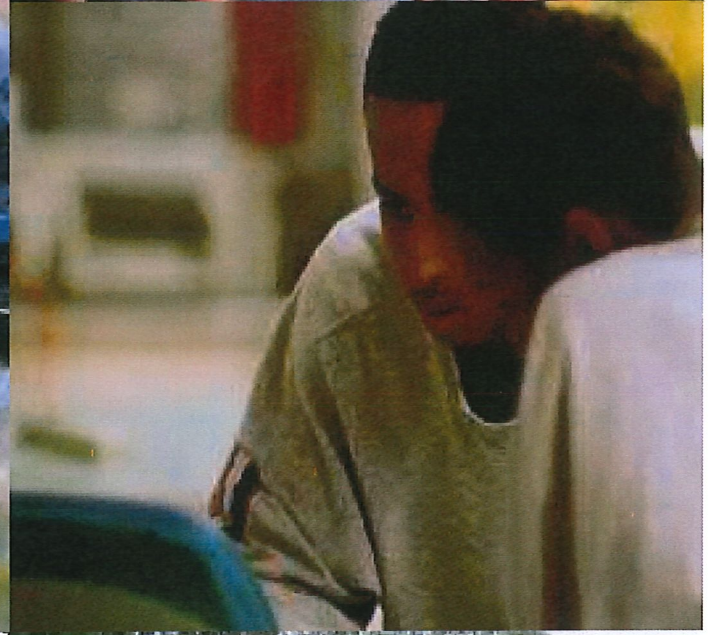




# Abrams College

201 East Rumble Road  
Modesto, CA 95350  
(209) 527-7777



College Catalog

01/01/20-12/31/20



**Abrams College**  
201 East Rumble Road  
Modesto, California 95350  
(209) 527-7777  
[www.abramscollege.com](http://www.abramscollege.com)

## **Institutional Mission & Purpose Statement**

It is the mission of Abrams College to provide the very best in vocational education at an affordable price while maintaining dignity for all students throughout the learning process.

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Dear Student,

On behalf of the Faculty of Abrams College, Welcome!

My name is Daniel Lucky and I am the President of Abrams College. It is my responsibility to ensure that you are properly educated to the published standards of education within your respective program. To meet this end, we of Abrams College use a collaborative approach related to the educational process.

Your primary instructor will provide you with a course syllabus, as well as a handbook with published College Policy. Make sure you ask, and have all of your questions answered related to policies on the first course of instruction. 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.

We are confident that you will enjoy your tenure here at Abrams College. If you have any difficulties, please notify your primary instructor. The Director of Instruction is always available to resolve any form of issues. Remember, we have been doing this for years, and seldom do we have concerns that we cannot address and resolve in real time.

If I can be of any assistance, please feel free to call or write to me at any time.

Again, welcome to our school.

Sincerely,

*Daniel S. Lucky*

Dr. Daniel S. Lucky, DNP, FNP/GNP-C, RN, EMT-P  
President  
Abrams College

# GENERAL COLLEGE NOTICES

## CATALOG DATES

The specific beginning and ending dates defining the time period covered by the catalog are from January 1, 2021 through December 31, 2021.

## NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of Abrams College to provide an educational and working atmosphere free from discrimination. Abrams College does not discriminate on the basis of age, gender, race, ethnic origin, religious ideals, creed, sexual orientation, physical or cognitive ability or any other form of grouping a population based on their membership in a particular group.

## NOTICE OF PUBLIC PROGRAMS AND GENERAL REQUIREMENTS FOR ENROLLMENT INTO ALL PROGRAMS

Abrams College provides all programs for the general public at large. All interested students who meet the minimum requirements are eligible for matriculation with any program. The pre-requisites are as follows:

1. High School Diploma or G.E.D. or equivalent or pass Ability to Benefit Exam \*
2. 18 years of age or older.
3. Legal status as resident of The United States. \*\*
4. No felony convictions or convictions related to drug and or sex crimes.
5. If applicable, meet any and all program entrance requirements.

\* Ability to Benefit exam: Passing one of these approved exams meets this requirement. For more information, please review the Ability to Benefit Policy on Page 34. Those who completed secondary school in languages other than English must provide an English transcript from a reputable source evidencing secondary school completion. Please review English as a Second Language Policy on page 27.

\*\* Please note that Abrams College does not admit non-legal residents of the US and therefore does not have US Visa sponsoring services.

## NOTICE OF DRUG-FREE ENVIRONMENT

Abrams College maintains a continuum of a drug free environment. No student or agent may carry, conceal, use or traffic to another any chemical that is customary associated with an illicit drug on college premises. Further, no student or agent may carry, conceal, use or traffic to another any product that contains alcohol. Any pharmacological agent on campus must carry with it a prescription, authorizing the specific individual to use the medication. Any student or agent of Abrams College who has violated this policy will be subject to disciplinary action and will be reported to the authorities.

## APPROVAL & ACCREDITATIONS

Abrams College is a licensed private postsecondary institution, licensed to operate with The State of California, Department of Consumer Affairs Bureau for Private Postsecondary Education ("Bureau"), meaning compliance with state standards as set forth in the CEC and 5, CCR. Abrams College is approved by the California Massage Therapy Council #SCH0104. Abrams College is approved by the Mountain Valley Emergency Medical Services Agency to provide pre-hospital course work and continuing education. Abrams College is also approved by the California Department of Public Health, Laboratory Field Services. 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.

## MATERIAL FACTS & ACCURACY OF INFORMATION

Please note that Abrams College has taken every precaution to ensure that all material contained within this handbook is accurate and correct. All material facts have been disclosed within this handbook that a student can base their decision to enroll within an Abrams College program of study. Please note that if an error or omission has occurred within this handbook or if general clarification related to any policy or procedure is needed, Abrams College reserves the right to provide for clarification, modification or change of this material at anytime. 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 North Market Blvd., Suite 225, Sacramento, CA 95834; P.O. Box 980818 West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov); (888) 370-7589, (916) 574-8900, fax (916) 263-1897.

Abrams College does not have a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed for bankruptcy in the preceding five years. Abrams College has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## PROGRAM DESCRIPTIONS

(Next to each program name is the job classification number from the United States Department of Labor's Standard Occupational Classification code for the listed program)

### MEDICAL ASSISTANT (31-9092)

Abrams College School of Medical Education offers a 14-week part time program leading to the Certificate of Completion for the Medical Assistant. The focus of the program is to confer certification to qualified applicants to provide technical and supportive services for patients in any out-patient health care setting.

The core training revolves around a three-tiered approach to medical education. First the student is prepared in the basic sciences such as anatomy, physiology, pathophysiology, basic chemistry, ethics, and office procedure. Second, the student is provided with a theoretical framework of medical applications. The third portion of the training consists of the internship and practice. This phase of instruction is comprised of supervised clinical practice in which the student participates in the application of learned skills in the clinical setting. CPR and First Aid are included within the program. This course is offered in the fall, winter and summer sessions. This program is self-contained, requiring no other courses has one final exam with a required internship of 80 hours, with a total clock of 190 hours. There is no state licensure required for this program.

#### Program Objectives

1. The graduate will be able to perform ordered diagnostic signs for patients in appropriate clinical settings such as:
  1. Vital Signs including orthostats
  2. Pulmonary Function Test
  3. Oxygen saturation test
  4. Audiometer
  5. Snellen Visual Acuity Measurement
  6. Tympanogram Studies
  7. Blood Sugar Analysis
  8. Hemoglobin Analysis
  9. Urinalysis and Pregnancy Testing
  10. EKG
- 2 The graduate will be able to safely administer medications for patients accordingly via the following routes:
  1. Oral
  2. Intramuscular
  3. Intradermal
  4. Subcutaneous
  5. Sublingual
  6. Inhalation
- 3 The graduate will be able to demonstrate the ability to perform front office procedure, such as filling, intake coordination, discharging patients and prescription transmittal.
4. The graduate will be able to demonstrate the ability to gather a health history from a client in any health care setting.
5. The graduate will be able to demonstrate the ability to recognize scope of practice and work effectively with other health care professionals.

6. The graduate will be able to assimilate and utilize learned theory and clinical applications in an appropriate health care setting with respect to anatomy, physiology, pathophysiology, microbiology, professional development and universal precautions.
7. The graduate will be able to perform the above skills consistent with the laws of the State of California and in compliance with all overriding concerns and all Abrams College policy.

### **MESSAGE THERAPIST (31-9010 & 31-9011)**

Abrams College offers a 27-week 550 hours- part time program leading to the Certificate of Completion for Massage Therapy. The focus of the program is to confer certification to qualified applicants to provide therapeutic and recreational massage services for clients in any health care setting. Upon completion of this program, students will be eligible for certification from the California Massage Therapy Council.

The core training revolves around a three-tiered approach to medical education. First, the student is prepared in the basic sciences such as anatomy, physiology, ethics, business techniques and enterprises. Second, the student is provided with a theoretical framework of massage technique. The third portion of the training consists of supervised clinical practice in which the student participates in the application of learned massage therapeutics. The student must complete a minimum of 500 clock hours to be eligible for graduation and certification. This course is offered only during the summer session. This program is self-contained, requiring no other courses with a required internship of 75 hours, with a total clock of 500 hours.

State certification for Massage Therapy requires the following for licensure eligibility following graduation with the California Massage Therapy Council (CAMTC):

1. Apply to Massage and Bodywork Licensing Examination (MBLEX) to take a recognized examination.
2. Pass the exam.
3. Obtain an electronic fingerprint and background check (Livescan).
4. Obtain a passport photo.
5. Obtain a copy of your current driver's license or identification card.
6. Have school forward course transcripts to CAMTC.
7. Complete MBLEX and CAMTC applications and send in with required paperwork.

Note: Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

#### Program Objectives

- 1 The graduate will be able to demonstrate the ability to gather a thorough health history from a client.
- 2 The graduate will be able to identify and describe anatomical, microbiological and physiological principles as applied to massage therapy
- 3 The graduate will be able to demonstrate the ability to gather a pertinent objective history from a client.
- 4 The graduate will be able to demonstrate the ability to assess, observe defects, set goals, implement and evaluate a massage treatment plan for a client.
- 5 The graduate will be able to demonstrate the ability to recognize scope of practice and work effectively with other health care professionals.
- 6 The graduate will be able to perform basic massage styles including Swedish massage, Shiatsu, and chair massage.
- 7 The graduate will be able to identify the basic business structure and elements consistent with a successful practice.
- 8 The graduate will be able to identify medico legal issues of the massage treatment profession.



- 9 The graduate will be able to demonstrate a working understanding of personal training as applied to the area of massage practice.
- 10 The graduate will be able to demonstrate the ability to document effectively with respect to maintaining continuity of care for the client and to act prudently and ethically in the best of the client's interest.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

### **PARALEGAL (23-2010 & 23-2011)**

Abrams College offers an intense 24-week program leading to the certificate of completion for paralegal studies. The overall objective of the program is to provide students with a foundation in which to build a legal career assisting attorneys in the representation of clients. The first 14 weeks are the didactic portion of the class and the student will receive instruction in the following topics:

- a. Introduction to Law,
- b. Legal Research & Writing,
- c. Contract Law,
- d. Civil Law & Procedure,
- e. Criminal Law & Procedure,
- f. Bankruptcy Law and
- g. Family Law

The last 10 weeks of instruction will have the student working in a law office or performing legal research assignments for a total of 250 hours. Upon completion of the practical training the student will receive their certificate.

#### **Program Objectives**

The student will be able to describe major tasks paralegals perform.

The student will be able to identify names of professional associations of paralegals.

The student will be able to verbalize the functions of the education and training available to paralegals.

The student will be able to identify skills and attributes of the professional paralegal.

The student will be able to describe the types of firms and organizations hire paralegal

The student will be able to identify the areas of law in which paralegals specialize.

The student will be able to verbalize how to present yourself to prospective employers

The student will be able to identify how to prepare a career plan and pursue it.

The student will be able to describe how to use social media to promote your career.

The student will be able to describe how law firms are organized and managed

The student will be able to identify typical policies and procedures governing paralegal employment

The student will be able to verbalize the importance of an efficient filing system in legal practice and some typical filing procedure

The student will be able to identify how clients are billed for legal service

The student will be able to describe how law office culture and politics affect the paralegal's working environment.

The student will be able to describe why and how legal professionals are regulate

The student will be able to identify some important ethical rules governing the conduct of attorneys.

The student will be able to verbalize the rules governing attorneys affect paralegal practice.

The student will be able to identify the kinds of activities that paralegals are and are not legally permitted to perform.

The student will be able to describe some of the pros and cons of regulation, including the debate over paralegal licensing

The student will be able to describe the meaning and relative importance in the American legal system of case law, constitutional law, statutory law, and administrative law.

The student will be able to identify how English law influenced the development of the American legal system.

The student will be able to verbalize what the common law tradition is and how it evolved.

The student will be able to identify the difference between remedies at law and equitable remedies.

The student will be able to describe how national law and international law differ and why these bodies of law sometimes guide judicial decision making in U.S. court

The student will be able to describe the requirements that must be met before a lawsuit can be brought in a particular court by a particular party.

The student will be able to identify the difference between jurisdiction and venue.

The student will be able to verbalize the functions the types of courts that make up a typical state court system and the different functions of trial courts and appellate courts.

The student will be able to identify the organization of the federal court system and the relationship between state and federal jurisdiction.

The student will be able to describe the ways in which disputes can be resolved outside the court system.

The student will be able to describe how primary and secondary sources of law differ and how to use each of these types of sources in the research process.

The student will be able to identify how court decisions are published and how to read case citations.

The student will be able to verbalize the how to analyze case law and summarize, or brief, cases.

The student will be able to identify how federal statutes and regulations are published and the major sources of statutory and administrative law.

The student will be able to describe how to interpret statutory law and understand what kinds of resources are available for researching the legislative history of a statute.

The student will be able to describe strategies for planning and conducting research on the Internet.

The student will be able to identify how you can find people and investigate companies using Internet search tools.

The student will be able to verbalize how to find some of the best legal resources available on the Internet.

The student will be able to identify abnormalities in vital signs.

The student will be able to describe the advantages of the major fee-based online programs.

The student will be able to describe what to consider when accepting a writing assignment.

The student will be able to identify what to consider when drafting a legal document.

The student will be able to verbalize techniques for improving writing effectiveness.

The student will be able to identify guidelines for drafting effective paragraphs and sentences.

The student will be able to describe how to write a legal memorandum.

The student will be able to describe the basic steps involved in the civil litigation process and the types of tasks that may be required of paralegals during each step of the pretrial phase.

The student will be able to identify what a litigation file is, what it contains, and how it is organized, maintained, and reviewed.

The student will be able to verbalize how a lawsuit is initiated and what documents and motions are filed during the pleadings stage of the civil litigation process.

The student will be able to identify what discovery is and what kinds of information attorneys and their paralegals obtain from parties to the lawsuit and from witnesses when preparing for trial.

The student will be able to identify the common types of client interviews paralegals may conduct and the different types of witnesses paralegals may need to interview during a preliminary investigation.

The student will be able to verbalize how to create an investigation plan.

The student will be able to identify sources that you can use to locate information or witnesses.

The student will be able to describe rules governing the types of evidence that are admissible in court.

The student will be able to describe how to prepare for an interview and the kinds of skills employed during the interviewing process.

The student will be able to describe how attorneys prepare for trial and how paralegals assist in this task.

The student will be able to identify how jurors are selected and the roles of attorneys and their legal assistants in the selection process.

The student will be able to verbalize various phases of a trial and trial-related tasks that paralegals often perform.

The student will be able to identify options available to the losing party after the verdict is in.

The student will be able to describe how a case is appealed to a higher court for review.

The student will be able to describe the difference between crimes and other wrongful acts.

The student will be able to identify the two elements required for criminal liability and some of the most common defenses that are raised in defending against criminal charges.

The student will be able to verbalize Major categories of crimes and some common types of crimes.

The student will be able to identify the constitutional rights of persons accused of crimes.

The student will be able to describe the basic steps involved in criminal procedure, from the time a crime is reported to the resolution of the case.

The student will be able to describe what a tort is, the purpose of tort law, and the basic categories of torts.

The student will be able to identify the four elements of negligence.

The student will be able to verbalize what is meant by strict liability and the underlying policy for imposing strict product liability.

The student will be able to identify what defenses can be raised in product liability actions.

The student will be able to describe ways in which the government protects consumers against unfair business practices and harmful products.

The student will be able to describe the remedies available when a contract is breached, or broke

The student will be able to identify the nature and legal validity of an electronic signature.

The student will be able to verbalize what is meant by strict liability and the underlying policy for imposing strict product liability.

The student will be able to identify the nature and forms of intellectual property.

The student will be able to describe what conduct gives rise to a violation of intellectual property rights.

The student will be able to describe The difference between real property and personal property.

The student will be able to verbalize How one acquires, holds and transfers ownership rights in property and what procedures are involved in the sale of real estate.

The student will be able to identify the terminology used in insurance contracts and the various classifications of insurance.

The student will be able to describe what an insurable interest is and the difference between an insurance agent and an insurance broker.

The student will be able to describe the legal rights and obligations of parents and children.

The student will be able to identify how marital property and debts are divided when a marriage is dissolved.

The student will be able to verbalize what estate planning is and why it is important.

The student will be able to identify the various devices that are used in estate planning.

The student will be able to describe the requirements for a valid will and the laws that govern property distribution when a person dies without a valid will.

The student will be able to describe the major forms of business organizations and how each is created and operated.

The student will be able to identify how profits and liabilities are distributed in different forms of business organizations.

The student will be able to identify what agency relationships are and the significance of agency law for business.

The student will be able to describe how the government regulates employer-employee relationships.

The student will be able to describe the types of relief available for debtors under federal bankruptcy law.

The student will be able to identify the basic procedures involved in an ordinary, or straight, bankruptcy proceeding.

The student will be able to identify how bankruptcy law provides relief for corporate debtors and the basic procedures involved in corporate reorganization.

The student will be able to describe the major laws regulating environmental pollution.

### **EMERGENCY MEDICAL TECHNICIAN (29-2041)**

Abrams College offers a 6 week 170 hour program for the certificate of completion for “EMT-1.” Upon successful completion of this course, the individual will be eligible for California EMT-1 certification and National Registration as an Emergency Medical Technician Basic.

Components covered within the program include anatomy and physiology; basic cardiac life support; bleeding control and management; legal and ethical responsibilities of the EMT; labor and delivery emergencies; pediatric, ob-gyn and geriatric emergencies; muscle skeletal and nervous system emergencies; cardiac and respiratory emergencies; multiple casualty incidents; simple triage and rapid treatment; behavioral and psychiatric emergencies as well as ambulance modules. This program is self-contained, requiring no other courses has one final exam with a required internship of 24 hours, with a total clock of 170 hours.

State certification for EMT requires the following for licensure eligibility following graduation:

1. Register with National Registry of Emergency Medical Technicians (NREMT) to take the EMT certification exam. Abrams College will verify education.
2. Pass the NREMT exam.
3. Obtain a “Livescan” electronic fingerprint/background check.
4. Submit application and required paperwork with a state recognized EMS authority.

#### **Program Objectives**

The graduate will be able to:

1. Demonstrate all skills of basic cardiac life support in any emergency situation for the sick and injured,
2. Identify and define applied scientific knowledge to situations encountered by practicing emergency medical technicians in emergency situations
3. Follow and abide by all overriding concerns related to patient care,
4. Demonstrate knowledge and skills consistent with Emergency Medical Technician standards to the satisfaction of the State of California Emergency Services Authority and
5. Identify and demonstrate skills and knowledge consistent with a professional Emergency Medical Technician with respect to communication, skills accountability and didactic knowledge for the Emergency Medical Technician.

## **PHLEBOTOMIST / EKG TECHNICIAN (31-9097)**

Abrams College offers an intensive program for certification in the art and science of blood drawing (phlebotomy) and EKG technology. Abrams College is approved with the California Department of Public Health, Laboratory Field Sciences to provide phlebotomy training. At the end of the training, the graduate may perform blood-drawing procedures in California in applicable health care settings. In addition, per the student's request, the college will provide the EKG technician certification program on the second week of the course. This program is self-contained, requiring no other courses has one final exam with a required internship of 40 hours, with a total clock of 80 hours. There is no state licensure required for EKG Technician.

State certification for Phlebotomy requires the following for licensure eligibility following graduation:

1. Apply to take a state recognized national phlebotomy exam. Please see California Department of Public Health/Laboratory Field Services (CDPH/LFS) website for a list of accepted exams).
2. Pass the national exam.
3. Obtain a copy of your High School Transcripts.
4. Register with CDPH/LFS and submit an application and required paperwork.

### **Program Objectives**

Upon successful completion of this program you should be able to:

1. Define the terms phlebotomy, venipuncture, and skin puncture.
2. Describe the roles and responsibilities of a phlebotomist.
3. Describe the historical origins of phlebotomy.
4. Describe the qualities of the professional phlebotomist.
5. Describe the Ten Commandments of Professional Conduct.
6. Understand the basics of learning phlebotomy.
7. Describe specimen tests in general.
8. Define the term Prefix.
9. Define the term Suffix.
10. Understand what a Root Word is.
11. Understand Medical Abbreviations and Acronyms.
12. Understand the Metric System.
13. Describe the importance of taking a course in medical terminology.
14. Distinguish the differences between civil and criminal law.
15. Define Tort.
16. Describe the four elements of negligence.
17. Define the Standard of Care.
18. Describe the importance of maintaining patient privacy.
19. Describe consent and how to obtain consent from patients.
20. Understand terms related to civil and criminal law, such as abandonment, assault, battery, and invasion of privacy.
21. Describe who can sue and under which circumstances.
22. Identify individuals who are authorized to withdraw blood.
23. Define terms such as Code, Regulation, Certification, License, and Registration.
24. Describe phlebotomy implications related to the medical assistant provisions.
25. Define the necessary requirements for withdrawing blood under medical assistant provisions.
26. Describe the level of supervision necessary while performing phlebotomy under the medical assistant provisions.
27. Describe phlebotomy implications related to the regulations developed by the California Department of Public Health, Laboratory Field Services.
28. Define the necessary requirements for withdrawing blood under the regulations developed by the California Department of Public Health, Laboratory Field Services.

29. Describe the level of supervision necessary while performing phlebotomy under the regulations developed by the California Department of Public Health, Laboratory Field Services.
30. Describe the process of obtaining certification through the California Department of Public Health, Laboratory Field Services.
31. Define the terms anatomy & physiology.
32. Describe the general composition of the human body- from cells to the human organism.
33. Identify components of the skin.
34. Define components of the cardiovascular system.
35. Describe the composition of plasma and whole blood.
  
36. Identify and describe the roles of the red blood cell, white blood cell and platelets.
37. Identify key anatomical portions of the heart.
38. Describe the components of the layers of the blood vessels.
39. Describe and distinguish between the major forms of vessels including capillaries, veins and arteries.
40. Identify venous anatomy of the upper extremities.
41. Define the term communicable disease.
42. Identify the role of O.S.H.A. in work-place safety.
43. Describe each of the seven elements of the chain of communicable disease transmission.
44. Describe communicable diseases and their methods of transmission, including HIV; Hepatitis A, B & C; and Tuberculosis.
45. Define universal precautions and describe primary and secondary protective barriers to be used in the clinical setting when withdrawing blood and/or other body fluids.
46. Describe and demonstrate the procedure for appropriate hand washing.
47. Describe what a true exposure emergency is and what action to take, depending on the level and type of exposure.
48. Identify the importance of reporting any and all exposure to blood and body fluids in the work environment.
49. Describe how to clean after a venipuncture, to prevent the spread of communicable disease.
50. Describe common elements of practice to decrease the possibility of needle stick injury in the clinical setting.
51. Describe common actions to break the chain of communicable disease transmission in the work environment.
52. Identify equipment customary to withdrawing blood, including
53. Universal Precaution Equipment
54. Forms of Antiseptic Solutions
55. Vacutainers and their additives
56. Forms of needles including syringe needles, Vacutainer needles and butterfly needles
57. Describe the order of the draw.
58. Distinguish between an open versus closed system of blood withdrawal.
59. Describe necessary transport equipment of blood and blood products.
60. Describe the importance of maintaining accurate information related to laboratory documentation.
61. Identify common working environments for phlebotomists.
62. Describe the importance and how to validate a medical order for blood examination.
63. Describe the importance of hand washing in the pre-planning phase of drawing blood.
64. Describe the critical elements of the initial patient contact.
65. Define how to explain the blood drawing procedure for patients.

66. Describe and be able to respond appropriately to common patient concerns related to having their blood drawn.
67. Describe implications involved with drawing blood from pediatric patients and abusive patients.
68. Demonstrate obtaining a brief assessment of the patient related to drawing blood.
69. Describe the proper positioning of the patient for blood withdrawal.
70. Demonstrate the proper use of the tourniquet.
71. Demonstrate the identification of landmarks related to blood withdrawal.
72. Describe the proper antiseptic cleansing of the point of venipuncture and skin puncture.
73. Describe and demonstrate the elements of aftercare procedures after withdrawing the blood sample.
74. Describe the proper labeling of the blood specimen.
75. Define the importance of proper specimen handling and transport to the clinical laboratory.
76. Describe the two most common situations in which a phlebotomist will perform skin punctures.
77. Define the terms glucometer and hemoglobinometer.
78. Demonstrate the procedure of blood withdrawal using the skin puncture method.
79. Demonstrate the procedure of blood withdrawal using the Vacutainer method.
80. Demonstrate the procedure of blood withdrawal using the Syringe method.
81. Demonstrate the procedure of blood withdrawal using the Butterfly method.
82. Demonstrate the procedure of blood withdrawal for blood cultures.
83. Define elements of trouble shooting for sample withdrawal problems.
84. Describe the importance of maintaining proper emergency care training certification in CPR and First Aid.
85. Describe the elements of an emergency response.
86. Describe the emergency recognition and action for serious medical emergencies such as uncontrolled bleeding, psychogenic shock and seizures.
87. Define the term E.K.G. and the Role of the E.K.G. Technician.
88. Describe the basic anatomy and physiology of the heart.
89. Distinguish between electrical and mechanical functions of the heart.
90. Define the term lead.
91. Describe common landmarks of the thorax.
92. Describe the importance of knowing how to use the E.K.G. recording machine properly.
93. Demonstrate the ability to perform a 12-lead E.K.G. recording.
94. Identify common pitfalls of 12 lead E.K.G. recording and how to respond to trouble.
95. Describe how to properly ground the patient insofar as electrical safety is concerned.
96. Describe how to validate the physicians order and prepare the patient for E.K.G. recording.
97. Demonstrate how to mount the recording.
98. Define the Role of O.S.H.A.
99. Have an understanding of O.S.H.A. authority
100. Describe the general overview of the Bloodborne Pathogens Standard.
101. Describe individuals who are covered by the Bloodborne Pathogens Standard.
102. Define the elements of an O.S.H.A. Exposure Control Plan.
103. Define the term Universal Precautions.
104. Describe engineering controls as applied to the Bloodborne Pathogen Standard.
105. Identify the policy related to recapping needles.
106. Describe the proper methodology of labeling specimens and describe labeling exemptions for specimens.
107. Describe when to double-bag specimens.
108. Describe the process of decontaminating equipment prior to servicing or shipping.

109. Define the elements of Personal Protective Equipment.
110. Describe the common implications related to Personal Protective Equipment such as eye protection, gloves, gowns and other secondary barriers.
111. Describe the term "Regulated Waste" and how these policies affect the practicing phlebotomist.
112. Describe the required actions related to interaction with sharps containers.
113. Describe the procedure for proper disposal of regulated waste.
114. Describe the term "contaminated laundry" and define the implications related to the practice of phlebotomy.
115. Have a fundamental understating of procuring the immunity from Hepatitis B.
116. Describe Post-Exposure and Follow up procedures related to an exposure incident.
117. Describe the implications related to follow-up counseling requirements.
118. Describe the required training for Bloodborne Pathogens.
119. Define elements of Record-keeping as applied to Bloodborne Pathogen programming.
120. Define the term "coagulation."
121. Define the term "anticoagulation."
122. Define hemostasis
123. Describe the vascular factors that aid in hemostasis.
124. Describe the platelet factors that aid in hemostasis.
125. Describe 6 causes of platelet aggregation as a result of venipuncture injury.
126. Describe the plasma factors that aid in hemostasis.
127. Describe the regulatory mechanisms within the body that aid in preventing terminal hemostasis.
128. Describe the implications of a source of error in laboratory findings as applied to patient diagnostic and therapeutic care.
129. Describe the role of the pathologist as a resource for the phlebotomist in preventing errors in specimen collection.
130. Discuss common components of the laboratory request form.
131. Discuss the timing of specimen collection as applied to prevention of sources of error.
132. Discuss special collection precautions that would tend to decrease the index of error in the pre-analytical process of blood examination.
133. Discuss safety elements related to the care of specimens collected for laboratory examination.
134. Describe mechanisms of appropriate specimen transport in the pursuit of prevention of specimen errors in the pre-analytical phases of specimen examination.
135. Describe common sources of error, and describe actions to take to prevent these from happening.
136. Describe the importance of adhering to the published standards and policies related to the laboratory requisition process.
137. Define the required requisition components and the process of laboratory requisition.
138. Discuss common transportation implications related to extricating the specimen to the clinical laboratory in a safe and effective manner.
139. Discuss common equipment used for transporting biological specimens to the clinical laboratory.
140. Describe the importance of adhering to the clinical laboratory's' transport procedure related to biological specimens, and discuss common elements of a transport policy.
141. Describe the process of processing specimens related to preparing blood smears and preparing the specimen in the pre-analytical phase.
142. Explain how a centrifuge works.
143. Name five types of centrifuges and tell what each is used for.
144. Safely and correctly demonstrate the proper use of a clinical centrifuge.



145. Distinguish between serum and plasma.
146. Define hemolysis, icterus, and lipemia and explain their effects on laboratory tests.
147. Explain the importance of verifying the blood specimen identification with the requisition slip.
148. Demonstrate proper accessioning of laboratory samples by correctly filling in the accessioning log sheet.
149. Demonstrate appropriate specimen processing by comparing requisitions with samples and noting any discrepancies, problems with sample suitability, and/or missing samples.
150. Safely and accurately separate serum and/or plasma from cells using appropriate PPE.
151. Define the common elements associated with the Patients' Bill of Rights and discuss phlebotomy implications related to these fundamental patient liberties.
152. Discuss the eight principle areas of patients rights and responsibilities, under the Patients Bill of Rights.
153. Describe 4 errors that a phlebotomist may make that are in-defensible.
154. Discuss common management tools phlebotomists may employ to prevent patients from unnecessary injury.
155. Discuss the ten commandments of phlebotomy liability
156. Define the term quality control.
157. Describe the importance of quality control within the clinical laboratory setting.
158. Describe the phlebotomist's role in quality control procedures within the clinical laboratory setting.
159. Define a quality control sample.
160. Define the parameters of what a quality control sample yields in information from the results.
161. Describe the timing of when quality control samples should be utilized.
162. Describe the importance of using quality control samples for often, when required to do so.
163. Describe CLIA and define specific provisional requirements of CLIA as applied to the role of the phlebotomist.
164. Define common terms used in phlebotomy regulations, such as Clinical Laboratory Bioanalyst, Biological Specimen, Clinical Laboratory Test or Examination, Clinical Laboratory, Licensed Laboratory, Direct and constant Supervision, Phlebotomy School – as applied to the California Department of Public Health Standards.
165. Define statutory construction and its importance in following the phlebotomy regulations
166. Describe components and implications of providing phlebotomy services under the medical assistant provisions.
167. Describe the requirements to withdraw blood under medical assistant provisions.
168. Describe differences between providing phlebotomy services under the medical assistant provisions and the California Department of Public Health provisions.
169. Describe the requirements of working as a phlebotomist within a clinical laboratory setting.
170. Describe the authority that allows a phlebotomist to withdraw blood or perform skin puncture under the California Department of Public Health Standards.
171. Discuss the educational requirements to provide phlebotomy services under the California Department of Public Health Standards.
172. Discuss the common scope of work of a phlebotomist under the California Department of Public Health Standards.
173. Define the terms and describe the implications related to "willful and wanton disregard for a Persons" Safety.
174. Describe the scope of work for phlebotomists within a Public Health Department.
175. Discuss legal implications of withdrawing a blood specimen for the purposes of analyzing for blood-alcohol content.
176. Define the term "arterial puncture."

177. Describe the three levels of phlebotomist recognized under the California Department of Public Health Standard.
178. Describe who is authorized to withdraw blood within a clinical laboratory environment.
179. Define and distinguish the terms venipuncture and skin puncture.
180. Describe the process of obtaining authorization from the California Department of Public Health related to acting as a phlebotomist under the provisions for unlicensed clinical laboratory personnel.
181. Describe the principles behind common laboratory tests that assess the patient's relative hemostatic responses, including:
  - Bleeding time test
  - PTT & PT Test
  - INR Test
  - Thrombin Time
  - Fibrin Clot Stability Test
  - Plasma Protamine Paracoagulation Test
  - Fibrin Degradation Product Test
183. Describe complications of specimen collection including:
  - Bleeding
  - Local Tissue Damage
  - Deep Anatomical Injury
  - Infection
  - Blood Clot and Emboli Formation

### **PHARMACY TECHNICIAN (29-2052)**

Abrams College offers a 14-week training program leading to the Certificate of Completion for pharmacy technician. The focus of the program is to confer certification to qualified applicants to provide technical and supportive services for pharmacists in any health care setting.

The core training revolves around a three-tiered approach to medical education. First, the student is prepared in the basic sciences such as anatomy, physiology, pathophysiology, basic chemistry, ethics, business techniques and applications. Second, the student is provided with a theoretical framework of pharmacy applications. The third portion of the training consists of pharmacy technician applications and practice. In addition, students will be trained and certified in CPR and First Aid. This program is self-contained, requiring no other courses has one midterm exam and one final exam without a required internship, with a total clock of 248 hours.

State certification for Pharmacy Technician requires the following for licensure eligibility following graduation:

1. Obtain a copy of the Pharmacy Technician Application from the California State Board of Pharmacy website. Complete the 4 page application using the instructions provided with the application.
2. Obtain a "Livescan" electronic fingerprint/background check.
3. Obtain a sealed copy of your Practitioner Self Query Report (instructions are with the application).
4. Obtain a sealed copy of your High School transcripts.
5. Submit the application and required paperwork to the California State Board of Pharmacy.

#### **Program Objectives**

The graduate will be able to demonstrate knowledge and understanding in:

1. Basic applied anatomy, physiology and microbiology as applied to the pharmacy technician,
2. Different pharmacy practice settings,
3. The duties and responsibilities of a pharmacy technician in relationship to other pharmacy personnel and knowledge of standards and ethics, laws and regulations governing the practice of pharmacy,

4. The ability to identify and employ pharmaceutical and medical terms, abbreviations and symbols commonly used in prescribing, dispensing and record keeping of medications,
5. Carrying out calculations required for common dosage determination, employing both the metric and apothecary systems,
6. Identification of drugs, drug dosages, routes of administration, dosage forms and storage requirements,
7. Performing the manipulative and record-keeping functions involved in and related to dispensing prescriptions,
8. Performing procedures and techniques relating to manufacturing, packaging, and labeling of drug products,
9. Performing emergency first aid to include performing cardiopulmonary resuscitation,

## TUITION AND COURSE RELATED FEES

### SCHEDULE OF CHARGES

| Program                      | Tuition *  | Deposit & Registration ** | Total Period of Attendance | Total Entire Program |
|------------------------------|------------|---------------------------|----------------------------|----------------------|
| Medical Assisting            | \$2,600.00 | \$175.00                  | \$2,775.00                 | \$2,775.00           |
| Massage Therapy              | \$4,875.00 | \$175.00                  | \$5,050.00                 | \$5,050.00           |
| Pharmacy Technician          | \$2,600.00 | \$175.00                  | 2,775.00                   | \$2,775.00           |
| Emergency Medical Technician | \$1,300.00 | \$175.00                  | \$1,475.00                 | \$1,475.00           |
| Paralegal                    | \$2,925.00 | \$175.00                  | \$3,100.00                 | \$3,100.00           |
| Phlebotomy                   | \$2,925.00 | \$175.00                  | \$2,925.00                 | \$3,100.00           |
| EKG Technician               | \$75.00    | \$0.00                    | \$75.00                    | \$75.00              |

\* TUITION is a component of REFUNDABLE FEES on a pro-rata basis. Please refer to the student refund policy.

\*\* DEPOSIT & REGISTRATION is non-refundable.

### TEXT BOOK & MATERIALS FEES

Please check with the College Bookstore catalog for a current list of prices for required materials. Please note that due to prices beyond the control of the College, textbook fees are subject to change without notice.

### OTHER RELATED FEES

Student Identification: \$10.00 -Required after 1st day of instruction

Transcript Fee (per every 2 official or unofficial copies): \$25.00

Procter Fees for Exam Make-Up:

(A) Written Exam Test Make-up: \$35.00 (no make-up exams for EMT or Phlebotomy Program)

(B) Practical/Skills Exam Test Make-up: \$75.00 (no make-up exams for EMT or Phlebotomy Program)

### LATE PAYMENT FEES

Initial Late Payment Fee: \$25.00 (See Payment Policy)

Daily Late Payment Fee: \$5.00 for every day late thereafter INCLUDING WEEKENDS AND HOLIDAYS

\*\* Payments late by more than 14 days may result in the student being dropped from the course.

## STUDENT TUITION RECOVERY FUND

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 North Market Blvd., Suite 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 day 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 institution 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 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 a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

# FINANCIAL ASSISTANCE PROGRAMS

## ABRAMS COLLEGE PAYMENT PLANS

Abrams College offers direct financing for all students. The benefit of our financing is that there are no credit applications to complete; there are no “extra fees” associated with financing through Abrams College. Abrams College offers a 0.00% loan for all programs. The only qualifying factor is that the student be accepted into the program and that he or she will accept financial responsibility to pay back the loan.

Please note that Abrams College does not participate in federal and/or state financial aid programs. If a student obtains a loan to pay for an educational program the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student received federal student financial aid funds the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## PAYMENT PLAN INFORMATION

It is important to note that the loan must be paid back plus any payment penalty, less eligible refund. The loan does not cover textbooks or course materials. Again, Abrams College does not participate in Title IV State or Federal Financial Aid. For a complete listing of these fees, please check the program fee schedule in this handbook for further information. For more questions on financial assistance related to these programs, please call (209) 527-7777.

## PAYMENT PLAN LATE FEES & LOAN DEFAULT

Payments shall be made before 4:30 pm on the due date. Payments made after this time shall be considered late. The initial late fee is \$25.00. There is a daily late fee of \$5.00 for each day late, including weekends and holidays.

Should the payment be late by greater than 2 (two) weeks, the loan will become due in full, including late fees. If the student does not pay tuition balance within 7 days, the student will be dropped from the program and assigned to collections. Students are responsible for all fees related to collection activities.

## PAYMENT POLICY

All payments shall be made in the form of cash, money order or certified check. **PERSONAL CHECKS WILL NOT BE ACCEPTED.** VISA and/or MasterCard may only be used in person to make a payment at our administrative office. Credit cards cannot be accepted in any other situation for payment. A transaction fee of 1.8% is charged to all credit card transactions. Students who do not provide payment to the school at posted times, per the enrollment agreement will be subject to late fees as described above and within the enrollment agreement. All credit card transactions are charged a transaction fee.

## PAYMENT PLANS

Below are five separate loan plans that are available for all accepted Abrams College Students. These plans, in part are reflected on the enrolment agreement. The exact due dates are listed on the enrollment agreement.

### **PROGRAM A - \$1,475.00 LOAN - 0.00% Interest**

This program is for Emergency Medical Technician. The student makes the following payments:

| <b>Payment Amount</b>    | <b>Due Date (Exact Date Noted on Enrollment Agreement)</b> |
|--------------------------|--|
| 1. \$175.00              | Prior to first day of course                               |
| 2. \$325.00              | Due on 1st day of instruction.                             |
| 3. \$325.00              | Due on first day of 3rd week from start date.              |
| 4. \$325.00              | Due on first day of 5th week from start date.              |
| 5. \$325.00              | Due on first day of 6th week from start date.              |
| <b>Total: \$1,475.00</b> |  |

### PROGRAM B - \$2,775.00 LOAN - 0.00% Interest

This program is for Medical Assistant, Pharmacy Technician. The student makes the following payments:

| <b>Payment Amount</b>    | <b>Due Date (Exact Date Noted on Enrollment Agreement)</b> |
|--------------------------|--|
| 1. \$175.00              | Prior to first day of course                               |
| 2. \$325.00              | Due on 1st day of instruction.                             |
| 3. \$325.00              | Due on first day of 3rd week from start date.              |
| 4. \$325.00              | Due on first day of 6th week from start date.              |
| 5. \$325.00              | Due on first day of 9th week from start date.              |
| 6. \$325.00              | Due on first day of 12th week from start date.             |
| 7. \$325.00              | Due on first day of 15th week from start date.             |
| 8. \$325.00              | Due on first day of 18th week from start date.             |
| 9. \$325.00              | Due on first day of 21st week from start date.             |
| <b>Total: \$2,775.00</b> |  |

### PROGRAM C - \$3,100.00 LOAN - 0.00% Interest

This program is for Paralegal. The student makes the following payments:

| <b>Payment Amount</b>    | <b>Due Date (Exact Date Noted on Enrollment Agreement)</b> |
|--------------------------|--|
| 1. \$175.00              | Prior to first day of course                               |
| 2. \$325.00              | Due on 1st day of instruction.                             |
| 3. \$325.00              | Due on first day of 3rd week from start date.              |
| 4. \$325.00              | Due on first day of 6th week from start date.              |
| 5. \$325.00              | Due on first day of 9th week from start date.              |
| 6. \$325.00              | Due on first day of 12th week from start date.             |
| 7. \$325.00              | Due on first day of 15th week from start date.             |
| 8. \$325.00              | Due on first day of 18th week from start date.             |
| 9. \$325.00              | Due on first day of 21st week from start date.             |
| 10. \$325.00             | Due on first day of 24th week from start date.             |
| <b>Total: \$3,100.00</b> |  |

### PROGRAM D - \$3100.00 LOAN - 0.00% Interest

This program is for Phlebotomy. The student makes the following payments:

| <b>Payment Amount</b>    | <b>Due Date (Exact Date Noted on Enrollment Agreement)</b> |
|--------------------------|--|
| 1. \$175.00              | Prior to first day of course                               |
| 2. \$325.00              | Due Friday before 1st day of instruction.                  |
| 3. \$325.00              | Due Friday before 2nd week.                                |
| 4. \$325.00              | Due Friday before 4th week.                                |
| 5. \$325.00              | Due Friday before 6th week.                                |
| 6. \$325.00              | Due Friday before 8th week.                                |
| 7. \$325.00              | Due Friday before 10th week.                               |
| 8. \$325.00              | Due Friday before 12th week.                               |
| 9. \$325.00              | Due Friday before 14th week.                               |
| 10. \$325.00             | Due Friday before 16th week.                               |
| <b>Total: \$3,100.00</b> |  |

### PROGRAM E - \$5,050.00 LOAN - 0.00% Interest

This program is for Massage Therapy. The student makes the following payments:

| <b>Payment Amount</b> | <b>Due Date (Exact Date Noted on Enrollment Agreement)</b> |
|-----------------------|--|
|-----------------------|--|

|                          |  |
|--------------------------|--|
| 1. \$175.00              | Prior to first day of course                   |
| 2. \$325.00              | Due on 1st day of instruction.                 |
| 3. \$325.00              | Due on first day of 3rd week from start date.  |
| 4. \$325.00              | Due on first day of 6th week from start date.  |
| 5. \$325.00              | Due on first day of 9th week from start date.  |
| 6. \$325.00              | Due on first day of 12th week from start date. |
| 7. \$325.00              | Due on first day of 15th week from start date. |
| 8. \$325.00              | Due on first day of 18th week from start date. |
| 9. \$325.00              | Due on first day of 21st week from start date. |
| 10. \$325.00             | Due on first day of 24th week from start date. |
| 11. \$325.00             | Due on first day of 27th week from start date. |
| 12. \$325.00             | Due on first day of 30th week from start date. |
| 13. \$325.00             | Due on first day of 33rd week from start date. |
| 14. \$325.00             | Due on first day of 36th week from start date. |
| 15. \$325.00             | Due on first day of 39th week from start date. |
| 16. \$325.00             | Due on first day of 42nd week from start date. |
| <b>Total: \$5,050.00</b> |  |

## CANCELLATION AND REFUND POLICY

Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first class or session of instruction.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds will be provided to students on a prorata basis. For example, if the student only completes 25% of their education for the tuition charge of a \$1,000.00 program, then the student only is expected to pay 25% of the tuition or \$250.00. Any money paid above and beyond will be refunded.

All deposits are non-refundable. All books and related course materials are non-refundable. Should any class be canceled the student will be provided with a full refund.

All cancellations must be made in writing and sent to Daniel S. Lucky, care of Abrams College, 201 East Rumble Road, Ste: E, Modesto, California 95350. All refunds are paid within 30 days.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Department of Consumer Affairs, Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; P.O. Box 980818 West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov); (888) 370-7589, (916) 431-6959, fax (916) 263-1897.

## HOUSING

Abrams College does not have dormitory facilities under its control. There is ample housing available in Stanislaus County. According to the Fair Market Housing list on the HUD user website the price of a one bedroom apartment in Stanislaus County is \$726.00 per month. Please note that Abrams College is not responsible for finding or assisting students in finding housing.

# ATTENDANCE AND TARDINESS POLICY

1. Students are required to sign in for each class session.
2. Tardiness by more than 5 minutes from the posted start time of any Abrams College course, NO MATTER WHAT EXCUSE IS GIVEN FOR THE TARDINESS(S), constitutes and shall be recorded as an absence for the entire class session. Abrams College does not discern between absences and tardiness.
3. If the student exceeds the maximum allowance for their respective program, NO MATTER WHAT EXCUSE IS GIVEN FOR THE ABSENCE(S), the student will be failed or otherwise terminated from the program based on this policy.
4. When calculating absences, the student must include ALL classes, which include the basic science training component AS WELL AS the student's respective course of training (i.e. pharmacy technician, medical transcription, medical assisting or massage therapy).

The following represents the maximum number of absences for each course of study:

| Name of Program            | Maximum Absences Allowed |
|----------------------------|--------------------------|
| <b>Medical Assistant</b>   | <b>4 Classes</b>         |
| <b>Pharmacy Technician</b> | <b>4 Classes</b>         |
| <b>Massage Therapy</b>     | <b>6 Classes</b>         |
| <b>Paralegal</b>           | <b>4 Classes</b>         |
| <b>EMT</b>                 | <b>2 Classes</b>         |
| <b>Phlebotomy</b>          | <b>0 Classes</b>         |



## DROP OUT POLICY

Students who drop out or otherwise leave their respective program of study, for whatever reason, will be eligible for refund per the pro-rata policy as described within this catalog. It must be noted that when a student leaves the program of study, for whatever reason, the student must take the entire course of study in entirety. All related fees shall be paid by the student per the current tuition as well as other applicable fees at the time of the next enrollment. There are no exceptions.

## LEAVE-OF-ABSENCE POLICY

If a student requests a leave of absence the student may be allowed to restart the program at the point at which they last attended the class so long as the leave is 180 calendar days or less. This is at the discretion of Abrams College staff and will be approved on a case by case basis. If approved for a leave of absence the student must close out his/her old account, paying off any amount due per the previous enrollment agreement and the pro rata refund policy. The student can then be enrolled into the NEXT AVAILABLE PROGRAM ONLY, no exceptions. Also, the student will be required to pay the remainder of their tuition per the pro rata refund policy from the original enrollment agreement and an additional deposit of \$175.00, which is due upon enrollment. For example, if a student attends seven weeks of a 14 week program, and is approved for a leave of absence, they will have to pay one half of the refundable tuition amount to close out their first account, and they will pay the other half with the new enrollment.

## GRADING AND PROGRESS POLICY

Abrams College shall provide sufficient instruction and materials pursuant to the planned curriculum as delineated within the respective programs for the student to graduate with the certificate of completion in their respective area.

Students must have a TOTAL cumulative score of 75% or higher (70% for EMT Program) and pass all related applicable skills exams to graduate from their respective program of study.

The grading system is scheduled on a cumulative ladder that will be consistent with a letter grade, that represents the student's cumulative grade, and a word that associates their current/ terminal status of the program. The grading system is as follows:

|              |     |                                 |
|--------------|-----|---------------------------------|
| 90% - 100%   | "A" | Excellent                       |
| 80% - 89%    | "B" | Good                            |
| 75% - 79%    | "C" | Pass                            |
| 70% - 74%    | "C" | Pass (EMT only – All other "F") |
| 69% or below | "F" | Not passing                     |

## RETESTING POLICY

1. Students who miss an exam, FOR ANY REASON, including failure of the exam, tardiness by more than 5 minutes or absence, at the discretion of the instructor, may opt to retake the test at the following fee schedules (The EMT program and Phlebotomy program do NOT allow exam retakes):

Written Exam - \$35.00

Skill or Practical Exam - \$75.00

2. The student has 5 business days from the test date to request a test retake. If more than 5 days has lapsed a 0 will be recorded for that exam, if the exam has not been taken, or the last recorded grade will stand. Only one chance will be given to the student to remediate each test. The final score will be the last test scored--NOT THE HIGHER of the two scores.

# COURSE COMPLETION & PROGRAM CERTIFICATION POLICY

The student must demonstrate mastery of the identified objectives for their respective course of study at Abrams College. Upon successful completion of ALL applicable program requirements for graduation, the student will be issued the certificate of completion for their respective program, including other applicable certificates (e.g. CPR, First Aid, etc...). Please note that all tuition payments must be made prior to release of graduation certificates.

Abrams College will provide this certificate of completion and make available to the student within two weeks of the posted graduation date, or within two weeks of the students course completion as applicable.

The student may obtain their respective course completion certificate in either of the following ways:

A) Obtain the certificate from the administrative offices at 201 East Rumble Road, Modesto, CA. 95350 on or after the second week anniversary of successful course completion.

**OR**

B) Abrams College will mail all applicable certificates of completion to an address to be determined by the student. There will be an additional \$10.00 fee for this service to cover the United States Certified-Return-Receipt service charge if requested.

## MATHEMATICS POLICY

### Medical Assistant and Pharmacy Technician Students

1. All students who enroll into Abrams College must have a high school diploma, GED or high school equivalency, which provides for the validation of basic mathematical skills.
2. All students who are enrolled in Abrams College are presumed to have obtained basic mathematical skill that includes adding, subtracting, multiplication and division of whole numbers, fractions, and numbers involving decimals as well as percentages.
3. It is outside of the scope of Abrams College to provide such fundamental training in the area of mathematics, for Abrams College is only licensed as a "post-secondary" educational institution--not as a "primary educational institution" (i.e. grade or high school.)
4. All students who are enrolled in the medial assisting or pharmacy technician program must pass the mathematics exam with a score of 75% or higher to graduate from these respective programs.
5. Should the student fail to obtain a 75% or higher score on the math exam, the student has 5 business days from the test date to request a test retake. If more than 5 days has lapsed a 0 will be recorded for that exam or the last recorded score. A maximum of three attempts will be provided to the student to remediate their mathematics exam score, which applicable exam fees shall apply (i.e. \$35.00). The final score will be the last test scored--NOT THE HIGHER of the scores.

## **CLASS COMBINATION POLICY**

In an effort to control the cost of education, the Basic Science portion for medical assisting, pharmacy technician, massage therapy and will be combined into one general course for all of these respective programs.

## **OBJECTIVE BASED COURSE OF STUDY POLICY**

All courses of study are based on mastering objectives. Within each and every lecture, there are finite and measurable objectives that the class must master prior to moving on to the next lecture. In the event that the course is in the need of remediation related to certain objectives, extra time and/or course days may be added. This will in no way alter or change the cost of the program for the student.

It is important to also note, that if the class is progressing through, and meeting objectives ahead of the schedule of the curriculum, that certain class sessions may be combined, accordingly, and at the discretion of the instructor. This will in no way alter or change the cost of the program for the student. It is for this reason, that it is critical for the student to attend each and every class session to stay abreast of current progress throughout the entire program of study.

## **NON-OBJECTIVE BASED COURSE OF STUDY POLICY**

For programs that are time based and not objective based students are required to attend class for a specified amount of hours as determined by their own course of study. If a student is tardy to one of these classes, and the tardiness is more than half of the total number of hours required on that specific day (ie: more than 2 hours late on a day when class is scheduled for 4 hours, more than 3 hours late on a day when class is scheduled for 6 hours, etc.) the student will be dropped from the program for violation of the "Attendance and Tardiness Policy" found on pg. 22. If the student is tardy for a time less than or equal to half of the hours scheduled, as described above, they will be offered the opportunity to make up the hours missed. This option must be performed before the next class session for that class and the student will be charged \$35 per hour or portion thereof to cover the cost of having an instructor available. The student will be given work based on the topics being covered at the time they were absent and they will be given a quiz on the material covered. If the student chooses not to accept this option or if the student has more than one instance of this occurrence during the same course of study they will be dropped from the program for violation of the "Attendance and Tardiness Policy".

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

Abrams College does not apply credit to past experience or education. The student must successfully complete all required tests -- written and skills examinations, and programmatic components to be eligible for graduation. Upon successful completion of the respective program, the student will be awarded the equivalent clock hours per the program of study.

It is important to note that Abrams College has not entered into an articulation or transfer agreement with any other college or university and Abrams College must ascertain end-terminal behavior consistent with a graduate who has attended the program in entirety. All fees relevant to the specific program must be paid, and the student must be in compliance with every policy of Abrams College, with the exception of the Attendance Policy.

For more information, please contact Abrams College, 201 East Rumble Road, Modesto, California 95350, and (209)527-7777.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Abrams College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the 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 certificate that you earn at this institution is 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 Abrams College to determine if your certificate will transfer. Also, please note that this institution does not participate with, or is accredited by an accrediting agency recognized by the United States Department of Education.

### **ENGLISH AS A SECOND LANGUAGE POLICY**

All classes taught at Abrams College are taught in English. Abrams College does not have an English as a second language program. Those who completed secondary school in languages other than English must provide an English transcript from a reputable source evidencing secondary school completion. If English is not your primary language, the College may, upon the discretion of the faculty and available resources, provide and make available additional technology to assist during instruction and evaluation. This includes, but is not limited to, the use of translation applications and programs, use of interpreters, assessment tools and teaching adjuncts in various languages.

### **THEFT & DAMAGE OF PERSONAL PROPERTY POLICY**

Abrams College will not accept responsibility of any loss or damage to personal property. Students are advised to secure personal belongings at home to prevent the possibility of loss or damage of their respective property.

### **HOME CORRESPONDENCE STUDY POLICY**

All didactic classes at Abrams College will be held at the campus located at 201 E. Rumble Rd., Ste: E, Modesto, CA 95350. There are currently no home correspondence programs available.

### **STUDENT SERVICES**

All related student services are contained herein within the catalog. If specific services are not identified within this catalog, then services are not provided.

### **INSTRUCTOR “NO-SHOW” POLICY**

In the event that an instructor or guest lecturer is not present at the scheduled course beginning time, students shall wait at least fifteen (15) minutes prior to leaving. In the event of a cancellation of a class, the material that was to be covered during that session will be made up over the course of study and shall not be missed or otherwise not covered, which could inadvertently change the specifications of the enrollment agreement signed by student and school.

### **RECORD RETENTION POLICY**

Records will be maintained at, Abrams College, 201 East Rumble Road, CA 95350, which is the primary administrative location in California. The records will be stored in a secured area and be maintained secure from damage or loss. The records of each individual student will be kept and stored, regardless of the student's disposition within their respective program for a period no less than five years from the student's date of graduation, termination or withdrawal. Transcripts will be kept permanently. The custodian of records shall be Daniel S. Lucky, and may be reached at the above address or by telephone at (209)527-7777.

## **NOTIFICATION OF MEDICAL PROBLEMS POLICY**

It is the duty of each student to make staff instructors aware of any medical problems, communicable or not, prior to participating in any class activity. Students with certain medical conditions may be required to obtain a release from their physician prior to class participation.

## **STUDENTS WITH PHYSICAL & LEARNING DISABILITIES**

Abrams College will provide reasonable accommodations, if requested by students with disabilities. Please contact the administrative offices if you will require such accommodations.

## **HEALTH INSURANCE MAINTENANCE**

Abrams College students are responsible for the health-maintenance throughout the program. Students who become ill or injured on campus or within a participating training facility are responsible for any and all associated costs incurred subsequent to the injury or illness.

## **JOB PLACEMENT ASSISTANCE**

Abrams College offers all graduates assistance with job placement. These services include direct referrals, resume building assistance, current and historical job listings and interview workshops.

## **STUDENT CONFIDENTIALITY POLICY**

All records related to student activity INCLUDING any information related to the student being present or otherwise enrolled in the program will be confidential AND NOT RELEASED by any agent of Abrams College to a third party, with the exception of judicial and/or administrative agencies duly authorized under California Law. It is important for the student to advise family and friends who call the campus in AN URGENT or EMERGENT situation to be advised of this policy.

## **CLASSROOM & LABORATORY CLEAN-UP**

We at Abrams College feel it is important to keep our facilities clean to facilitate learning in an appropriate environment. Abrams College students will be responsible for vigorously and actively participating in the cleaning of the facilities after each and every day of instruction. This includes cleaning of the facilities as well as any equipment that was utilized during the day of instruction. Failure to participate in cleaning activities will constitute grounds for IMMEDIATE TERMINATION.

## **BREAKS & LUNCH PERIOD**

Breaks will be scheduled approximately every hour and will not exceed 10 minutes. Lunch periods will be scheduled for classes that last in excess of 5 hours and shall not be longer than 30 minutes. Students who do not return following the break will be marked as absent for the entire day. There are no exceptions.

## **CELL PHONES, PAGERS & ELECTRONIC DEVICES**

Any electronic device capable of making any sound, recording/taking audio or visual portraits and/or movies are prohibited. These include cell phones of any kind, any cameras, any audio recording device. All phones, cameras and other electronic devices that can be used to record or take pictures or make sound MAY NOT BE IN the classroom or clinical setting. There are no exceptions. Students must make arrangements to secure such

devices BEFORE entering classroom or clinical sites. Abrams College is not responsible for storing electronic devices for students.

## USE OF CAMPUS TELEPHONE

Use of the Abrams College telephone will not be permitted unless the student is in an URGENT or EMERGENT need of the telephone related to a safety issue. Scheduling transportation needs to and from the class DOES not constitute an EMERGENCY or URGENT situation.

## FACILITIES AND EQUIPMENT

Abrams College is located at 201 East Rumble Road in Modesto. Our campus includes three classrooms, an administrative office, a bookstore, a medical library, a law library and a computer lab. There is ample parking available and bathroom facilities with handicap access. Two classrooms are outfitted with projection screens to allow for power-point presentations. There is a large amount of medical equipment used during student training including gurneys, oxygen tanks, mannequins, suction equipment, needles, syringes, biohazard bags, sharps containers, hand sanitizer, gloves (both sterile and non-sterile), gauze, tourniquets, sphygmomanometers, stethoscopes, automated external defibrillators, EKG instruments, glucometers, Snellen charts and emergency airway equipment. Please note this is not an exhaustive equipment list.

## LIBRARY AND LEARNING RESOURCES

Abrams College does not maintain library services or learning resources.

## REQUIRED CLINICAL COMPONENT

The State of California requires clinical observation for certain programs of study. All students will be required to complete this provision without exception, if the program requires a clinical component.

Over the last 10 years, there has been an increase in difficulty in providing students with externship training. There are many reasons for this. First, externship sites have become increasingly understaffed with an additional burden of having an increase in workload. This translates into overworked and understaffed agencies that are doing their best to provide care under very stressful circumstances. Students must understand that having a student in an externship setting is yet an additional burden due to the fact that the student now becomes the responsibility of the externship site. This means that whatever the student does, the assigned preceptor is responsible for. Because of this, students must understand that there is an EXTREMELY delicate situation that exists with our clinical externship sites. First and foremost, the externship sites are provided as a benefit to our students. In no way does the externship facility have to take students. Second, the student must understand and appreciate the fact that scheduling is at the sole discretion of the externship facility AND NOT THE COLLEGE. Because of this situation, Abrams College will provide assigned times for the student, and IT IS THE STUDENTS RESPONSIBILITY to arrange their time around work and personal life.

**Phlebotomy students must meet JCAHO requirements within 30 days of completion of the didactic (classroom) portion of the Phlebotomy Program. Students who fail to do so, will be terminated from the program.**

**Students who are provided with clinical times and dates and who do not accept these times and dates, or otherwise not perform the mandated clinical time will be dropped from the program and must reapply for reentry. There are no exceptions.**

## **REQUIRED DOCUMENTATION**

Students are required to provide personal records for placement at some of the externships, the specific documents vary from program to program. Also, the documentation of clinical hours is official paperwork. All official paperwork must be turned in to the office. Instructors are not permitted to collect official documents

## **NOTICE CONCERNING PROSPECTIVE EMPLOYMENT**

The training provided at Abrams College meets all of the standards required for licensing in the field of study. Abrams College takes no responsibility for outside issues that may affect employment in the field. This includes, but is not limited to, prior bad acts that may appear on a background check that can affect employment, failure of basic physical exams that are required for some positions, citizenship status or any other condition or circumstance that may affect the student's employability.

## **STUDENT COMPLAINT PROCEDURE**

It is the mission of Abrams College to provide the very best in vocational education at an affordable price while maintaining dignity for all students throughout the learning process. In keeping with this mission, it is important for students to be aware that Abrams College has a formal problem resolution process.

If a student has a grievance with any portion of training offered at Abrams College the following procedure must be used to facilitate the resolution process:

1. The student needs to discuss the matter with the primary instructor for informal resolution.
2. If the problem has not been resolved the Director of Instruction must be notified. In the instance where the primary instructor IS the Director of Instruction, please move to step 3.
3. If the primary instructor and/or director of instruction cannot resolve the issue, the student is to notify the President of Abrams College by placing all facts and concerns in writing and mailing to:

Daniel Lucky, President  
Abrams College  
201 East Rumble Road, Ste E  
Modesto, CA 95350

Abrams College shall within 10 days of receiving the complaint, provide the student with a written response, including a summary of the investigation and disposition. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be listed.

4. If the problem cannot be resolved with the President of Abrams College, 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](http://www.bppe.ca.gov).

# STUDENT BEHAVIOR AND CODE OF CONDUCT POLICY

Any student enrolling in any program of Abrams College assumes an obligation to conduct themselves in a manner compatible with the published college regulations and with the college's function as an educational institution. Students may take part in any orderly authorized activity that takes place in the name of Abrams College as long as the primary activity does not in any way interfere with the primary function of the college. The following misconduct for which students are subject to college discipline applies at all times on campus and applies to any off campus functions sponsored or supervised by the College:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information.
2. Forgery, alteration, or misuse of college documentation, records or identification.
3. Directly or indirectly obstructing or disrupting any and all teaching activities.
4. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including public service functions, or of other authorized activities.
5. Physical, sexual or emotional abuse of any person.
6. Conduct which threatens or endangers the health, safety or well being of any others.
7. Theft of or willful damage to property of the college, staff, or fellow students.
8. Unauthorized entry to or use of college facilities, including surrounding private property area either owned or utilized in the name of Abrams College.
9. Violation of any policy of Abrams College or the laws of the State of California and local ordinances.
10. Unlawful possession, use or distribution of drugs or alcohol on college property or during college-related activities off campus.
11. Defamation of others, including any and all actions that would tend to injure the reputation of others.
12. Willfully defacing or injuring in any way, real or personal property of others.
13. Violation of the overriding concerns
14. Directly or indirectly challenging the function of any academic proceeding – classroom or clinical.
15. Failure of the student to respond to the direction of a staff instructor, or otherwise not participate in class activity.
16. Failure of the student to participate in designated clinical practice at assigned times.
17. Talking or otherwise communicating with other students during lecture of staff as to cause disruption to the class function.
18. Any non-verbal gesture or action of a student designed to elicit a defensive response from another.
19. Any and all action or inaction that is deemed by Abrams College staff to be disruptive to the class.



## **SMOKING POLICY**

Smoking will only be permitted in designated areas. Any student caught smoking outside of designated areas, while participating in class related activities, will be subject to immediate disciplinary proceedings, which at a minimum will include suspension. It is the duty of every student who smokes to ensure that the cigarette "butts" and ashes are properly disposed of without risk of fire. For those students who smoke and are providing direct patient care services, the student MUST have some method to ensure breath and general body odor are not contaminated with smoke. Further, the student must wash hands prior to patient contact, after smoking, for at least 2 minutes with aseptic hand scrub.

## **DRUG AND ALCOHOL POLICY**

Elicit Drugs and alcoholic beverages will not be permitted on college property or at college participating facilities. Illicit Drugs are drugs in which the individual has procured without prescription, or are classified as illegal within the state of California. If the student is taking a prescription drug, or an over the counter drug that may produce drowsiness, euphoria, or in any way alter the decision making capacity of the student, the student WILL AND MUST notify the staff prior to commencing any portion of his or her training. If the student is found to have violated this policy, he or she will be subject to disciplinary proceedings which will result in complete expulsion. Please note that with the recent change in California to the law regarding marijuana, students must be advised that employers still have the right to deny employment to anyone taking a substance that is illegal federally. This means that Abrams College may not be able to secure a practical training facility for students who choose to use marijuana and Abrams College does not accept responsibility if a student can not secure employment for this reason.

## **PATIENT CONFIDENTIALITY POLICY**

During the course of instruction, the student may be required to participate in clinical activity that will cause the student to be informed of information that is considered confidential. Any incidents where the student is found to have disseminated or otherwise transmitted confidential information related to the patient will be grounds for IMMEDIATE TERMINATION.

## **DAMAGE OF ABRAMS COLLEGE PROPERTY**

Any student who has willfully, or negligently caused damage to any property of Abrams College shall pay full restitution for damage at replacement value of the damaged item(s).

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by Abrams College. Sexual harassment includes any of the following:

- submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- submission to or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and service, hours, program, or activities available at or through the educational institution.

Abrams College strictly forbids any form of sexual harassment including acts of students, instructors, clients and support staff. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

## **DISORDERLY AND DANGEROUS CONDUCT POLICY**

Disorderly and lewd conduct will not be tolerated by the college. Any violation of the following rules will result in expulsion of the student and notification of the local law enforcement agencies if applicable.

1. Regardless of intent, of any dangerous weapon, or intentionally using any instrument in the process of harming property or person,
  2. Under the influence of alcohol or illegal drugs,
  3. Exposing ones sexual organs to others,
  4. Touching, caressing or otherwise forcing oneself on another without consent, or outside of the scope of the training procedure.
  5. Threats or innuendoes of any form applied from one person to another regardless of intention,
- and
1. Blackmail, extortion, coercion, illegal conspiracy or any other violation of the model or California Penal Code.

## **DISROBING POLICY - MASSAGE THERAPY STUDENTS**

The Massage Therapist Program requires, in portion, the practice of massage technique on fellow students. For this reason, Abrams College has established a disrobing policy.

1. Students are required to practice learned massage therapeutic skills upon each other.
2. Students may elect not to completely disrobe if uncomfortable.
3. Students who elect not to completely disrobe SHALL provide their own swimsuit, or undergarment.
4. Abrams College will not ask students to disrobe beyond the point in which they feel comfortable.
5. Female students may elect a to wear a two-piece bathing suit. This will decrease the amount of massage oil absorbed. Male students may elect swimming trunks or a functional AND appropriate alternative. Students are responsible for damaged swimsuits.
6. ALL Students MUST disrobe in the bathroom, and don a sheet prior to exit of the bathroom. ONLY ONE STUDENT MAY DISROBE PER BATHROOM AT ONE TIME.

## **STUDENT HYGIENE POLICY**

Students who enter any of Abrams College Programs must maintain a certain standard of hygiene and professionalism. The following list will serve as the rules of hygiene and professionalism.

1. Students will shower prior to class with soap and apply deodorant.
2. Hair will be washed, cleaned and well kept. Hair must be kept out of eyes. Mustaches and beards must be kept clean and trimmed. No 5 O'clock shadows.
3. Perfume and cologne will NOT BE permitted.
4. Nails will be kept clean and trimmed. Nail polish will NOT BE permitted.
5. Proper oral hygiene will be maintained at all times. If you smoke, or are prone to foul oral odor, you must bring breath mints and use accordingly.
6. Foot odor will not be permitted.
7. THERE WILL BE ABSOLUTELY NO VERBALIZING OR OTHER USE OF FOUL LANGUAGE.

Any violation of this policy will result in dismissal of the student to return home and perform proper hygiene.

## **UNIFORM POLICY**

Students are expected to comply with the uniform policy related to their respective program of study. Information related to specific uniform requirements will be presented within the student's syllabus. The school uniform is considered proprietary to Abrams College and may not be worn to any function that is not sanctioned by the school, including, but not limited to, events sponsored by other schools or private businesses that sell alcoholic beverages for consumption on their property.

## **ABILITY TO BENEFIT POLICY**

Students without a high school diploma or GED or High School equivalency may enter Abrams College after successfully completing an exam known as "Ability to Benefit" exam. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Under CEC §94904 (a), an institution is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). Below is a list of exams, publishers and minimum passing scores required:

Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions). Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061. Telephone (847) 247-2544 Fax (847) 680-9492. MUST PASS with at least: Verbal – 200 Quantitative - 210

Combined English Language Skills Assessment (CELSA) Forms 1 and 2. Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1, #378, Montecito, CA 93108 Telephone (805) 965-5704 Fax (805) 965-5807 email: [actt@cappassoc.com](mailto:actt@cappassoc.com). MUST PASS with at least: Form 1 – 97 Form 2 – 97.

ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic). The College Board, 250 Vesey Street, New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061. MUST PASS with at least: Reading Comprehension – 55 Sentence Skills – 60 Arithmetic – 34

## OVERRIDING CONCERN POLICY

Overriding concerns are a list of rules that the student must always adhere to while participating in any classroom and or clinical experience. *The student may be dismissed from the program if the student violates any of the following rules:*

### Accountability

- 1 Notify instructor in advance of unavoidable absences
- 2 Come to class or clinical site on time and prepared.
- 3 Assume professional responsibility for self.
- 4 Report condition and care of patients or clients to superiors.
- 5 Maintain accountability for knowledge and skills acquired.
- 6 Communicate effectively with staff and peers.

### Asepsis

- 1 Protect self and patient from contamination.
- 2 Dispose of contaminated material in the appropriate receptacles.
- 3 Always maintain universal precautions.
- 4 Always wash hands before and after patient contact.
- 5 Never contaminate a sterile field.
- 6 Always dispose of sharps in sharp containers only.

### Communication

- 1 Always introduce yourself and explain procedure to patient.
- 2 Never assume or be judgmental.
- 3 Always forewarn patients prior to procedures that may elicit discomfort.
- 4 Always be alert for non-verbal communication & maintain professional demeanor.

### Physical Jeopardy

- 1 Protect patients and self from physical harm.
- 2 Always identify patient and order prior to implementation.
- 3 Do not perform any action or inaction that may result in patient harm.

### Emotional Jeopardy

- 1 Maintain patient confidentiality at all times.
- 2 Always screen patient from environment prior to procedures.
- 3 Do not perform any action or inaction that may result in patient harm.

## FRATERNIZATION POLICY

Abrams College is committed and must maintain the highest level of integrity related to academia. To meet this end, students must feel comfortable and relaxed in an atmosphere consistent with learning. Any breach of this atmosphere may compromise the integrity of Abrams College and may deter students from learning and from achieving their personal best. Relationship formation between an agent or representative of the college and a student may hamper the student's studies and may interfere with the college agent or representatives duties. Therefore, it is the policy of Abrams College to strictly prohibit relationships outside of the normal student-instructor relationship to be permitted. The exchange of home phone numbers, for other than educational purposes, home addresses or otherwise arranging a liaison between an instructor and a student is prohibited.

With respect to student-student relationships, common sense is the cornerstone of appropriate behavior. Please defer to your judgment when entering a "less than professional" relationship with fellow students, as this may distract you from your primary mission of education.

## DISCIPLINARY ACTION PROCEEDING

Should Abrams College receive allegations from one or more individuals which on the face of the allegations tend to illustrate that a student has violated policy of Abrams College, the College shall proceed with a formal investigation process. The first portion of the process is to describe the allegations with supporting facts, in writing, and mail the student a copy. The complaint notice will ask the student to respond to allegations. Abrams College will concurrently conduct an investigation and interview all individuals with direct knowledge of the incident(s) and obtain statements from those sources.

Pending a formal investigation related to the matter, the College will make a determination if the allegations are true or unfounded or a combination of both. In the interim of the investigation, the student may or may not be placed on suspension. This will depend on the seriousness of the allegations as well as the probability to conclude that the allegations did or did not occur. The student will be notified, in writing, of the amount of time the college will need to reasonably conduct and make conclusions of the investigation.

Should the College determine that the investigation does not support the allegations, the student will be notified in writing and may resume all educational activities.

Should the College determine that the students' actions did indeed violate Abrams College Policy as demonstrated by the evidence procured through the investigation, the following forms of disciplinary action will be taken against the student:

1. Reprimand - Oral or written warning. Documentation of inappropriate behavior.
2. Probation - Formal disciplinary action. If the student continues with behavior within the probation period, he or she will be suspended or expelled from the program.
3. Suspension - Formal removal of student for specific determined amount of time. The student may not participate in any form of training during the suspension period. Refunds are not applicable to suspended students.
4. Expulsion-Formal, permanent student removal from program. Upon expulsion, the student may petition the college for reentry. Each student will be addressed on a case-by-case basis. Refunds are not applicable to Expelled students.

The student may respond, in writing, to any form of reprimand. This will be placed in the student's permanent file. If the student is terminated, he or she will be provided a refund PER THE REFUND POLICY.

If the student is terminated, suspended or otherwise dismissed from the course, he or she will have to make special application for re-enrollment. Re admittance will be at the discretion of the faculty of Abrams College.

# FACULTY AND STAFF

Dr. Daniel S. Lucky, DNP, FNP/GNP-C, RN, EMT-P  
President  
dlucky@abramscollege.com

Dr. Lucky obtained his Bachelors of Science Degree in Nursing from Indiana State University, and Masters Degree in Nursing with a specialization in Family Nursing from the University of Southern Indiana. Dr. Lucky received the Doctor of Nursing Practice Degree from Duke University. In 2007, Dr. Lucky became one of the chief architects for the first Police Nurse Program in the United States for Ceres Police Department in 2007. Dr. Lucky graduated from the Merced College Level II Reserve Officer Police Academy in 2009 and now serves as program director for the Ceres Police Nurse Program.

Dr. Lucky serves as a major and as the ranking nursing officer for The State of California Defense Forces, Northern Command. Dr. Lucky is an elected executive board member with The National Association for the Advancement for Colored People (NAACP) Stanislaus County Chapter where he serves as Health Services Director. Dr. Lucky is Nationally Board Certified as a Family Nurse Practitioner and Geriatric Nurse Practitioner from the American Academy of Nurse Practitioners. Dr. Lucky holds a paramedic license from the State of California Emergency Medical Services Authority and Registered Nursing license, Nurse Practitioner Certificate, Public Health Nurse Certificate and Nurse Practitioner Furnishing Certificate from the State of California, Board of Registered Nursing. Additionally, Dr. Lucky is on faculty position with Indiana State University, College of Nursing and Health and Human Services.

Through excellence in clinical, academic and scholarly endeavors, Dr. Lucky has received international recognition as a scholar from Golden Key International, Phi Kappa Phi, Phi Theta Kappa International and is a Virginia Henderson Fellow through Sigma Theta Tau International.

Kisha Guzman  
Director  
kisha@abramscollege.com

Kisha Guzman has been working in the Medical field, as an EMT since 2003, and has been on staff with Abrams College since 2013. Her first job utilizing her EMT license was as an Emergency Room technician, and she has since moved into a variety of other positions within the EMT field. In 2018 Kisha completed training as a Phlebotomy Technician as well as taking an EKG Technician course, and is currently continuing her education in the emergency medical field.

Dianna Lucky  
Administration Manager  
dianna@abramscollege.com

Dianna Lucky is a Chief Administrative Officer at Abrams College. Dianna holds an associate of science degree in early childhood education, bachelor's and master's degree in Ukrainian language and literature, minor in English with specialization in English translation. She also carries a Certificate as an Administrative Assistant. Prior to starting work at Abrams College in 2008, Dianna was teaching and working as an administrator.

Diane Mecca, Paralegal  
Paralegal Program Instructor

Diane Mecca became a Certified Paralegal at California State University, Stanislaus in 1997 and has worked in law offices specializing in Bankruptcy, Family Law, Personal Injury and Wills and Trusts. She has become an authority on legal ethics and is invited to give presentations around the state to various Bar Association groups. She is a member of Legal Secretaries, Inc., member and Governor of the Stanislaus County Legal Professionals Association and an associate member of the Stanislaus County Bar Association.

## Additional Services

Abrams College offers a host of additional services for those needing certification.

### **Certified Medical Assistant and Phlebotomy National Certification**

Abrams College is a national testing center for NCCT for both Certified Medical Assistant and Phlebotomy Examination. For more information regarding the NCCT process for certification, please visit the following link: <https://www.ncctinc.com/>

### **American Heart Association Basic Life Support (BLS) Certification**

Abrams College provides certification for both initial and renewal certifications through American Heart Association. For more information on certification scheduling and fees, please contact us at 209-527-7777,

### **Emergency Medical Technician Examination & Certification**

Abrams College is a testing center for NREMT-B Skills examination. Additionally, Abrams College provides certification for CE's for EMT-B Renewals. Abrams College is an approved CE provider with Mountain Valley Emergency Medical Services agency. For more information on certification scheduling and availability, please contact our office at 209-527-7777.



**Abrams College  
201 East Rumble  
Modesto, California 95350**

**STUDENT ACKNOWLEDGMENT &  
UNDERSTANDING OF ABRAMS COLLEGE  
POLICIES**

|                              |  |
|------------------------------|--|
| STUDENT NAME:                |  |
| NAME OF EDUCATIONAL PROGRAM: |  |
| STUDENT MAILING ADDRESS:     |  |
| STUDENT CITY, STATE, ZIP:    |  |
| STUDENT PHONE NUMBER:        |  |

|  |  |
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| General College Notices                          | Record Retention Policy                        |
| Program Descriptions                             | Notification of Medical Problems Policy        |
| Tuition & Course Fees                            | Students with Physical & Learning Disabilities |
| Financial Aid Programs                           | Health Insurance Maintenance                   |
| Payment Policy                                   | Student Confidentiality Policy                 |
| Loan Plans                                       | Classroom & Laboratory Clean-Up                |
| Cancellation and Refund Policy                   | Breaks & Lunch Period                          |
| Student Tuition Recovery Fund                    | Recording Devices & Copyright Infringement     |
| Attendance and Tardiness Policy                  | Cellular Telephones & Pagers                   |
| Drop Out and Leave-of-Absence Policy             | Use of Campus Telephone                        |
| Grading and Progress Policy                      | Required Clinical Component                    |
| Retesting Policy                                 | Student Complaint Procedure                    |
| Course Completion & Program Certification Policy | Student Behavior & Code of Conduct             |
| Mathematics Policy                               | Smoking Policy; Drugs & Alcohol Policy         |
| Class Combination Policy                         | Patient Confidentiality Policy                 |
| Objective Based Course of Study Policy           | Damage of Abrams College Property              |
| Non-Objective Based Course of Study Policy       | Sexual Harassment Policy                       |
| English as a Second Language Policy              | Disorderly & Dangerous Conduct Policy          |
| Credit for Prior Experiential Learning Policy    | Disrobing Policy – Massage Therapy Students.   |
| English as a Second Language Policy              | Student Hygiene Policy                         |
| Theft & Damage of Personal Property Policy       | Uniform Policy                                 |
| Home Correspondence Study Policy                 | Overriding Concern Policy                      |
| Instructor “No-Show” Policy                      | Disciplinary Action Proceeding                 |
| Ability to Benefit Policy                        |  |

**I HAVE READ, AND UNDERSTAND EACH AND EVERY ONE OF THE ABOVE MENTIONED POLICIES OF ABRAMS COLLEGE AND AGREE TO FOLLOW THESE POLICIES.**

|                     |                   |      |
|---------------------|-------------------|------|
|                     |                   |      |
| Student: Print Name | Student Signature | Date |

|                     |                   |      |
|---------------------|-------------------|------|
|                     |                   |      |
| Witness: Print Name | Witness Signature | Date |