 years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.*

ADMINISTRATIVE PERSONNEL

CARLOS L. SALINAS

CHIEF OPERATING OFFICER (CEO/CAO)

BS, CPT-II, CCMA

Mr. Salinas has over two decades of experience in private post-secondary vocational education. He has worked in several areas of vocational education including Medical Assisting Instructor, Director of Career Services, Director of Medical Programs, and as an On-Site Administrator for a local career college. As a native of Bakersfield Mr. Salinas understands the needs of the community both as a consumer and as a provider of educational services. Additionally, he served as Commissioner for the Accrediting Bureau for Health Education Schools in Washington, DC from 1999 to 2006.

ANN M. SALINAS

CHIEF OPERATING OFFICER (COO)

CPT-I

Mrs. Salinas is also a native of Bakersfield. Her work experience includes; bookkeeping (A/P and A/R), mortgage lending, customer service, and general clerical skills. She was previously licensed as a Real Estate Agent and a Certified Notary Public. Mrs. Salinas has a strong work ethic that places customer service at the top of her list. Additionally, Mrs. Salinas is a Certified American Heart Association BLS Instructor.

Faculty Information

Hybrid Medical Assistant Program

Faculty members must have at least 3 years of experience in the field or equivalent education in related field and are nationally certified as Medical Assistants. At times Liberty Career College will employ experienced Medical Assistant's, RN's or LVN's to teach in this program.

Carlos L. Salinas, RMA, CPT-II, RPT, BS/BA

Mr. Salinas has over 20 years of experience teaching Medical Assisting, and Phlebotomy. He has worked as a phlebotomy technician for over 20 years, EKG Technician and Phlebotomy/Lab Assistant Supervisor.

Megan M. Koenig, MA, CPT-I

Ms. Koenig has over 10 years of Phlebotomy experience, 10 years of experience working as a Clinical Medical Assistant, and 1 ½ years experience working in a hospital Psychiatric Department as a CNA.

Hannah N. Salinas, BSN, RN

Ms. Salinas has completed a Bachelor of Science Degree in Nursing from Oakwood University in Huntsville, AL in 2015.

Ms. Salinas is currently an RN for Mercy SW Hospital in Labor and Delivery.

Pharmacy Technician Program

Faculty members must have at least 3 years of documented experience in the field. Instructors will provide Liberty Career College with a copy of their certifications and license information.

Terrence Monrian, Pharmacist

Mr. Monrian is currently the Director of Pharmacy at Delano Regional Medical Center and has over 30 years of Pharmacy experience.

Phlebotomy Technician Program.

Faculty members must have at least 3 years of documented experience in this field. Additionally

Carlos L. Salinas, RMA, CPT-II, RPT, BS/BA

Mr. Salinas has over 20 years of experience teaching Medical Assisting, and Phlebotomy. He has worked as a phlebotomy technician for over 20 years including over 2 years as a recent phlebotomy supervisor for Dignity Health.

Megan M. Koenig, MA, CPT-I

Ms. Koenig has over 9 years of Phlebotomy experience, 10 years of experience working as a Clinical Medical Assistant, and 1 ½ years experience working in a hospital Psychiatric Department as a CNA. Ms. Koenig completed a Medical Assistant program and took her certification exam with the National Healthcareer Association. Completed Phlebotomy Technician training at Liberty Career College.

Electronic Tablet Disclosure

Electronic tablet's, supplied by Liberty Career College, for testing and in class assignments are strictly to be used ONLY for these purposes.

Students cannot:

- Check their emails.
- Check their social media accounts.
- Browse the internet.
- Take pictures/videos using the device.
- Complete homework assignments, unless given permission in advance by LCC.
- Remove them from the classroom after testing.
- Mis-handle the devices.
- Save username and passwords to device.

Student's must exit out of their account and return their device upon completion of a quiz or assignment to the designated slot in the classroom.

Facilities and Equipment

Liberty Career College will make available to all students the equipment and supplies necessary to acquire the skills offered through the program. All programs have available at its disposal; computers (including lap top computers, desk top computers/keyboards, a copier/scanner/fax machine, necessary hardware and software, a lecture room with tables, chairs, ceiling mounted PowerPoint projector, wall projector screen, DVD player, Overhead projector. Skills laboratories are equipped with student tables and chairs, a sink for hand washing, paper towel dispenser, liquid soap dispenser, necessary equipment and supplies for skills being taught. All classes are air-conditioned.

Classrooms are equipped with teaching equipment such as white boards, overhead transparency projector, video projector, table and chairs, anatomical posters, mannequins, audio equipment, laptop and desktop computers, and a wide variety of body system videos, transcription machines, dictionaries, and PDRs, ten-key machines, color coded patient filing systems.

The Medical Laboratory is equipped with an autoclave, exam table, diagnostic kits, Electrocardiogram machine, centrifuges, phlebotomy equipment, drug administration supplies, urinalysis supplies, distance visual acuity chart, teaching stethoscopes, weight and height scale, cpr and first aid equipment including mannequins, AED trainer, blood pressure equipment including various sizes, temperature thermometers, throat culture supplies, misc. surgical instruments, Beltone hearing machine, microscope.

Library

Liberty Career College has various reference materials and books available to all students. Materials and books are provided to students for reference while on campus. Computers with internet access are also available to students for research during school hours. In addition, our campus is located 3 blocks from the main branch of the Kern County Library which provides a vast amount of research materials and books on many subjects. Students are encouraged to visit the library or request research and reference materials when needed.

APPROVAL AGENCIES

Liberty Career College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations (CCR) which was effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. §94909(a)(2) & 94897(l). Moreover, the BPPE does not endorse this institution or its programs.

Bureau for Private Postsecondary Education
1747 North Market, Suite 225
Sacramento, CA 95834

P.O. Box 980818
West Sacramento, CA 95789-0818

Telephone (916) 574-8900
Toll Free: (888) 370-7589
Fax: (916) 263-1897
Website: www.bppe.ca.gov

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897"

Our Phlebotomy Technician-I Program is approved by the following state agency:

Department of Health Services-Laboratory Field Services
850 Marina Bay Parkway Bldg. P, 1st Floor
Richmond, CA 94804-6403

STATEMENT OF ACCREDITATION

Neither Liberty Career College, or any of the courses offered, are accredited by any accrediting agency. Furthermore, accreditation of an institution is not required for employment in any field that Liberty Career College offers. The majority of vocational schools seek national accreditation in order to offer Title IV Federal Financial Aid. In most cases when schools seek and obtain accreditation they must increase their program hours. Liberty Career College believes in a different philosophy where we recommend that students obtain general education such as math, English, history, and so on at a city college or university where credits are more likely to transfer to a degree. Liberty Career College strongly believes that federal student loans should be saved for higher education rather than occurring debt for a vocational educational program.

Review of Documents Statement:

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

Complaint(s)

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site (www.bppe.ca.gov)."

ADMISSIONS POLICIES AND PROCEDURES

Admissions Requirements

Students are encouraged to apply for admissions as soon as possible to ensure he/she will be accepted for a specific program and/or starting date.

If a student is terminated/dropped from a program by Liberty Career College they must wait a period of 12 months before applying for re-enrollment into any program. Re-enrollment is subject to administrative review. If student was previously dismissed for unprofessional behavior it is up to administration to determine whether to consider for re-enrollment.

The state, various employers, or other agencies may require a background/criminal investigation. Students with prior felony convictions or serious misdemeanors may be denied a license or certification to practice in some states even if the program or exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies regarding current requirements for licensing or certification prior to enrollment.

All students must provide a U.S. high school diploma or GED. Foreign students must have their high school and/or college transcripts evaluated by a member of NACES. Please visit <https://www.naces.org/members.html> to see the various companies that are a member of NACES. Applicants must also take and pass an ability-to-benefit exam prior to the signing of an enrollment agreement. Completed evaluated transcripts must read that what education the prospective student has completed in another country is equivalent to the completion of a U.S. high school education.

The state, various employers, or other agencies may require verification of high school graduation including a high school diploma or high school education equivalency or GED. It is the student's responsibility to investigate an employer's or agency's requirements including high school education.

All students, regardless of what program they are enrolling in, are required to provide a U.S. high school diploma or GED equivalent before enrolling, or evaluated transcripts from AACRAO declaring a minimum of U.S. high school education.

The following documents will be completed and/or submitted at the time of application:

- Completion of an Application for Admission
- Submission of Passed ATB Test by 3rd party agency, if applicant is from foreign country.
- Photo ID
- Submission of ***U.S. High School Diploma*** or ***GED Equivalent***
- Acknowledgement of receipt of the ***School Performance Fact Sheet*** prior to signing the Enrollment Agreement document.
- Review and Signing of the Enrollment Agreement

Transfer of Credits

At this time, Liberty Career College, does not accept the transfer of credits from other institutions for any of its programs. This includes the challenge of examinations and achievement tests; furthermore, credits earned at Liberty Career College will most likely not transfer to other institutions or schools.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at Liberty Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Liberty Career College to determine if your (credits or degree, diploma or certificate) will transfer.

Experiential Credit

Liberty Career College does not award credits for prior experiential learning or credits earned through challenge examinations and achievement tests; furthermore, there are no additional charges concerning experiential credits, nor are there any additional parameters sanctioning provisions for an appeal.

Articulation Agreement Notice

Liberty Career College has not entered into any arbitration agreements with other institutions or schools.

Student Services

Placement Assistance for Graduates of the following programs:

- Medical Assistant

Placement Assistance includes: assistance with resume preparation, access to the fax machine, on-line internet access for job search and applications, job lead referrals, and job search skills. **At this time, there is no placement assistance for the Phlebotomy Technician and Pharmacy Technician Programs.**

Foreign Students & Ability to Benefit Statement

Liberty Career College does not admit students from other countries. However, students who possess a valid state ID while submitting a foreign evaluated high school transcript or equivalent from another country must complete an ability-to-benefit test. Anyone without a U.S. high school diploma or GED will need to take and pass the Ability-to-Benefit (ATB) exam. LCC is a certified CELSA testing site for those needing ability-to-benefit testing.

The Conditions in Which Testing Will Take Place Are as Follows:

“As defined in the Federal Register, a qualified assessment center is the following:

- 1) is located at an eligible institution that provides two-year and four-year degrees, or qualifies as an eligible public vocational institution, i.e. a “postsecondary vocational institution.”
- 2) is responsible for gathering and evaluating information about individual students for multiple purposes, including appropriate course placement;
- 3) is independent of the admissions and financial aid processes at the institution at which it is located;
- 4) is staffed by professional trained personnel; and
- 5) does not have as its primary purpose the administration of ability-to-benefit tests.

LCC Test Administrators Consent to The Following:

“I hereby verify that this institution qualifies as having an assessment center according to the definition listed above. The CELSCAN student scoring answer sheet will be sent to ACTT within two days for scoring as well as the entering of a student’s information into ACTT's database.”

Each Scan Form Will Include the Following:

- 1) School I.D. number
- 2) The testing administrator's I.D. number
- 3) All required codes that relate to individuals with disabilities who request and are granted an accommodation.

LCC Test Administrators Consent Continued:

“I also understand that I will be decertified if I do not follow the testing procedures outlined in the CELSA Test Administrator’s Manual and Technical Guide for Ability to Benefit. I also verify that I have never been convicted of a felony nor have I been decertified by another testing company within the past 3 years.”

Language Proficiency Requirements:

A student must possess the ability to read and write English at the level of a United States high school graduate as demonstrated by obtaining and possessing a GED or U.S. high school diploma. Students who are submitting a foreign high school evaluated transcript or equivalent from another country must complete an ability-to-benefit test achieving a minimum score of the following:

Passing Scores:

Form 1 – 97

Form 2 – 97

Testing Forms:

Combined English Language Skills Assessment (CELSA) Forms 1

Combined English Language Skills Assessment (CELSA) 2 Revised

Fees:

There are no additional fees for ATB testing at this time.

For More Information Regarding CELSA or ACTT:

Association of Classroom Teacher Testers (ACTT)

1187 Coast Village Road, Suite 1 #278

Montecito, CA 93108-2794

Contact: Pablo Buckelew

Telephone: 805-965-5704

Fax: 805-965-5807

Housing

Liberty Career College does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$300,000 and rent for a 1 bedroom apartment is approximately \$1200.

Visa Students

All students enrolled into the college must evidence ability to legally work in the US. Note: Liberty Career College does not provide Visa services.

Proficiency in English

All classes are taught in English only. Liberty Career College does not offer services devoted to students who speak English as a second language; therefore, ESL candidates are required to provide recent ATB testing scores. For specific guidelines see the section labeled, “Ability to Benefit Statement.”

TUITION AND FEES

Schedule of Fees:

- | | |
|---|--------------------------------|
| 1. Registration Fee (Non-Refundable) | \$250.00 |
| 2. Tuition (See <i>Tuition by Program Below</i>) | \$(See Below) |
| 3. Student Tuition Recovery Fund (STRF) | \$0 (not charged at this time) |
| 4. Uniform | \$(Included with tuition) |
| 5. Lab Supplies | \$(Included with tuition) |

Tuition by Program(s):

HYBRID MEDICAL ASSISTANT

\$3100.00

Estimated Additional Charges for MA Program:

**(includes \$250
non-refundable
registration fee)**

1. Background Screen - \$51.00
2. Drug Screen - \$75
3. Quantiferon blood test – Cost depends on insurance and where completed.
4. Study guide & practice test for CCMA exam - \$74
5. CCMA Certification Exam - \$155
6. E-Books Required - \$195 approximately

PHARMACY TECHNICIAN

\$2500.00

Estimated Additional Charges for Pharmacy Technician:

**(includes \$250
non-refundable
registration fee)**

1. Application fee to the Board of Pharmacy - \$140
2. Background Screen - \$51.00
3. Drug Screen - \$40
4. Self-Query Report \$10
5. 1 Passport Sized Photo - \$10
6. Completed Live Scan/Fingerprints - \$60
7. TB skin test, chest x-ray, or quantiferon blood test – Cost depending on what is done.
8. National Certification Exam - \$155

PHLEBOTOMY TECHNICIAN-I

\$2100.00

Estimated Additional Charges for Phlebotomy Technician Program:

**(includes \$250
non-refundable
registration fee)**

1. Background Screen - \$51.00
2. Drug Screen - \$75
3. Application fee to Dept of Public Health/LFS - \$105

4. Textbook - \$90 approximately – E-book through link provided by Liberty Career College required. Quizzes/Tests and homework completed through e-book link – Connect.
5. National Certification Exam with NHA - \$117
6. Health Physical, blood titers for immunizations to determine immunity, booster immunizations if needed, Quantiferon test – Costs unknown and depend on student's insurance coverage.

Students who have not satisfied the above fees and tuition per the Enrollment Agreement terms will not be allowed into class.

****The total charges for a period of attendance AND the estimated schedule of total charges for the entire educational program are the same.***

Federal and State Financial Aid

At this time Liberty Career College does not participate in any Title IV (federal financial aid) program.

Financing

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Liberty Career College is currently not offering financing options or loans. Payments are accepted by cash, check and all major credit cards.

**Student Tuition Recovery Fund:
As of January 1, 2015 the BPPE has instructed educational
institutions NOT to collect STRF fees.**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institute has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have a filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.”

CANCELLATIONS, WITHDRAWALS AND REFUNDS

A copy of this policy together with examples of the application of the policy shall be provided to each student prior to signing the enrollment agreement/contract. Students are encouraged to review this policy and to ask questions regarding the refund policy prior to enrollment into any program.

1. If you are not accepted for enrollment into a program offered by Liberty Career College. The refund shall be made within 45 days of enrollment.

CANCELLATIONS

1. If you are accepted into a program, you may cancel your enrollment agreement with out penalty or obligation. Students who wish to cancel enrollment must submit notification in writing prior to or on the first day of class session, or the seventh day after enrollment, whichever is later. The refund shall be 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250).
2. If you cancel, any payment you made, and any negotiable instrument signed by you shall be returned to you within 45 days after the school receives your notice of cancellation. However, if the school gave you any books or equipment, you must return the books or equipment within 10 days of the cancellation notice. If you do not return the books or equipment within the 10-day period, the school may

keep a portion of the refund equal to the cost of the books and equipment. This refund shall be made within 45 days following the cancellation notice.

To cancel your enrollment agreement, mail or deliver a signed and dated copy of the "Notice of Cancellation", or any other written notice. Remember, you must submit a completed "Notice of Cancellation". You do not have the right to cancel by telephoning the school or by not showing up to class. An email to Ann@Libertycareercollege.com is also a sufficient way to provide notice in writing that you wish to cancel your enrollment.

WITHDRAWALS

3. If you withdraw from the school up through the 60% point or less you shall receive a pro rata refund. Pro rata refunds based on the amount owed which equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

You must provide Liberty Career College with written notification of your intent to withdraw. Additionally, Liberty Career College reserves the right to withdraw a student from a program or programs for unprofessional conduct, including but not limited to lack of attendance or for violations of Professional Conduct mentioned in the Professional Conduct section in this catalog. Remember, you must submit a completed "Withdrawal Notice/Drop Notice" form. You do not have the right to cancel by telephoning the school or by not showing up to class.

Timeframe for Refunds:

The school will pay or credit all refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which a student's withdrawal is determined.

Late Fee:

Liberty Career College reserves the right to charge a \$25 late fee on all payments due.

Returned Check Fee:

Liberty Career College reserves the right to charge a \$25 fee for all returned checks.

ACADEMIC CALENDAR 2022

HOLIDAYS FOR 2022:

New Year's Day.....	Saturday, January 1
Martin Luther King Jr. Day.....	Monday, January 17
President's Day.....	Monday, February 21
Easter.....	Saturday/Sunday, April 16-17
Memorial Day.....	Saturday-Monday, May 28-30
Independence Day.....	Saturday-Monday, July 2-4
Labor Day.....	Saturday-Monday, Sept. 3-5
Columbus Day.....	Monday, October 10
Thanksgiving.....	Thursday-Sunday, November 24-27
Christmas.....	Saturday-Monday, December 24-26

To obtain specific course start date information, please contact the office. Dates subject to change.

Phlebotomy Externship Requirements:

- A. Successfully pass PHLEB-100, PHLEB-200, PHLEB-400
- B. Successfully pass national certification exam with the NHA (National Healthcareer Association)
- C. Background screen completed within 90 days of beginning clinical externship. Liberty Career College will provide information on how to order during the program.
- D. MMR – Measles, Mumps and Rubella - positive result for each of the 3 showing immunity – If any one of them is negative the student will be required to get new vaccinations (set of 2).
- E. Hepatitis B –positive blood titer showing immunity to Hep B – Hep Surf AB or recent vaccinations if blood titer is negative. Can sign declination form for this requirement.
- F. Hepatitis C – blood titer - must be in negative range
- G. Hepatitis A – blood titer showing immunity or new immunizations
- H. Varicella – Positive blood titer showing immunity – If negative new vaccinations will be required (set of 2).
- I. Quantiferon TB Gold blood test. – Result should be negative – TB skin test NOT acceptable!!!! If Quantiferon TB Gold test is positive then a chest x-ray will also be required.
- J. Flu Vaccine if externing in flu season (Sept or Oct-March). Can sign declination form for this requirement.
- K. Proof of Tdap immunization was received within the last 10 years. Can sign declination form for this requirement.
- L. Drug screen test when asked by LCC staff. Hair and urine sample may be required.
- M. Fully COVID vaccinated. Booster may become required by medical facilities when eligible after initial vaccinations.
- N. Students must pass the National Certification exam prior to externship. If a student does not pass on 1st or 2nd attempt it is the student's responsibility to wait required 30 days and then reschedule for **NEXT** available test date. Student will be dismissed from the program if test is not scheduled, and passed, within Enrollment Agreement Period (noted on first page of Enrollment Agreement signed at time of registration. LCC will still need time once the test is passed to set up externship. If test is passed too close to the Enrollment Agreement Period deadline additional training in the lab may be required.

Requirements are subject to change as per hospital or medical facilities policies. Students can turn in requirements prior to class beginning and are **required no**

later than 30 days after didactic (class) portion of the program ends. Students can view list of requirements while in the program on student portal and see what is checked off as completed and what is still needed. Please discuss any questions with office staff regarding the above requirements. **Failure to provide all needed requirements within 30 days after the class portion ends is reason to be dismissed from the program.**

ACADEMIC STANDARDS

Attendance

Liberty Career College (LCC) strongly recommends that students attend all classes in order to achieve the objectives of the curriculum and to demonstrate professional accountability and responsibility. Students should be present, punctual, and prepared for all lectures, laboratory skills practice and, externship activities. Each hour is considered to be critical to the student's attainment of the course objectives and the student's progression toward program completion. If a student is absent from any class for any reason, the student is responsible for all work missed. *The attendance policy for the Phlebotomy Technician-I program is mandated by the State of California and therefore has different requirements. Please see the Phlebotomy Technician course syllabus for details.*

Attendance Requirements for Hybrid Medical Assistant Program

Attendance Requirements/Tardiness or Late Arrivals

Tardiness and absence will be documented as an occurrence.

- a. No more than 3 occurrences for attendance or tardiness allowed in the Hybrid Medical Assistant Program. Occurrences are defined as:
 - a. Tardiness of even one (1) minute.
 - b. Absence – An absence of more than 2 days will require a doctor's note.
 - c. Students can be dropped from the program after 3 occurrences. It is at the sole discretion of LCC to allow students to make up time under extreme circumstances and documentation.
- b. For each day absent or late arrival of more than 15 minutes from the Hybrid Medical Assistant program the student will be required to make up the time missed in another Hybrid Medical Assistant class or at the instructors or administrator's discretion.
 - a. There will be a fee of \$100 to make up an absence/late arrival in another class. The fee will be required for any absence/late arrival for more than 15 minutes.
 - b. The fee will have to be paid upon arrival on make-up day.

- c. The day to be made up will be at the discretion of the instructor/administrator. Student may have to wait until the skills they missed will be covered in the next class.
- d. Students are responsible to request a time to make-up quizzes or tests missed due to an absence. The retake of quizzes/test do NOT have to wait until the absence day is made up.
- c. 100% Attendance required for 120 hours of Medical Assisting Externship – MED-500. In the event that the student is sick, or cannot go to externship on a day that is assigned, the student MUST contact Ann Salinas @ Liberty Career College by email at Ann@libertycareercollege.com AND contact the externship facility. If student does not contact both listed above, then it is grounds for termination from the program. Externship is PASS or FAIL. The following are possible causes to be dismissed from an externship site but are not limited to what is listed: Not showing interest or initiative, is tardy, is on cell phone while on duty, cannot complete the job duties as requested and within the scope of a Medical Assistant and poor attitude or appearance. No call/no show is reason to be dropped immediately from the externship and the program.

Attendance Requirements for the Phlebotomy Technician Program

100% attendance is required to complete the program successfully. To receive certificates in this program attendance is mandatory. Any absence (even one minute of lecture) will affect your ability to receive certificates in this program. If you miss even one minute of a lecture you will be required to make it up. This means if you are absent, arrive late or leave early (breaks included) you will be marked absent for that day and will be required to make-up that lecture. Making up classes is not automatic. It is subject to instructor approval and available class space. All make-up hours must be made up in the next scheduled course and no more than one absence will be allowed to be made up for the Basic portion of the program and also for the Advanced portion of the program. IF AN ABSENCE IS NEEDED FOR EXTERNSHIP THE STUDENT MUST CONTACT THE EXTERNSHIP FACILITY **AND** LIBERTY CAREER COLLEGE IMMEDIATELY BY EMAIL AT: ann@libertycareercollege.com ! No call/no show is reason to be dropped immediately from the externship and the program.

Tardiness or Late Arrivals

Tardiness is considered unprofessional conduct and is a disruption to classes. LCC strongly urges all students to arrive to class on-time. It is best to be too early than too late. Students are encouraged to leave home early enough to arrive safely and on time.

Continued excessive tardiness or absences in any class could lead to disciplinary action.

Leave of Absence

Due to the short time frame of our programs a leave of absence will only be granted in case of medical/family emergency. Students may be required to repeat all or a portion of the program in which they were enrolled (ex: lab skills). Students must notify LCC and provide documentation of emergency in writing. Administration will make decisions on a case-by-case basis based on the documentation provided.

Drug Screen

Liberty Career College reserves the right to request a drug screen at any time during the period of attendance in a program. Students **MUST** drug screen when requested. Liberty Career College will never give less than 6 hours notice to report for a drug test. Not reporting for a drug screen, when requested, can result in an immediate drop from the program. Excuses such as you didn't have a way to get there, work, no one to watch the children, etc. will not be allowed excuses. Typically, students will be requested to drug screen prior to externship. However, if there is a question as to whether or not a student may be intoxicated, a student is displaying unprofessional behavior or other violations of the professional code of conduct then a drug screen may be requested. Drug screen sample of hair or urine may be collected at time of drug screen test.

PROFESSIONAL CODE OF CONDUCT

Anti-Harassment

It is the mission of Liberty Career College to provide each student a safe environment of learning free of harassment of any kind. The college fully supports laws prohibiting harassment of any kind including harassment because of age, race, religion, color, national origin, ancestry, citizenship status, gender, marital status, veteran status, medical condition, or disability. Therefore, no conduct that constitutes harassment will be tolerated.

If you feel that you are being or have been harassed by any one on campus you are encouraged to contact any staff or faculty member. If you feel that you were harassed by a faculty or staff member you should contact the campus president immediately.

Standards of Professional Conduct

The college staff, faculty, administrators, and students are all required to exhibit professional conduct while on campus or while conducting college business. Therefore, any of the following activities will be considered a violation of professional conduct:

1. Dishonesty, including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of college documents.
2. Theft of, or deliberate destruction, damage, misuse or abuse of college property or the property of individuals associated with the college.
3. Inappropriate or profane behavior that causes disruption of teaching, student study, or administrative activities. This includes negative attitude or behavior that is non-conducive to a positive learning environment.
4. No calling and not showing up to an externship site/facility is reason for termination from the program. Students must contact Liberty Career College AND the externship facility BEFORE the start of the scheduled shift if they are ill or had an emergency and are not able to attend that particular day. LCC will require to see documentation of incident before proceeding further with externship. Externship is Pass or Fail.
5. Negative findings on background screen that were not revealed at time of enrollment. (Misdemeanor or Felony charges not disclosed, including pending charges.) All misdemeanor violations must be over 3 years old from disposition date. All felony violations must be over 7 years old from the disposition date. **Students with pending charges should not register until case is closed to determine what final charges will be, if any.** An applicant with a violent crime or sexual crime history will not be accepted for enrollment.
6. Positive result on drug screen for a controlled substance. A student MUST go to get drug screen the day requested. Reasonable amount of time will be given. Any excuse as to why you cannot go will not be acceptable. If student is taking a prescription that is a controlled substance the laboratory may contact the student to get verification that the prescription is current and in the student's name. Failure to supply the laboratory with needed information may result in a positive drug screen. A positive drug screen result is cause for dismissal from enrolled program.
7. The use or consumption of alcoholic beverages or controlled substances on the college or externship site is strictly prohibited. This includes; under the influence, purchase, consumption, possession, or sale of alcoholic beverages or controlled substances while on campus property.
8. The use of any tobacco product in the college building.
9. Eating or drinking in the classroom. Drinks with lids/caps accepted.
10. Bringing children, spouse, or friends to class.
11. Failure to comply with requests made by college officials acting within their scope of responsibilities.
12. Failure to follow campus safety policies and procedures.
13. The transport, use or discharge of any explosive including firearms, either concealed or exposed.
14. Improper use of the intranet including e-mail.

15. Failure to comply with federal copyright laws.
16. Inappropriate use of pagers, cell phones, or other electronic devices. All electronic devices must be in the "OFF" position while in class.
17. Any Progress Report showing less than a 60% grade.

Withdrawals

Students who are withdrawn from school if found in violation of Academic Standard(s) or Standards of Professional Conduct. Student who are withdrawn are not automatically re-admitted. A member of administration will review all re-admittance requests and will consider them on a case-by-case basis. The school reserves the right to dismiss a student at any time and without prior notice depending on the severity of the violation.

Student Rights

Liberty Career College is committed to the academic success of each student and will make every effort to help its students achieve their goals. Students are encouraged to understand their rights including procedures for addressing grievances.

All students have the right to:

1. Know that the policies and procedures will be administered fairly and equally to all students.
2. Have concerns addressed in a timely manner.
3. Attend classes without harassment of any kind.
4. Attend classes in a safe and secure environment.
5. Speak to any member of Administration with concerns regarding the institution.
6. Clean and safe classrooms, restroom facilities and equipment.
7. Request information about grades and achievement at anytime.

Dress Code:

The Phlebotomy, Pharmacy Technician, Hybrid Medical Assistant and Medical Assisting program of Liberty Career College (LCC) is designed to prepare the student for work as a medical professional. Medical professionals wear uniforms while on duty for a variety of reasons; 1. To project a professional image 2. To project the highest level of personal hygiene. 3. To prevent the spread of infection to others.

The following policies will be observed throughout the program:

1. Students must wear the full uniform during all Liberty Career College courses and functions. Uniforms must always be clean and kept in good condition.

- a. Uniforms must be washed and pressed on a regular basis to ensure cleanliness.
 - b. Inspect your uniform daily to ensure that it is clean, ironed, and free from stains, and tears.
 - c. Uniforms are to be worn to class and externship.
2. Hair must be combed/brushed and pulled back to prevent obstruction of vision.
3. Make up and colognes should be worn conservatively.
 - a. It is best to keep this to a minimum.
 - b. Many people find certain colognes offensive especially when too much is worn. Please use a conservative amount if any at all.
4. Shower daily and as needed. A shower will include the use of soaps and shampoo.
5. Shoes must be impermeable and must cover entire top of foot. Shoes with holes are not acceptable.
 - a. No open toe shoes are allowed.
 - b. Shoes that expose the top of the foot (but cover the toes) are not allowed.
 - c. Shoes must be clean and professional in appearance.
6. Jewelry must be kept to a minimum. This is for your safety as well as the safety of your patients. Wedding band type rings are acceptable.
 - a. Hoop earrings are not allowed.
 - b. Costume jewelry is not allowed.
 - c. Any piece of jewelry that may cause scratching, obstruct your view, or prevent you from washing your hands properly is not allowed.
 - d. Facial piercings are not permitted including; nose, eyebrows, cheeks, tongue, lip. Earrings are to be small and conservative.
7. Tattoos must be covered at all times when attending school functions, when a guest speaker is present and during externship.
8. Fingernails must be cut short, not to exceed $\frac{1}{4}$ inch in length, to avoid the spread of infection.
 - a. Acrylic nails are not allowed as they are the number one cause of post-surgical site infections.
 - b. Gel polish is not allowed.
 - c. Use only neutral fingernail polish colors.
 - d. Nails must be kept manicured and free from sharp edges. This will ensure the prevention of scratching.
9. Brush your teeth after eating. This will ensure that food particles are not present in your mouth while speaking to the patient.
10. Use deodorant each day to prevent body odors and perspiration from occurring.
11. The use of foul language is prohibited. Please keep conversations professional and free from offensive words or topics.
12. If you are sick or if you have an infectious disease that may transfer to others, please do not come to class. If you suspect that you may be

sick or have an infectious disease, you must consult your healthcare professional first before returning to class. Your instructor or Administrative staff may request that you consult a Health Care Professional before returning to class. Additionally, you may be asked to provide evidence that your healthcare professional has cleared you to return to class.

Remember, you are training to become a member of the medical profession. Your personal hygiene will be observed by instructors, peers in class, co-workers, patients and possibly their loved ones. It is extremely important that you maintain the highest level of personal hygiene and professionalism while in the medical office, hospital or lab and while enrolled at Liberty Career College.

Student Grievance

A student, who has a grievance, has the option first of an internal process provided by Liberty Career College administration; however, that it is not required as students may contact the Bureau for Private Postsecondary Education at any time. Please see the BPPE's contact information on Page 9 of this catalog. Students who feel their concerns were not addressed adequately may request to speak directly to a member of administration or by submitting the concern in writing at anytime. It may be necessary to schedule an appointment however; most concerns can be discussed immediately.

Grading System

Final grades are calculated at the end of the course. Grades used are as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59
- Pass/Fail
- C = Complete
- INC = Incomplete
- W = No Points (After the drop date)
- IP – In Progress

*****Lab is Pass or Fail – Students must complete lab skills and skill outs with confidence and competence. Simply completing the required skills does not guarantee passing of the course. Students who are not confident in the skill and continue having difficulty performing skills may require additional training or possibly receive a failing grade for lab. **Externship is Pass or Fail**

A. For Phlebotomy Technician Program all Basic Didactic quizzes must average out to be 70% or higher and all Advanced Didactic quizzes must average out to be 70% or higher. Phlebotomy Technician Mid-Term and Final Exams must EACH have a score of 70% or higher.

- B. Certification exam must be passed with the National Healthcareer Association – www.nhanow.com for the Hybrid MA and Medical Assistant Program prior to receiving certificates from Liberty Career College.
- C. MED-100 – Medical Terminology – ALL homework assignments must be completed and are NOT optional. **Any assignment turned in late is subject to a \$10 fee PER ASSIGNMENT.** Homework will account for 25% of overall grade and Quizzes/Tests will account for 75% of overall grade in course.
- D. MED-200 – Anatomy & Physiology – ALL homework assignments must be completed and are NOT optional. **Any assignment turned in late is subject to a \$10 fee PER ASSIGNMENT.** Homework will account for 25% of overall grade and Quizzes/Tests will account for 75% of overall grade in course.
- E. MED-400 – Clinical Lecture – All homework assignments must be completed and are NOT optional. **Any assignment turned in late is subject to a \$10 fee PER ASSIGNMENT.** Homework will account for 25% of overall grade, Quizzes/Tests will account for 25% of overall grade and Final Exam will account for 50% of overall grade in course.
- F. MED-410 – Clinical Procedures and Lab Skills must ALL be completed by the last day of class to successfully pass the course.
- G. PHLEB-400 – Clinical Lab Skills for Phlebotomy Technician Program must be completed successfully by last day of program.
- H. Students are eligible to retake any quiz/test where original score is below 60% for all programs.
- I. Maximum score given on a retake quiz/test is 70% for all programs. Students must wait a minimum of 1 week before being eligible to retake quiz/test whether student was present or absent the day given.
- J. The day that the quiz/test is given is the 1st attempt whether the student is present or absent. If absent on the day of a quiz/test the highest score possible when taking it will be 70% as it will be considered the 2nd attempt. This applies to all programs and courses.

Retention of Student Records

Liberty Career College maintains student records for a minimum of five (5) years and student transcripts are retained permanently.

Student Records

Liberty Career College retains complete student records for a minimum of 5 years after completion or withdrawal from program. After 5 years, records may be destroyed however; transcripts will be retained permanently. Graduates may request copies of transcripts for a fee of \$10.00. Copies are not immediately available. A period of 3 business days may be needed to process copies. Please email transcript request to: Ann@Libertycareercollege.com. Please provide full detailed address as to where you'd like transcript to be sent to.

Campus Security

Liberty Career College (LCC) takes the security of its students seriously. However, at this time we do not have on-campus security personnel or services. Students are encouraged to take precautions necessary to keep all personal items safe. Additionally, it is strongly recommended students do not bring valuable items with them. All students are encouraged to use safe practices while on campus. If you see any suspicious activities, please report it to the front desk immediately.

If A Crime Is Committed LCC Will Contact The:

Bakersfield Police Department, 1601 Truxtun Ave, BKFD, CA 93301, 661-327-7111

PROGRAM DESCRIPTIONS

MEDICAL ASSISTANT – SOC Code: 31-9092

Medical Assistants work in a variety of medical offices, facilities and institutions including; multi-specialty clinics, physician, podiatrists and chiropractic offices and other healthcare facilities.

Medical Assistants perform a variety of clinical related duties including; obtain a patient's medical history, obtain and record vital signs, explain treatment procedures to the patient, prepare the patient for examination, assist the physician during examinations, collect, prepare and transport laboratory specimens, dispose of contaminated supplies, sterilize medical instruments, instruct patients about medications, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone new and refill prescriptions to a pharmacy, perform skin punctures and venipunctures, perform EKG's, remove sutures, change dressings, arrange examination room instruments and equipment, maintain supplies and equipment, and maintain exam rooms.

Objectives:

The objectives of the Medical Assistant program are to prepare graduates to properly perform basic clinical procedures including, obtain patient history, perform and record vital signs, explain examination and treatment procedures to the patient, prepare patients for examinations, collect, process and transport laboratory specimens, properly dispose of contaminated supplies, sterilize instruments, administer medications, perform venipunctures and skin punctures, obtain and mount an EKG, remove sutures, change dressings, maintain supplies and equipment, and maintain medical and surgical asepsis according to office policy.

This program is for the individual who is seeking to perform the back office clinical duties of a medical assistant in a medical office environment under the direct supervision of a physician.

To successfully complete this program, the student must complete and pass the following courses MED-100, MED-200, MED-400, MED-410, and MED-500 (120 hour externship). Students must also achieve an overall course average of 70% for MED-100, MED-200, and MED-400 from all homework assignments, quizzes, and examinations. See Grading System on pages 28-31 for breakdown of how course grade will be calculated. Course length is 310 clock hours.

Upon successful completion of this program the graduate will be eligible to take the Certified Clinical Medical Assistant examination

with the National Healthcare Association or the CCBMA exam with the California Certifying Board for Medical Assistants.

Medical Assistant Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
MED-100	Medical Terminology	40
MED-200	Basic Anatomy and Physiology	40
MED-400	Clinical Lecture	60
MED-410	Clinical Procedures and Lab Skills	50
MED-500	Externship	120
Total Hours		310

MEDICAL ASSISTANT (Hybrid) – SOC Code: 31-9092

Medical Assistants work in a variety of medical offices, facilities and institutions including; multi-specialty clinics, physician, podiatrists and chiropractic offices and other healthcare facilities.

Medical Assistants perform a variety of clinical related duties including; obtain a patient's medical history, obtain and record vital signs, explain treatment procedures to the patient, prepare the patient for examination, assist the physician during examinations, collect, prepare and transport laboratory specimens, dispose of contaminated supplies, sterilize medical instruments, instruct patients about medications, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone new and refill prescriptions to a pharmacy, perform skin punctures and venipunctures, perform EKG's, remove sutures, change dressings, arrange examination room instruments and equipment, maintain supplies and equipment, and maintain exam rooms.

Objectives:

The objectives of the Hybrid Medical Assistant program are to prepare graduates to properly perform basic clinical procedures including, obtain patient history, perform and record vital signs, explain examination and treatment procedures to the patient, prepare patients for examinations, collect, process and transport laboratory specimens, properly dispose of contaminated supplies, sterilize instruments, administer medications, perform venipunctures and skin punctures, obtain and mount an EKG, remove sutures, change dressings, maintain supplies and equipment, and maintain medical and surgical asepsis according to office policy.

This program is for the individual who is seeking to perform the back office clinical duties of a medical assistant in a medical office environment under the direct supervision of a physician.

To successfully complete this program, the student must complete and pass the following courses MED-100, MED-200, MED-400, MED-410, and MED-500 (120 hour externship). Students must also achieve an overall course average of 70% for MED-100, MED-200, and MED-400 from all homework assignments, quizzes, and examinations. See Grading System on pages 28-31 for breakdown of how course grade will be calculated. Course length is 310 clock hours.

Upon successful completion of this program the graduate will be eligible to take the Certified Clinical Medical Assistant examination

with the National Healthcare Association or the CCBMA exam with the California Certifying Board for Medical Assistants.

Hybrid Medical Assistant Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
MED-100	Medical Terminology	40
MED-200	Basic Anatomy and Physiology	40
MED-400	Clinical Lecture	60
MED-410	Clinical Procedures and Lab Skills	50
MED-500	Externship	120
Total Hours		310

PHARMACY TECHNICIAN – SOC Code: 31-9095

Pharmacy Technicians work in a variety of pharmacy settings including retail, hospital and closed pharmacies.

This program is offered as an “on-line” course. All students enrolled into this program must have access to a computer with the following installed computer software programs:

Windows:

Windows XP, Vista or Windows7, Internet Explorer 7 or 8 (download), Mozilla Firefox 3.5 or higher (download).

Mac: OS X

Safari 3.0 or later (download), Mozilla / Firefox 3.5 or higher (download).

Adobe:

Adobe Acrobat Reader 7 or higher (download), Adobe Flash Player 8 or higher (download)

Session Timeout Counter:

The browser you use needs to allow status bar updates via script otherwise a session timeout counter will not be visible for you.

All course lessons, quizzes and assignments will be evaluated and graded within 7 days upon of submission to the instructor. Evaluations will be provided to the student within 7 days of receipt. Students are strongly encouraged to stay current with all lessons, quizzes, or assignments.

Students will learn the basic role of the pharmacy technician including, basic structures and functions of the human body, common disease states, basic pharmacology including drug composition, indications, adverse effects and how they act in the body, how to properly process prescriptions within the law, laws affecting drug administration and the pharmacy, drug reference sources, pharmacology terminology and common abbreviations, prescription medications and controlled substances, pharmacology calculations, prescriptions, the dispensing process, patient interactions, HIPAA regulations, Managed Care Prescriptions, non-prescription duties such as inventory control, sales and transactions, over the counter medications, unit dose and drug repackaging, compounding of non-sterile, sterile and hazardous medications.

Objectives:

Students will learn what duties a pharmacy technician can and cannot perform, how to maintain patient confidentiality, follow procedures in regards to the pharmacy workflow, understand federal and state laws and regulations affecting the pharmacy, follow policies and procedures instituted by the state board of pharmacy, follow policies and procedures to maintain pharmacy security, differentiate between pharmacy department reference sources, differentiate between the four major categories of dosage forms, choose the appropriate prescription container and closure when filling a prescription, list the most common medications that do not require child-resistant containers, follow state rules and pharmacy policies regarding generic substitution, locate information found on the medication stock bottles required by the FDA, interpret the three components of an NDC number, ensure mix-ups between easily confused products are avoided, differentiate between the programs aimed at promoting public safety, follow proper procedure in regards to avoiding and documenting dispensing errors, differentiate between pregnancy categories, differentiate among the various controlled substances schedules, follow rules and regulations governing refills, partial refills and transfer of controlled substances, follow rules and regulations when filling controlled substances, follow proper record-keeping and filling procedures for controlled substances, comply with laws that pertain to handling schedule V non-prescriptions sales, follow rules and regulations governing destruction of controlled substances, identify legitimate versus illegitimate DEA numbers, identify and report drug diversion in patients and co-workers, list the professions which may prescribe medications, list the information required on a completed prescription forms for controlled substances and non-controlled substances, list the different ways in which prescriptions can be communicated, correctly translate prescriptions abbreviations and symbols into patient directions, list the dangerous medical abbreviations and symbols that should be avoided, perform conversion of measurements calculate ratios and proportions, reducing and enlarging formulas, perform calculations involving specific gravity and tonicity, calculate dilutions of stock solutions, calculate for overfills when compounding, performing calculations involving aliquots, calculate percentages, calculate IV flow rates, calculate dosages, quantities and days supplies, calculate child dosages, perform business calculations, describe standards of professional conduct, and effective communication skills used in the pharmacy, describe and understand federal privacy laws (HIPAA) affecting the pharmacy environment, describe and perform proper procedures for dispensing of medications, describe managed care prescription programs, understand how to determine insurance coverage, and how to perform claim reversals, understand and perform basic non-prescription duties such as inventory control and retail transactions, understand basic pharmacology terminology and abbreviations, understand the basic parts of a patient's file including the

SOAP note system, use drug terminology to identify drug product's therapeutic class and primary indications, understand basic human anatomy and physiology and how medications affect the body, describe the basics of common disease states and the effects that medications have, understand the basic concepts of various types of drugs and how they work, demonstrate an understanding of over-the-counter medications and how they are determined to be over the counter drugs, list the major over the counter drug categories, utilize the drug-distribution systems in hospitals and long term care facilities, follow the procedures for repackaging medications, follow policies and procedures regarding the checking and stocking of emergency kits, list the compliance aids stocked in the pharmacy department, and understand techniques and guidelines for compounding of general, sterile and hazardous medications.

This program is for the individual who is seeking to perform the duties of a Pharmacy Technician under the direct supervision of a Pharmacist.

To successfully complete this program, the student must complete and pass the following courses PHARM-100, PHARM-200, PHARM-300, PHARM-400, PHARM-450, and PHARM-500 (120-hour externship). Students must also achieve an overall course average score of 70% or greater from all homework assignments, and 70% average on all quizzes, and examinations. To pass this course all students must also have no less than 100% attendance for clinical externship in the pharmacy. Course length is 260 clock hours.

Upon successful completion of course requirements, the student will be **required to take, and pass**, PTCE exam (Pharmacy Technician Certification Exam) with the PTCB prior to receiving certificate from Liberty Career College.

Notice: To be eligible to apply to the State of California for your Pharmacy Technician License, you are required to provide the following list of items:

1. Evidence of High School Graduation or General Education Development (GED).
2. Completion of course work that provides a minimum of 260 hours of instruction as specified in Title 16 California Code of Regulation section 1793.69 (c).
3. Completion of "Application for a Pharmacy Technician License".
4. Provide to the Board of Pharmacy a current Live Scan or Finger Print Card.

5. Provide to the Board of Pharmacy a sealed original Self-Query Report from the National Practitioner Data Bank Healthcare Integrity and Protection Data Bank – www.npdb-hipdb.hrsa.gov
6. Passport sized photo taken within 30 days of submitting application to the Board of Pharmacy.

Pharmacy Technician Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
Pharm-100	Basic Overview, Prescription Medications, and Prescriptions	30
Pharm-200	Pharmacy Calculations	20
Pharm-300	Patient Interactions, Overview of Federal Privacy, The Dispensing Process, Managed Care Prescriptions, Non-dispensing Duties	30
Pharm-400	Pharmacy Terminology, Basic Human Anatomy and Physiology, Basic Pharmacology.	30
Pharm-450	Unit Dose Systems and Drug Repackaging, Non-Sterile Product Compounding, Sterile Product Compounding and USP,	30
PHARM-500	Externship (Minimum 120 Hours)	120
Total Hours		260

PHLEBOTOMY TECHNICIAN – SOC Code: 31-9097

This program is designed to provide training in basic phlebotomy theory. Students will learn basic infection control, basic anatomy, medical terminology, patient identification procedures, proper vein selection and skin puncture site selection, collection equipment, post puncture care and proper waste disposal procedures, advanced infectious disease control and biohazards, anticoagulation theory, knowledge of preanalytical sources of error, anatomical site selection and patient prep, risk factors & appropriate responses to complications in phlebotomy, recognition of problems with requisitions, specimen transport and processing, how to take corrective actions for problems with requisitions, specimen processing and transport, communication skills and interpersonal relationships, stress management, ethics and legal issues, quality assurance for accurate and reliable results, legal issues related to phlebotomy. There are three courses available for this program, Basic Phlebotomy, Advanced Phlebotomy and Phlebotomy Practical Training. Enrollment into the Advanced course only with prior experience a “Letter of Phlebotomy Experience For California Certification” form is required. Once the Basic course is completed, the student will receive a Basic Phlebotomy Didactic course certificate if that portion is all they need. The Advanced Phlebotomy course can be taken if the student has successfully completed the Basic Phlebotomy course or if the student evidences prior phlebotomy experience within the past 5 years. Once the Advanced Phlebotomy course is completed, the experienced student will receive an Advanced Phlebotomy Didactic course certificate however, the beginner student will not receive a certificate until all of the Basic, Advanced, and Practical training is successfully completed. The Phlebotomy Practical Training course requires successful completion of both the Basic and Advanced Didactic courses and upon successful completion of this course the student will receive a full course completion certificate. To receive certificates in this program attendance is mandatory. Any absence (even one minute of lecture) will affect your ability to receive certificates in this program. If you miss even one minute of a lecture you will be required to make it up. This means if you are absent, arrive late or leave early (breaks included) you will be marked absent for that day and will be required to make-up that lecture. Making up classes is not automatic. It is subject to instructor approval and available class space. All make-up hours must be made up in the next scheduled course and no more than one absence will be allowed to be made up for each course offered. *Please see the Phlebotomy Course Description for additional completion information.*

Objectives:

The objectives of the program are to prepare graduates to properly perform basic phlebotomy procedures including; properly perform skin punctures, venipunctures with the use of a syringe and vacutainer system, to properly identify patients prior to blood collection, apply standard and advanced infection control procedures, recognize and respond to problems associated with blood collection, recognize problems with requisitions, specimen transport and processing of lab specimens, demonstrate professional communication skills and stress management skills, understand ethical and legal issues related to phlebotomy.

This program is for the individual who is seeking to become a Certified Phlebotomy Technician. Upon successful completion of PHLEB-100 and PHLEB-200 the student will be eligible to apply for the Phlebotomy Technician Certification Examination. Once the student has completed both the Didactic and Practical along with the Phlebotomy Examination the student will be eligible to apply to the State of California for the Certified Phlebotomy Technician-I certification.

The program includes both didactic and practical education and class sizes will be limited to 20 students or fewer for both didactic and laboratory courses. This course includes a required minimum 40-hour practical training course to be performed at a laboratory within the community.

To successfully complete this program, the student must complete and pass the following courses PHLEB-100, PHLEB-200, National Certification Exam with score of 70% or higher and PHLEB-500. Students must also achieve an overall course average score of greater than 70% from all quizzes, and examinations in each module. Course length is 104 clock hours.

State of California Certified Phlebotomy Technician-I (CPT-I) requirements for eligibility for application:

To apply to the State of California, Laboratory Field Services for a Certified Phlebotomy Technician Certificate and License number, all applicants must meet the following criteria:

1. Show evidence of US High School education or GED, or Equivalent,
2. Show evidence of completion of a state approved phlebotomy class room training program,
3. Show evidence of completion of phlebotomy work experience OR for Advanced students a form – “Letter of

Phlebotomy Experience for California Certification” is required.

4. Show evidence of completion of phlebotomy certification by a state approved certification organization.
5. Completion of online application on the Department of Public Health / Laboratory Field Services website.

Phlebotomy Technician-I Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
PHLEB-100	Basic Phlebotomy	20
PHLEB-200	Advanced Phlebotomy	20
PHLEB-400	Clinical Lab Skills	24
PHLEB-500	Externship (Minimum 40 Hours)	40
Total Hours		104

ADVANCED PHLEBOTOMY

Enrollment into the Advanced Phlebotomy course only with prior experience a “Letter of Phlebotomy Experience For California Certification” form is required. Once the Advanced Phlebotomy course is completed, the experienced student will receive an Advanced Phlebotomy Didactic course certificate. This course is designed to provide knowledge of entry-level phlebotomy theory, concepts and techniques including; Advance Infectious Disease Control and Biohazards, Anticoagulation Theory, Preanalytical Sources of Error, Anatomical Site Selection and Patient Preparation, Risk Factors and Appropriate Responses to Complications that may arise from Phlebotomy, Phlebotomy Requisitions, Specimen Transport and Processing, Communication Skills, Interpersonal Relationships, Stress Management, Ethics and Legal Issues, Quality Assurance, Legal issues related to Blood Collection.

To receive a certificate in this program attendance is mandatory. Any absence (even one minute of lecture) will affect your ability to receive a certificate in this program. If you miss even one minute of a lecture you will be required to make it up. This means if you are absent, arrive late or leave early (breaks included) you will be marked absent for that day and will be required to make-up that lecture. Making up classes is not automatic. It is subject to instructor approval and available class space. All make-up hours must be made up in the next scheduled course and no more than one absence will be allowed to be made up for each course offered. *Please see the Advanced Phlebotomy Course Description for additional completion information.*

Objectives:

Upon completion of this course the student will be able to:

- Demonstrate an understanding of Advance Infectious Disease Control and Biohazards.
- Demonstrate an understanding of the Anticoagulation Theory.
- Demonstrate an understanding of Preanalytical Sources of Errors.
- Demonstrate proper Anatomical Site Selection for Blood Collection.
- Demonstrate appropriate responses to complications that may arise from phlebotomy.
- Demonstrate proper patient preparation for phlebotomy procedures.
- Demonstrate an understanding of the phlebotomy requisition.
- Demonstrate proper specimen transport and processing.
- Demonstrate proper communication skills and interpersonal relationships.
- Demonstrate an understanding of stress management skills.
- Demonstrate an understanding of ethical and legal issues related to phlebotomy.
- Demonstrate an understanding of quality assurance in the laboratory.

Advanced Phlebotomy Course Outline:

COURSE	DESCRIPTION	CLOCK HOURS
PHLEB-200	Advanced Phlebotomy	20
Total Hours		20

To successfully complete this program, the student must complete and pass the following course PHLEB-200. Students must achieve an overall average score of greater than 70% from all quizzes and must have a 70% or higher on final exam. Course length is 20 clock hours.

To be eligible to apply to the Department of Public Health/LFS applicants will have to pass a national certification exam. An exam will be offered to be taken at Liberty Career College upon passing the Advanced Phlebotomy course.

State of California Certified Phlebotomy Technician-I (CPT-I) requirements for eligibility for application:

To apply to the State of California, Laboratory Field Services for a Certified Phlebotomy Technician Certificate and License number, all applicants must meet the following criteria:

1. Show evidence of US High School education or GED, or Equivalent,
2. Show evidence of completion of a state approved phlebotomy class room training program,
3. Show evidence of completion of phlebotomy work experience OR for Advanced students a form – “Letter of Phlebotomy Experience for California Certification” is required.
4. Show evidence of completion of phlebotomy certification by a state approved certification organization.
5. Completion of online application on the Department of Public Health / Laboratory Field Services website.

COURSE DESCRIPTIONS

MEDICAL ASSISTANT – SOC Code: 31-9092

MED-100, *Medical Terminology*

40 Clock Hours

Prerequisites: None

This course provides instruction in basic Medical Terminology for healthcare professionals including: introduction to medical terminology including word parts (prefixes, suffixes, and word roots), the human body in health and disease, medical terminology related to the skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, eyes and ears, integumentary system, endocrine system, and reproductive systems. This course also contains medical terminology related to medical diagnostic procedures and pharmacology.

MED-200, *Basic Human Anatomy and Physiology*

40 Clock Hours

Prerequisites: None

This course provides instruction in basic human anatomy and physiology concepts including: an introduction to the human body, basic anatomy (structures) and physiology (functions) of the integumentary system, skeletal system, articular system, the muscular system, the nervous system, the endocrine system, blood, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, and the reproductive systems.

MED-400, *Clinical Lecture*

60 Clock Hours

Prerequisites: None

This course provides instruction on basic principles of pharmacology for medical assistants including; pharmacy math, dosage calculations for both adults and children, drug sources, drug schedules and dosages, forms of drugs and how they act, the medication order, administration essentials, antibiotic agents, antifungal, antiviral and immunizing agents, anti-neoplastic agents, vitamins and minerals, psychotropic agents, substance abuse, and effects of medications by body systems. This course also provides instruction on universal and standard blood and body substance precautions, infection control practices, physical measurements (vital signs, height and weight), preparing and assisting with routine and special physical examinations, surgical asepsis and minor surgery, drug administration including intra-dermal skin tests, instillations and irrigations of the eyes and ears, and collecting and handling specimens.

MED-410, *Clinical Procedures and Lab Skills***50 Clock Hours****Prerequisites: None**

This course provides skills training on universal and standard blood and body substance precautions, how to properly obtain patient physical measurements including the vital signs, height and weight, how to perform a urinalysis in the clinical setting, how to administer the Snellen Eye examination, electrocardiography, how to set up for a minor surgical procedure, how to sanitize, disinfect and sterilize surgical instruments, how to instruct patient on various examination positions, how to properly administer injections including intradermal, intramuscular, and subcutaneous injections, how to perform eye and ear irrigations, and instillation of drugs, BLS for Healthcare Providers CPR.

MED-500, *Externship***120 Clock Hours****Prerequisites: MED-100, MED-200, MED-400, MED-410**

This course provides practical work experience in a medical back office where students will perform a variety of clinical duties under the direct supervision of the physician. Students will be required to perform a minimum 120 hours of externship to be performed during normal business hours.

HYBRID MEDICAL ASSISTANT

MED-100, *Medical Terminology***40 Clock Hours****Prerequisites: None**

Proctored online, this course provides instruction in basic Medical Terminology for healthcare professionals including: introduction to medical terminology including word parts (prefixes, suffixes, and word roots), the human body in health and disease, medical terminology related to the skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, eyes and ears, integumentary system, endocrine system, and reproductive systems. This course also contains medical terminology related to medical diagnostic procedures and pharmacology.

MED-200, *Basic Human Anatomy and Physiology***40 Clock Hours****Prerequisites: None**

Proctored online, this course provides instruction in basic human anatomy and physiology concepts including: an introduction to the human body, basic anatomy (structures) and physiology (functions) of the integumentary system, skeletal system, articular system, the muscular

system, the nervous system, the endocrine system, blood, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, and the reproductive systems.

MED-400, Clinical Lecture

60 Clock Hours

Prerequisites: *None*

Proctored online, this course provides instruction on basic principles of pharmacology for medical assistants including; pharmacy math, dosage calculations for both adults and children, drug sources, drug schedules and dosages, forms of drugs and how they act, the medication order, administration essentials, antibiotic agents, antifungal, antiviral and immunizing agents, anti-neoplastic agents, vitamins and minerals, psychotropic agents, substance abuse, and effects of medications by body systems. This course also provides instruction on universal and standard blood and body substance precautions, infection control practices, physical measurements (vital signs, height and weight), preparing and assisting with routine and special physical examinations, surgical asepsis and minor surgery, drug administration including intra-dermal skin tests, instillations and irrigations of the eyes and ears, and collecting and handling specimens.

MED-410, *Clinical Procedures and Lab Skills*

50 Clock Hours

Prerequisites: *None*

This course provides skills training on universal and standard blood and body substance precautions, how to properly obtain patient physical measurements including the vital signs, height and weight, how to perform a urinalysis in the clinical setting, how to administer the Snellen Eye examination, electrocardiography, how to set up for a minor surgical procedure, how to sanitize, disinfect and sterilize surgical instruments, how to instruct patient on various examination positions, how to properly administer injections including intradermal, intramuscular, and subcutaneous injections, how to perform eye and ear irrigations, and instillation of drugs, BLS for Healthcare Providers CPR.

MED-500, *Externship*

120 Clock Hours

Prerequisites: *MED-100, MED-200, MED-400, MED-410*

This course provides practical work experience in a medical back office where students will perform a variety of clinical duties under the direct supervision of the physician. Students will be required to perform a minimum 120 hours of externship to be performed during normal business hours.

PHARMACY TECHNICIAN – SOC Code: 31-9095

PHARM-100, *Basic Overview, Prescription Medications, and Prescriptions*

30 Clock Hours

Prerequisite: Proof of High School graduation of equivalent.

This course is designed to provide a basic understanding of the responsibilities of a Pharmacy Technician, the laws affecting prescription dispensing, Prescription Medications and Prescriptions.

PHARM-200, *Pharmacy Calculations*

20 Clock Hours

Prerequisite: PHARM-100

This course is designed to provide a basic understanding of how to perform pharmacy math procedures including dosage calculations, business calculations, and infusion time calculations.

PHARM-300, *Patient Interactions, Overview of Federal Privacy, The dispensing Process, Managed Care Prescriptions, and Non-dispensing Duties.*

30 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200

This course is designed to provide a basic understanding of customer service, professionalism, communication skills, barriers to communications, special population communication skills. This course also provides a basic understanding of federal regulation regarding privacy of Protected Health Information (PHI), the dispensing process of medications, Managed Care prescriptions, and Non-dispensing duties of the Pharmacy Technician.

PHARM-400, *Pharmacy Terminology, Basic Human Anatomy and Physiology, and Basic Pharmacology.*

30 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200, and PHARM-300.

This course covers pharmacy terminology, the basic structures and functions of the human body covered by body systems, common disease states, this course also covers basic pharmacology principles including drug interactions, the nervous system and receptor locations.

PHARM-450,

30 Clock Hours

Prerequisite: Enrollment into PHARM-100, PHARM-200, and PHARM-300 and PHARM-400.

This course covers pharmacy unit dose systems, drug repackaging, non-sterile compounding, and the compounding process, sterile product compounding process...

PHARM-500, *Externship*

120 Clock Hours

Prerequisite: PHARM-100, PHARM-200, PHARM-300, PHARM-400, AND PHARM-450.

This course provides practical work experience in a pharmacy where students will perform a variety of pharmacy technician under the direct supervision of the pharmacist. Students will be required to perform a minimum 120 hours of externship to be performed during normal business hours.

PHLEBOTOMY TECHNICIAN – SOC Code: 31-9097

PHLEB-100, *Basic Phlebotomy*

20 Clock Hours

Prerequisites: Proof of US High School Graduation or Equivalent. To take Phlebotomy only applicants must have just one of the following to enroll in LCC's program:

- ***Successful completion of another vocational program (ex: CNA, MA, Pharmacy Tech., Cosmetology, Medical Front Office, etc.) Applicants do not have to take the other vocational program from LCC.***
- ***A Minimum of 20 college units completed in the last 2 years with a "C" grade or higher;***
- ***Completed Associates or Bachelors Degree***
- ***OR Currently work in a Medical Facility (Please provide most recent pay stub.)***

Many employers require a minimum of 1 year of experience in Phlebotomy to be considered for employment. For this reason, LCC has set the above standards to enroll in Phlebotomy only.

For LPT students with prior experience, a copy of the "California Statement of Phlebotomy Practical Training" of 25 skin punctures will also be required.

This course is designed to provide basic knowledge of entry level phlebotomy theory, concepts, and techniques including basic infection control principles, basic human anatomy, medical terminology, patient identification guidelines, proper vein and skin puncture selection, phlebotomy collection equipment, post puncture care and disposal of regulated waste.

PHLEB-200, *Advanced Phlebotomy*

20 Clock Hours

Prerequisites: *Proof of US High School Graduation or Equivalent, Completion of PHLEB-100. If taking course alone proof of prior phlebotomy work experience (Letter of Phlebotomy Experience for California Certification) is required.*

This course is designed to provide basic knowledge of entry level phlebotomy theory, concepts and techniques including advanced infectious disease control and biohazards, anti-coagulation theory, pre-analytical sources of errors, anatomical site selection and patient preparation, risk factors and appropriate responses to complications in phlebotomy, recognition of problems with requisitions, specimen transport and processing, communication skills and interpersonal relationships, stress management, ethical and legal issues related to phlebotomy.

If taking this course without PHLEB-100, student must show proof of prior phlebotomy work experience performed within the past 5 years. The form: "Letter of Phlebotomy Experience for California Certification" must be filled out completely and signed by the Laboratory Director where experience was obtained prior to entering this course.

PHLEB-400, *Clinical Lab Skills*

24 Clock Hours

Prerequisites: This course is taken simultaneously with PHLEB-100 and PHLEB-200.

This course is designed to provide students with venipuncture and skin puncture skills training including venipuncture with the use of the vacutainer, syringe, and the winged-infusion set (butterfly) systems and skin punctures. Students will practice phlebotomy skills in the lab under the direct supervision of the instructor. To prepare graduates to properly perform basic phlebotomy procedures including; properly perform skin punctures, venipunctures with the use of a syringe and vacutainer and butterfly systems, to properly identify patients prior to blood collection, apply standard and advanced infection control procedures, recognize and respond to problems associated with blood collection, recognize problems with requisitions, specimen transport and processing of lab specimens, demonstrate professional communication skills and stress management skills, understand ethical and legal issues related to phlebotomy. 10 Successful skin punctures required with 2 being pedi-tubes. 30 successful venipunctures required with 10 being syringe, 18 vacutainer, and 2 butterfly.

PHLEB-500, *Phlebotomy Practical Training****40 Clock Hours******Prerequisites: Completion of PHLEB-100, PHLEB-200***

Students will perform Practical Training at an approved training site. All students will be required to document a minimum of 10 skin punctures and 50 venipunctures to successfully complete this course. These procedures must be performed on patients of varying ages and health conditions. Liberty Career College will provide each student with a “log” to document these procedures and will use this document to determine successful completion of this course.

ADVANCED PHLEBOTOMY**PHLEB-200, *Advanced Phlebotomy******20 Clock Hours***

Prerequisites: Proof of US High School Graduation or Equivalent, proof of prior phlebotomy work experience - Letter of Phlebotomy Experience for California Certification is required.

This course is designed to provide basic knowledge of entry level phlebotomy theory, concepts and techniques including advanced infectious disease control and biohazards, anti-coagulation theory, pre-analytical sources of errors, anatomical site selection and patient preparation, risk factors and appropriate responses to complications in phlebotomy, recognition of problems with requisitions, specimen transport and processing, communication skills and interpersonal relationships, stress management, ethical and legal issues related to phlebotomy.

Student must show proof of prior phlebotomy work experience performed within the past 5 years. The form: “Letter of Phlebotomy Experience for California Certification” must be filled out completely and signed by the Laboratory Director where experience was obtained prior to entering this course.

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Catalog Received:

Student Print Name

Date

Student Signature

Liberty Career College

Date