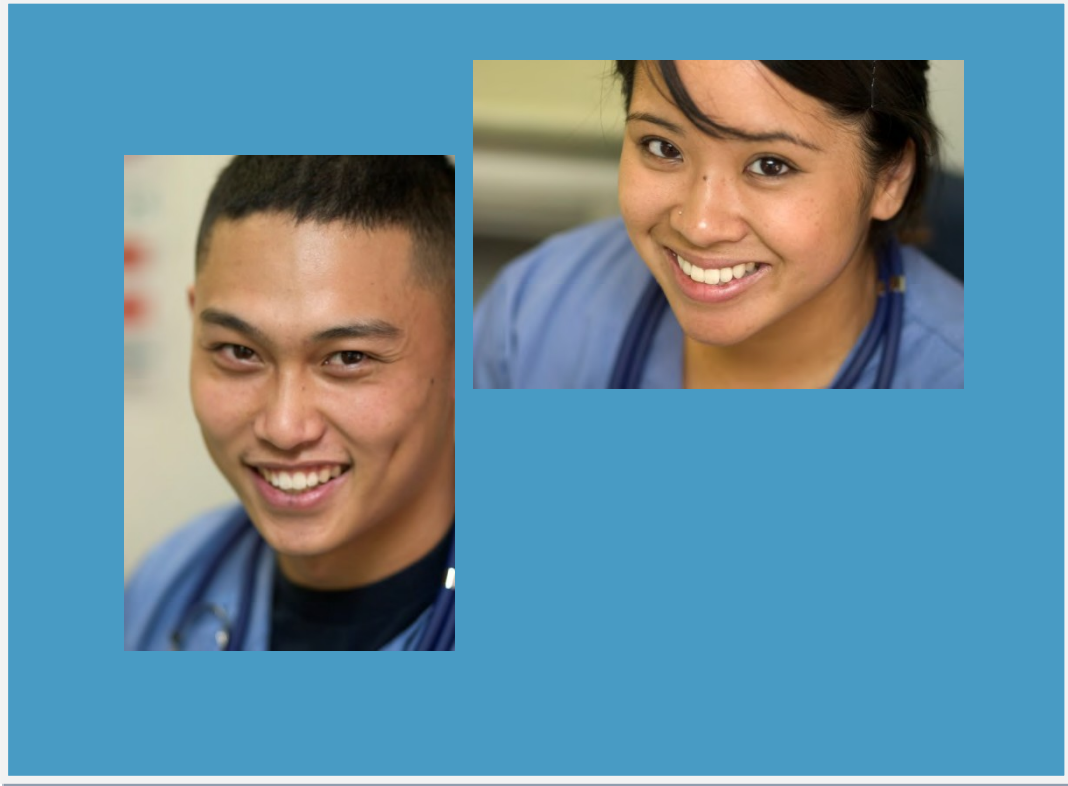




Bay Area Medical Academy



Learn the science of success!

Bay Area Medical Academy

SAN FRANCISCO MAIN CAMPUS

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San Francisco, CA 94108

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2021 CATALOG

www.bamasf.com



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Branch Campus at 31 N. 2nd Street, Suite 100, San Jose California 95113

MESSAGE FROM THE ACADEMY DIRECTOR

Welcome to Bay Area Medical Academy (BAMA) and, congratulations on taking the first step toward a new, highly rewarding career in the medical field!

Whether you are looking for a career change or you have chosen the medical field as your first career, BAMA is here to help prepare you for a successful start. By attending BAMA, you are now in the process of changing your life. Education is the most important catalyst for achieving that change.

Launching Bay Area Medical Academy has changed my life, and the life I have been able to offer to my kids. It has been the most fulfilling experience and continues to provide challenges and rewards for me every day. It has also changed the lives of many of our employees. Most importantly, it continues to change the lives of our nearly 400 students every year.

An independent, private, women-owned and operated school, Bay Area Medical Academy strives to serve the needs of its community while fully embracing diversity.

BAMA is special, and you will see that walking through our doors. We care about quality education. We care about you - the student. We are professional, but as your extended school family, we have a genuine interest in you and strive to create a supportive environment to ensure that you fulfill your goals. We will also challenge you, because challenges are opportunities that help you grow.

We are excited and honored that you have chosen BAMA, our staff, and faculty to help you turn your dreams into reality. We look forward to helping you find the strength and abilities, which we are certain you have, to take advantage of the opportunities awaiting you.

Thank you for choosing BAMA. I look forward to seeing you in our classrooms and halls as you...

... Learn the Science of Success!



Simonida Cvejic,
Academy Director/CEO

01/13/2021

Date

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This Catalog is the official resource for all requirements and regulations of Bay Area Medical Academy, Inc. ("BAMA", "the Academy"). Students enrolled are held to all of the following, and enrollment constitutes an agreement by the student to abide by these requirements and policies. Failure to read this catalog does not excuse the student from compliance. Bay Area Medical Academy reserves the right to change any portion of this catalog at any time without notice, and to withdraw a student for cause at any time.

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BAY AREA MEDICAL ACADEMY

MISSION STATEMENT

Bay Area Medical Academy transforms people's lives through market-relevant career training created in partnership with employers. Our mission is to provide job-oriented training to adult students in high-growth, high-demand specialized areas of the health care field, thereby fulfilling the needs of the medical facilities in the Bay Area while preparing individuals from different socio-economic, cultural, and educational backgrounds for successful long-term careers in the field. Therefore, Bay Area Medical Academy seeks to admit students who demonstrate the potential needed to indicate a reasonable probability of successfully completing the program.

Bay Area Medical Academy is committed to serving its students and the medical community through excellent academic instruction and skills training utilizing both traditional and innovative means while maintaining a student-centered philosophy and understanding the diversity of individuals.

GOALS AND OBJECTIVES

In order to ensure continued fulfillment of its mission, the Academy has established the following goals:

1. The Academy will continually evaluate and update all educational programs and will upgrade its facilities with training equipment currently used in the medical community.
2. The Academy will seek out qualified faculty with professional experience in the vocations they teach who will stimulate eagerness for learning in the students.
3. The Academy will seek out both traditional and nontraditional students and will continuously improve its educational process by working with employers, government, and private non-profit employment development agencies, other educational institutions, and medical professionals.
4. The Academy will maintain a strong link to the community it serves by communicating regularly with community and health care industry leaders, continually assessing the current job requirements, and routinely obtaining input from employers on its academic programs and graduate job performance. By achieving this goal, the Academy, the students, the community and all citizens of the region will be better prepared for the technological and socio-economic changes that will occur.

EDUCATIONAL PHILOSOPHY

The programs offered at Bay Area Medical Academy emphasize hands-on-training, are relevant to employer needs, and focus on areas that offer strong long-term employment opportunities. Students use modern equipment and facilities similar to the kind they can expect to find on the job. The program curricula are sound in concept and the faculty is highly trained and experienced in the vocations that they teach.

HISTORY

Bay Area Medical Academy, Inc. is a private postsecondary school that was formed in 2005 to teach Phlebotomy Certification courses licensed through the California Department of Health Services – Laboratory Field Services to teach phlebotomy classes. Since then, the Academy has flourished with a qualified and dedicated faculty, experienced administration and policy-making school board. The school relocated to its current main-campus location in downtown San Francisco in 2014. New classroom space and several new training programs have also been added.

SCHOOL FACILITY

All courses are taught at the main campus in downtown San Francisco located at 530 Bush Street, Suite 201, and at the satellite campus in downtown San Jose located at 31 N. 2nd Street, Suite 100, San Jose California 95113.



Picture 1 – Phlebotomy Classroom
San Francisco Campus



Picture 2 - The Lobby
San Francisco Campus

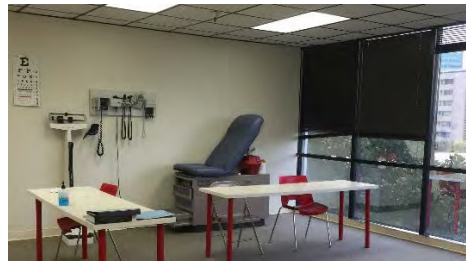


Picture 3 - The Building
San Francisco Campus

Bay Area Medical Academy's main campus in San Francisco occupies approximately 9,000 square feet of classroom space and offices on two floors (2nd and 3rd floor of the building) specifically designed for training students in the health care field. There are four separate classrooms. The two Medical Assisting classrooms have a capacity of 24 students and feature a medical office set-up along one wall, including the latest technology setup with centrifuges, EKG machines, microscopes, ophthalmoscopes and U/A analyzers. The Phlebotomy classroom is adjacent to the Medical Assisting classroom and can accommodate 22 students. One of the Medical Assisting classrooms is also used for EKG instruction and can accommodate 24 students. There is also a laboratory storage room, a small kitchenette/break-room, and a student lounge. All rooms are wheelchair accessible. The modern classrooms are tiled, air-conditioned, and well-lit. The laboratory storage room and the kitchenette have tile flooring, which facilitates cleaning. The facilities and the equipment used comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety, and health. Restrooms are available on each floor and are located in the main hallway near the elevators.



Picture 4 –Classroom
San Jose Campus



Picture 5 – Medical Office Set-Up
San Jose Campus

The Bay Area Medical Academy's branch campus in San Jose occupies approximately 4,800 square feet of space on the 1st and 2nd floor of the building at our new location. There are three separate classrooms; one classroom is used by the Bay Area Medical Academy's Medical Assistant with Phlebotomy program. The other two classrooms are used to teach the Phlebotomy and EKG courses. The same equipment available in San Francisco for Medical Assistant with Phlebotomy, is available in San Jose: there is a phlebotomy chair, centrifuge, a scale, an exam table, an EKG machine, and multiple automated and manual blood pressure monitors as well as stethoscopes. All three classrooms can accommodate up to 24 students. The San Jose campus was recently expanded to offer kitchenette/break-room on both floors. The modern classrooms are tiled, air-conditioned, and well-lit.

Bay Area Medical Academy offers the following career training and certification programs at the San Francisco main and San Jose branch locations:

Bay Area Medical Academy offers the following career training and certification programs at the San Francisco main location:

- Medical Assistant with Phlebotomy

Bay Area Medical Academy offers the following career training and certification programs at the San Jose branch location:

- Medical Assistant with Phlebotomy

LEARNING RESOURCE CENTER

Library resources are available for use including video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus through the Student Resource Center. Students can check-out materials and then read and review them in the student lounge or in the classrooms after class. Students may access the on-campus library Monday through Friday, 9:00 a.m. to 5:00 p.m. There is a check-in/check-out system for removing resources from the library.

BUSINESS OFFICE HOURS (San Francisco Main Campus Only)

The business office is open Monday – Friday, 9 a.m. to 5 p.m., and Saturday – Sunday, 11 a.m. to 5 p.m. In addition, the business office will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Other holidays may be declared at the discretion of the CEO/Academy Director.

BUSINESS OFFICE HOURS (San Jose Branch Campus)

The business office is open Monday – Friday, 9 a.m. to 5 p.m. In addition, the business office will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Other holidays may be declared at the discretion of the CEO/Academy Director.

STATEMENT OF OWNERSHIP

The Academy is owned and controlled by Bay Area Medical Academy, Inc., 530 Bush Street, Suite 201, San Francisco, CA 94108. The Chief Executive Officer of the Academy is Simonida Cvejic.

ACCREDITATION

Bay Area Medical Academy is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) to award certificates.

APPROVALS AND MEMBERSHIPS

Bay Area Medical Academy is a private institution is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

In addition, Bay Area Medical Academy is an active member or approved by:

- American Heart Association (AHA)
- Bay Area Workforce Investment Board
- Department of Labor (DOL)
- Department of Rehabilitation (DOR)
- Department of Education to participate in Title IV Financial Aid Program, FSEOG, and Federal Work-Study
- California Association of Private Postsecondary Schools (CAPPS)
- Employment Development Department (ETPL listing)
- Human Service Agency (HSA) – CalWorks & PAES programs
- National Center for Competency Testing (NCCT)

- National Healthcare Association (NHA)
- Office of Economic and Workforce Development, San Francisco, California
- PeninsulaWorks, San Mateo, California
- work2future, San Jose, California

National Certification Exam Approvals: The Medical Assistant with Phlebotomy (MA) program, the EKG module of the MA program, and the Phlebotomy module of the MA program are approved for National Certification through the National Center for Competency Testing, 7007 College Blvd., Suite 705 Overland Park, KS 66211. Tel: (800) 875-4404. The Phlebotomy module of the MA program is approved for licensing by the State of California, Department of Public Health - Laboratory Field Services Division, 320 W. 4th Street, Suite 890, Los Angeles, CA 90013.

Graduates of the Medical Assistant with Phlebotomy program who become employed are qualified to sit for certification by the California Certifying Board for Medical Technicians (CCBMA).

Students who have completed the EKG Technician course can sit for the National Healthcareer Association (NHA) exam, and the Cardiovascular Credentialing International (CCI) CCT1 exam.

CATALOG DISCLOSURE

The school catalog is provided to any interested party or the general public by email or regular mail upon request. The catalog is also available on the school website under *Consumer Information*. All students enrolling in the Academy receive a copy of the catalog. The catalog is updated twice a year, in January and July, and updates provided to all students attending the Academy. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The supplements or inserts are available on the school web site as well.

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.

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, mailing address PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll free telephone number: (888) 370-7589 or (916) 431-6959 or by fax: (916) 263-1897.

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 toll-free or (916) 431-6959 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

BANKRUPTCY DISCLOSURE

Bay Area Medical Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.).

ADMISSION POLICIES AND STANDARDS

HOW TO APPLY

Prospective students are encouraged to apply for admission as soon as possible in order to be officially accepted for a specific program and start dates.

Students interested in applying for admission should come to the San Francisco Main Campus in person, mail/fax/e-mail the Academy, or visit our website at www.bamasf.com.

It is required that an Admissions Representative conduct an initial interview and tour of the Academy with the prospective student. Parents and spouses are welcome to accompany them. On this visit, applicants and their families will have an opportunity to see the school facilities, meet the staff and faculty, and ask questions relating to the program and their career objectives prior to enrolling.

ADMISSIONS REQUIREMENTS

Bay Area Medical Academy enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at the Academy. Bay Area Medical Academy has established the following admissions requirements, upon which it evaluates all applicants for admission to the Academy:

Medical Assistant with Phlebotomy

To qualify for admission to Bay Area Medical Academy's Medical Assistant with Phlebotomy program, an applicant must:

- Be at least 18 years of age.
- Have graduated from US high school (or foreign High School equivalent to the US); or
- Have passed recognized equivalent of a high school diploma (e.g., typically a General Education Development (GED) certificate).
- Provide the school with the following verification documents at the time of enrollment application:
 - (i) Copy of his/her valid U.S. photo I.D. or driver's license or alien registration card.
 - (ii) Proof of education
 - a. The student's official high school transcript;
 - b. The student's GED scores at or above the passing level set by the state agency awarding the GED;
 - c. [In lieu of a high school transcript or GED certificate]: College transcript from a post-secondary institution accredited by an accreditation association recognized by the US Department of Education. College transcripts must prove high school graduation.
 - d. [For foreign high school graduates]: Transcripts that have been translated, evaluated, and notarized (see "**Course Work Taken at Foreign Institutions**").
- Medical Assistant with Phlebotomy applicants need to provide **2 copies** of their official High School Transcript or GED certificate or college transcript as described above. Applicants with transcripts from foreign institution must submit 1 document evaluation report, proving secondary school completion (see "**Course Work Taken at Foreign Institutions**").
- [For students who wish to transfer credit taken at other institutions or for previous work

experience]: Submit required documentation for evaluation. Refer to ***'CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE'*** in this catalog for more information.

- Complete and submit the Applicant Information Form.
- Complete and submit the BAMA Application for Admission.
- Successfully pass the English Comprehension Exam. Refer to **'English Proficiency'** below for additional information.
- [For former students who did not complete the program, who withdrew or were terminated from BAMA]: Reapply for admission. A readmitted student is governed by the catalog current at the time of readmission to BAMA, including current tuition and fees charges, program requirements, and admission requirements.
- Verify whether his or her criminal background will affect licensure procedure prior to enrollment. Applicants to the Medical Assistant program are advised that phlebotomy licensure is required by most employers who hire Medical Assistants, and a criminal background check is required to obtain such licensure. Students are further advised that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record. Questions regarding licensure should be directed to the CA Department of Public Health – Laboratory Field Services. Phone: (510)620-3800
- Successfully complete a personal interview with the Director of Educational Program Development or Medical Assistant Instructor. Applicants may be accepted for enrollment only if approved by the Director of Educational Program Development or School Director/CEO; all applicants will be notified if approved or denied admission to Bay Area Medical Academy.
- [Prior to signing an Enrollment Agreement and being accepted in the program]: Receive a school catalog containing the school rules and policies. Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School's catalog.
- Be able to finance your education at BAMA, and pay the required admission fee to reserve your place as stated in the Enrollment Agreement.
- Tour the Bay Area Medical Academy main campus and for applicants who intend to take classes at our San Jose satellite, also tour that campus.

The Academy reserves the right to reject students if the items listed above are not successfully completed. The student's enrollment will not be complete until the school official signs and dates the enrollment agreement. Individuals may apply up to one year in advance of a scheduled class start date, however, the student may not attend classes until all enrollment requirements completed.

Phlebotomy Technician Licensure Requirements (Module 7 of the Medical Assistant with Phlebotomy Program)

State of California requires Phlebotomy Certification, or licensure (Effective April 9, 2003) for all persons drawing blood who are not California-licensed physicians, nurses, clinical lab scientists, or other licensed professionals whose scope of practice does not include phlebotomy (drawing blood). Certified medical assistants can draw blood in a physician's office, or in other settings where they have direct supervision.

There are three kinds of phlebotomy certification. Bay Area Medical Academy offers certification for LPT and CPT1:

- **Limited Phlebotomy Technician (LPT)** - Authorized to do skin puncture blood collection only.
- **Certified Phlebotomy Technician 1 (CPT1)** - Authorized to do skin puncture and venipuncture blood collection. There are different requirements for applicants with no phlebotomy experience, applicants with less than 1040 hours of on-the-job phlebotomy experience, and applicants with 1040 or more hours of on-the-job phlebotomy experience in the last 5 years.
- **Certified Phlebotomy Technician 2 (CPT2)** - Authorized to do skin puncture, venipuncture, and arterial puncture blood collection.

Requirements

The California Department of Public Health - Laboratory Field Services (LFS) requires applicants to submit documentation of

- 1) **Proof of High School Graduation,**
- 2) **Completion of Approved Training Program,**
- 3) **Clinical training or work experience to qualify for licensure**
- 4) **Passing a national exam approved by CA DPH-LFS.**

1. High School Completion

- You must be a high school graduate OR
- Pass a general educational development (GED) test OR
- Provide official transcripts showing credit for general education courses completed at an accredited college or university.
- Non-US transcripts: All non-U.S. transcripts must be evaluated by the Foundation for International Services, Inc. (FIS). This allows LFS to determine if your education is equivalent to a U.S. College or university education. FIS will send a Document-by-Documents evaluation of your educational institution and academic courses directly to BAMA. To complete an FIS application, visit their website at https://www.fis-web.com/individual_applications/new, Telephone (425) 248-2255, FAX to (425) 248-2262, or Email info@fis-web.com.

2. Approved Training Program Requirements

Your training must be obtained in a phlebotomy program accredited by the California Department of Public Health. A list of approved training programs can be viewed at <http://www.cdph.ca.gov/programs/lfs/Documents/Approved-California-Phlebotomy-Training-Schools.pdf>

3. Examinations

The following certifying organizations are approved by the Department for the phlebotomist certification examination:

- National Center for Competency Testing (NCCT/MMCI) certification for phlebotomist is approved by the Department for phlebotomy certification as of February 6, 2003.
- National Healthcareer Association (NHA) certification for phlebotomist is approved by the Department for phlebotomy certification as of February 4, 2005.

License Renewal

Once you receive your certificate you will need to renew it every two years. To renew, you must pay a fee and submit documentation of continuing education. For information about the renewal process, including renewal fees, continuing education requirements, approved continuing education accrediting agencies, and the renewal form LAB 177, please visit the LFS renewal webpage.

How to Apply for a California Phlebotomy Certification (commonly referred to as CPT1 license)

Bay Area Medical Academy provides students assistance with the application process. These are the steps to follow to apply on your own:

- Apply online at <https://healthappportal.cdph.ca.gov/osphld/perl>.
- Select the certificate type for which you are applying from the menu on the application website.
- You will need a Visa or MasterCard to pay your \$100 application fee.
- Transcripts must be original documents bearing the school, college, or university registrar's seal, sent directly to LFS from the office of the school, college, or university registrar. Request to have your transcripts mailed to:
Laboratory Field Services - Phlebotomy Program
850 Marina Bay Parkway, Bldg. P 1st Floor
Richmond, CA 94804
- A certificate of completion of a phlebotomy training program, the California Statement of Phlebotomy Practical Training, the Letter of Phlebotomy Experience for California Certification, and copy of national certification must be uploaded during the online application process.
- You can check the status of your application online using the application identification number provided upon completion of your application.
- Incomplete application packages may be abandoned 150 days after registration. All abandoned applicants who wish to re-apply must pay a new non-refundable application fee.

ENGLISH PROFICIENCY

Each student enrolling at the Academy is required to demonstrate the ability to read, write, and verbally communicate in Standard English. Because of the Academy's concern regarding potential barriers to student success, students found to have poor English proficiency in any of the aforementioned areas will be denied admission.

The Academy does not provide English language services, including instruction such as ESL. All classes are taught in English. Evidence of English proficiency will be established by passing the Academy's entrance exam, interview, and/or by special demonstrations orally or in writing. The requirement may also be fulfilled by submitting proof of either an Associate's degree (A.A.) or higher, or having passed the following exams: TOEFL, TOEIC, IELTS, or PTE Academic exam.

Passing the written exam means you must receive at least 70%. In the event, you take Bay Area Medical Academy's English exam and receive at least 60% you will be offered an oral interview (pass or fail). If you do not pass either the written or the oral interview you will be invited to retake the exam in 30 days for the second attempt. If denied, you will be invited to reapply in 6 months.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at foreign institutions must be evaluated for equivalence to coursework taken in the

United States institution. The Academy accepts the Document-by-Document Report of foreign transcript evaluations and/or translations from the following service:

- Foundation for International Service – 505 5th Avenue South, Suite 101, Edmonds, WA 98020; Phone: (425) 248-2255, Fax: (425) 248-2262, Email: info@fis-web.com

To start the FIS Evaluation Online, go to https://www.fis-web.com/individual_applications/new. During the application process, when choosing a third party contact to send additional reports, address them to: Bay Area Medical Academy Registrar, Email registrar@bamasf.com

STUDENTS WITH A CRIMINAL RECORD

Students are also reminded that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record. However, regardless of the findings, BAMA will perform the usual job placement assistance.

STUDENTS WITH DISABILITIES

The Academy complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible.

If you are interested in attending the Academy but are in need of reasonable accommodations, you should notify your Admissions Advisor. At this time, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the Academy, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- the way the diagnosis was determined (what tests were given and the results); and
- a clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Financial Aid funding, you must be able to benefit from your training with the reasonable accommodations.

ADD / DROP PERIOD

Students who wish to add/drop a module must do so on the first day of the module. Students must be enrolled in a module and be attending and are not permitted to have lapses in attendance.

VISA SERVICES

Bay Area Medical Academy does not provide visa services. The Academy is certified by the SEVP (Student and Exchange Visitor Program) of the Department of Homeland Security to issue I-20 forms to foreign students for the purposes of obtaining M-1 visas to study at Bay Area Medical Academy.

CLINICAL EXTERNSHIP PLACEMENT REQUIREMENTS

MEDICAL ASSISTANT WITH PHLEBOTOMY PROGRAM

Prerequisite Documentation and Eligibility

- *Updated Resume (please include skills learned in class)
- *Immunization Records
 1. **MMR** (Rubeola, Rubella, Mumps),
 2. **Varicella** (Chicken Pox)
 3. **2 Screenings for Tuberculosis**
(PPD within the last 6 months or a chest x-ray within the last year)
 4. **Hepatitis B** vaccination
 5. **Seasonal Flu Vaccine**
- ***American Heart Association** BLS for Healthcare Providers CPR Certification
- Completed and passed criminal background check application (if required by the clinical site. Please see the Criminal Background Check information on next page).
- A minimum grade of "C" (70% or above) in ALL Modules (1-7) Pass the
- Final clinical skills evaluation from the Medical Assistant instructor
- Successful completion of the NCCT exams for Phlebotomy and Medical Assistant

NOTICE:

Some externship sites require that students pass the NCCT Phlebotomy Exam (NCPT) prior to being assigned to externship. Therefore, it is in their best interest to take this exam prior to beginning externship.

*** DUE 2 MONTHS PRIOR TO LAST DAY OF LAST MODULE - and students must successfully pass all other items listed on the Externship requirements list prior to receiving an externship assignment.**

Externship Dates

All eligible students are required to complete a minimum of **200** clinical externship hours. The clinical externship is generally on a full time basis Monday – Friday for **5 consecutive weeks; however, externship schedules may vary based on the assignment.**

Part time schedules are not an option, but, a student may be assigned a split externship schedule.

Externship Placement

Clinical externship placement is based on the student's academic scores, attendance, and outcome of interview with clinical facility (if required). All eligible students available for a full time externship assignment will be placed in an externship within three (3) weeks of completing the last module (course). The student will be on a formal break from the end of the last module until the beginning of the externship assignment. If a student is on a scheduled formal break, the student will be notified 4-5 days prior to beginning his/her clinical externship assignment.

We will try to find the best fit for each student; however, we cannot guarantee that a student will be placed at a particular site. Placement is based on the needs and availability of the clinical sites.

IMPORTANT: It is imperative that students understand the value and importance of the relationship between externship sites and the school. IF Bay Area Medical Academy provides a second externship due to the student's failure to complete the first externship assignment as required, the student must fulfill the second assignment as required, and no additional externship assignments will be provided by Bay

Area Medical Academy. If a student is terminated from his/her second clinical externship by the externship facility, or abandons his/her externship, it will be the student's responsibility to obtain his/her own clinical externship (unless the reason is deemed valid by Bay Area Medical Academy). The site must be approved by Bay Area Medical Academy prior to starting the externship in order for the student to receive a Certificate of Completion. Students are encouraged to ask the instructor or staff any questions regarding this policy.

External Externship Placement

If a student has a request for a particular externship site, he/she must gain approval from Bay Area Medical Academy to complete your externship there. To gain approval, students are asked to contact us with the name of the facility, address, name of his/her preceptor/supervisor, contact numbers, and projected schedule. **Students must provide the information to the Externship Coordinator, in writing, sufficiently in advance prior to their last module.**

Clinical Training Attendance

Regular and punctual attendance on ALL clinical days is required. Absences or tardiness from clinical rotations for unexcused reasons will not be tolerated. The student may be subject to expulsion from the clinical externship if more than two absences are recorded. All absences, **regardless of excuse**, must be made up by the student. The student must coordinate the make-up day with the externship coordinator and the clinical site.

A student who will be absent from the clinical area must call the clinical site, school, and the clinical externship coordinator to notify all parties of the absence no later than one (1) hour prior to the scheduled clinical time. The student must state his/her name, the instructor's name, class, and reason for absence. Students who will be more than 10 minutes late must call or page the externship coordinator. All students will be given the clinical externship coordinator's mobile phone number during the clinical externship orientation.

A student who is absent from clinical or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical or lab instruction, without prior and proper notification, will result in a final warning, and the student will be terminated from the program if any further absences occur.

Externship Rules of Conduct

Students are required to act in a courteous, professional manner at all times during the clinical rotation. Any display of unprofessional, or unethical conduct by the student may result in immediate dismissal from the program.

Externship Evaluation

The clinical externship is evaluated on a **PASS/FAIL** basis. It is based on a Medical Assistant and Phlebotomy skills evaluation from your preceptor.

Drug Screening

Some externship sites require DRUG SCREENING, and, in order to participate at those sites students must pass the drug screening test.

Criminal Background Check Information

Allied Health programs that use Joint Commission on Accreditation on Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO

standard H.R. 1.2 #5, which states: “The hospital certifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and student as well as volunteer who work in the same capacity as staff when providing care, treatment and services” (CAMH Update 3 August, 2004)

Clearance for students will not be obtained where the background check identified a conviction, pending case, or incomplete deferral/diversion for any crime related to the following offenses in the past seven years: abuse of any form, any crime against person or property, assault, battery, burglary, concealed weapons, theft/extortion-including convictions for bad check charges, fraud, harassment, Medicare and Medi-Cal related offenses, possession of stolen property, sexual crimes, and robbery.

A student’s inability to obtain criminal background clearance per the requirements outlined above may prohibit clinical site placement and program completion.

Externship Failure

Should a student receive a ‘Fail’ in externship, the Academy reserves the right to evaluate the student’s skills, and may require the student to repeat coursework (one or more modules).

ACADEMIC POLICIES

ATTENDANCE

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the Student Services Representative to leave a message or e-mail their Instructor. This is a courtesy to the instructor and is still considered an absence/tardy. If the Student Services Representative is unavailable, a message may be left with the Registrar's Office. This information will then be forwarded to the Director of Education and the appropriate Instructor.

Attendance Policy - Medical Assistant with Phlebotomy:

- a. Classes will begin on time. Students may enter 20 minutes before each class begins
- b. Students are allowed to miss up to 10 hours of class time in each module and still pass the class (assuming your academic performance is at or above a 70%). Hours in which a student missed class are called Absent Hours. For a student to pass their current module, their total Absent Hours cannot exceed 20 hours, and they must make up any Absent Hours beyond the first 10 Absent Hours before the end of the module. Class content missed while not in class is still the student's responsibility to make up.
- c. If a student accrues 20 Absent Hours in any course, he/she will be withdrawn from the course and must repeat the entire course. The final grade in the withdrawn course will be 'F'. The student must pay the tuition charge to repeat all courses from which he/she has withdrawn or been withdrawn.
- d. Students will receive a verbal warning as soon as they miss 10 hours of each course (module) and a written warning when they miss more than 10 Absent Hours. At the time the student reaches 20 Absent Hours, the instructor will arrange a Student Advising Session and will present the student with the required plan of action.

Example: Missed Class Content

Student A is absent for the first time, accumulating 5 **Absent Hours**. While the student is still within the 10 hours of allowed absences, the classroom content and assignments on the day must still be completed for the student to receive credit for the missed lecture, lab, and or assignment(s).

Tardiness Policy

Arriving late (tardy) and leaving early count against your total absence hours. Arriving to class late by 30 minutes adds 30 minutes to your absence hours, and leaving class an hour early adds 1 hour.

Makeup Time

- a. If a student accumulates more than 10 Absent Hours in a module, they must make up any time beyond the 10th hour in order to pass the module.
- b. Student makeup time does not offset Absence Hours. Time made up is used to determine whether a student can pass or fail a module, not how many absent hours they have accumulated in a given

module.

- c. Students are limited to two hours of makeup time per day of class. This time is allowed in the hour *following* the end of a student's regularly scheduled class time, except for students in the Medical Assistant Evening class. Students with work schedules that do not permit staying after class may be allowed to make up an hour of class before class begins, if previously established with the Medical Assistant Lead Instructor.
- d. Note also that student's cannot "front load", i.e. makeup hours ahead of time in anticipation of future absences.
- e. Exceptions can be made for students experiencing unforeseen circumstances. Students who have missed excessive class time, who meet the following criteria, will be given consideration for alternative actions.
 - 1. That the situation is discussed with the Lead Instructor as soon as the issue arises.
 - 2. That the circumstances can be verified with a doctor's note, work note, police notice, or other official documentation.

Bay Area Medical Academy permits a student to "make up" absences or tardies that have accrued on the attendance record during the classroom training courses, as long as the accumulated tardies and absences are less than 20 Absent Hours. However, during the **externship portion** of training, all tardies and absences must be made up to ensure completion of the required number of extern hours prior to graduation.

Attendance is part of the overall grade for each course and is part of the "professionalism" grade. The student will be given a numerical grade for professionalism, encompassing attendance and participation. This grade is then combined with grades for homework/assignments/projects/field trips, tests/quizzes, and exams in a weighted average for the overall course grade. Weighting is as follows:

Educational Programs:	
Professionalism:	15%
Lab:	25%
Homework/Assignments/ Projects/Fieldtrips:	20%
Tests/Quizzes:	15%
Final Exams:	25%
Overall Grade:	100%

Clinical Training Absences: A student who is absent from clinical training without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical training, without prior and proper notification, will result in a final warning, and the student will be terminated from the program if any further absences occur.

Lab Practical Absences: A student who is absent from clinical or lab practical without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from lab practical, without prior and proper notification, will result in a written warning. A third absence without notification may result in program dismissal.

CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE

The Academy encourages students who have previous training or work experience to apply for evaluation of appropriate credit transfer. Students who have previous training may be granted credit towards Bay Area Medical Academy's programs. This credit cannot exceed more than 50% of the program. **See PREVIOUS EDUCATION CREDIT POLICY BELOW FOR MORE INFORMATION.**

PREVIOUS EDUCATION CREDIT POLICY

The Director of Education, along with the Lead Instructor, will conduct an evaluation to determine what level of learning the student's previous coursework is equivalent to, and how many credits may be granted. Bay Area Medical Academy will evaluate courses or programs from accredited public or private four-year universities, two-year junior community colleges, public, private, technical or vocational schools, or military schools without any fees. The Education Department will only recognize certificates earned from institutions accredited by an accrediting agency recognized by the U.S. Department of Education and/or Council for Higher Education Accreditation (CHEA) as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at Bay Area Medical Academy and a grade of 2.0 or better was attained. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the program.

In order to complete the evaluation process, the student must supply the Academy with an official transcript from the institution where the course(s) were taken, and copies of the course description from the Academy's catalog. Other criteria include requirements that a grade of 2.0 or higher was earned and that the course work must have been completed within the past seven years.

Bay Area Medical Academy will credit the student's tuition charge based on the approved number of hours accepted as transfer credit. The maximum number of hours the student is allowed to transfer to a Bay Area Medical Academy program is 50% of the total module hours in the program. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

RESIDENCY REQUIREMENT

Residency is defined as coursework completed at Bay Area Medical Academy (does not include transfer credit). A minimum of 50% of credit units must be completed in residence. The residency requirement does not apply to students transferring from one Bay Area Medical Academy program to another.

PREVIOUS WORK EXPERIENCE CREDIT POLICY (ONLY APPLIES TO MILITARY PERSONNEL)

The Academy grants credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

In the alternative, veterans are required to complete a practical and/or written examination of skills and/or provide an employment verification letter as required by Bay Area Medical Academy. Scores of 70% or higher must be achieved on every test that is administered. These exams can be taken only once. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the course/module.

Any and all credit must be granted prior to the start of the course. There is no charge to the student for the evaluation or testing process. Bay Area Medical Academy will credit the student's tuition charge based on the approved number of hours accepted for previous work experience. Appeals for credit denials are referred to and reviewed by the Director of Education, whose decision is final. All hours credited to the student based on previous work experience are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bay Area Medical Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in one of the Academy's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bay Area Medical Academy to determine if your credits or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

PROGRAM/COURSE TRANSFERS

A student who wishes to transfer from a longer to a shorter program or a shorter to a longer program must request to do so in writing to the Student Services and make an appointment with the Financial Department. The transfer will be permitted only if the student has extenuating circumstances that cause hardship. Some examples of hardship include terminal illness (self or immediate family member), military transfer (self or spouse), or death of immediate family member. The student will be withdrawn from the original program (not withdrawn from the Institution), and the refund policy will apply to determine the amount of tuition and fees due by the student or refunded. Any balance due will be the responsibility of the student. Requests will not be granted unless the student is in good standing and meeting Satisfactory Academic Progress. Documentation is required, and a \$200 fee will be charged.

If Bay Area Medical Academy is unable to accommodate the request, the fee will be refunded. A student who wishes to change his/her program/class time must do so in writing to the Registrar's Office by filling out a Student Request Form. A \$100 fee will be charged. If the Academy is unable to accommodate the request, the fee will be refunded.

CHANGES TO PROGRAMS, SCHEDULES, ETC.

Bay Area Medical Academy reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Bay Area Medical Academy reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs, the student may request a refund or apply all monies paid to the next scheduled class start date.

ACADEMIC YEAR AND CLOCK HOUR DEFINITION

Bay Area Medical Academy defines its academic year as follows: 45 weeks of instruction. A clock hour is a 60-minute block of time consisting of a minimum of 50 minutes of instruction.

PROGRAM TITLES

The programs offered by Bay Area Medical Academy are not necessarily intended to lead to employment titles of the same or similar names. From time to time, career fields/titles are utilized in the catalog and other marketing materials solely for the purpose of comparison and are not program titles.

GRADING FOR ALL PROGRAMS

The progress and quality of a student’s work is measured by a system of letter grades and percentages. The meaning of each grade and percentage is as follows:

Grade	Point Value	Meaning	Percentage
A	4.0	Excellent	90-100
B	3.0	Very Good	80-89
C	2.0	Good/Passing	70-79
F And Fail	0.0	Failure	0-69 Used in calculating the GPA
T		Transfer/Test Out Credit: Credit accepted from another school or credit by test out.	
IP		Incomplete	
L		Leave of Absence	
Pass		Pass (externship)	
Fail		Fail (externship) (See above – used in calculating GPA)	
W		Withdrawal	
WZ		Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for determining rate of progress.	

GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete the following requirements for each course.

Medical Assistant with Phlebotomy

- Successfully complete all required classroom courses (or Modules) of 900 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a cumulative final examination;
- Successfully complete all required clinical/externship clock hours;
- Receive satisfactory evaluations (Pass) from the externship/clinical facility;
- Be current on all financial and administrative obligations to the Academy; and
- Complete all required exit interviews

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY AND PROCEDURE:

The US Department of Education, in conjunction with federal laws, as well as the Accrediting Council for independent Colleges and Schools (ACICS) requires the Academy to establish, define, and apply standards of satisfactory academic progress for all financial aid students, regardless of previous financial aid history. Bay Area Medical Academy has established satisfactory academic progress (SAP) standards for all career program students. These standards do not apply to continuing education courses.

Required Evaluation Schedule

To be considered to be making Satisfactory Academic Progress (SAP) towards graduation, students must maintain a specific grade point average (qualitative assessment) as well as proceed through the program at a pace leading to successful completion, including all required coursework and externship requirements, within 150% of the normal length of the program in weeks of instruction (quantitative assessment).

The evaluation point for determining satisfactory academic progress for all students will be at the end of each 300 hour period (3 modules). A quantitative and qualitative evaluation that will occur at the end of each 300 hour period will be based on all credit hours attempted and earned. The qualitative evaluation is determined by a student's CGPA, composed of all work attempted. The quantitative measurement is determined by overall completion rate percentage and maximum credit hours attempted.

Students are evaluated at the following SAP Evaluation Points:

Medical Assistant with Phlebotomy Program (900 hours)

- 1st SAP evaluation point: end of 3rd module/300 clock hours attempted
- 2nd SAP evaluation point: end of 6th module/600 clock hours attempted
- 3rd SAP evaluation point: end of Program/900 clock hours attempted
- 4th SAP evaluation point: 150% maximum time allowed (1350 hours of instruction)

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

Required Cumulative Grade Point Average (QUALITATIVE)

Students must maintain a **minimum grade point average of 2.0 (70%) in each module** attempted. Therefore, the student must have successfully passed all modules attempted in order to meet SAP requirements.

Required Time Frame (QUANTITATIVE)

Students must complete the training program within a time period, which may not exceed 1.5 times the normal program length, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time; this is considered the **MAXIMUM TIME FRAME ALLOWED A STUDENT TO SUCCESSFULLY COMPLETE THE PROGRAM**. A student who does not complete the program within the maximum time frame will be terminated from the program.

Examples:

The Medical Assistant with Phlebotomy program is 900 clock hours; therefore, the **MAXIMUM TOTAL CLOCK HOURS** the student may attempt is no more than 1350 clock hours (1.5 x 900 Clock Hours in Program = 1350 Clock Hours).

The program is scheduled to be completed in 36 weeks of instruction. Therefore, the **MAXIMUM TOTAL WEEKS OF INSTRUCTION** the student may attempt is 54 weeks.

Satisfactory Academic Progress Requirements for ALL students is defined by the following criteria:

Minimum Academic Achievement Required:

1. The student is allowed up to 150% of the normal program length in clock hours of instruction, in which to satisfactorily meet the requirements. This is considered the maximum timeframe within which the student must successfully complete the program.
2. The student must earn a cumulative grade point average of at least 2.0 (70%) in each module.
3. The student must have successfully completed at least 90% of course hours in each module for successful module (course) completion.

Policies regarding the effect on satisfactory academic progress for course withdrawals, course failures and repeated courses, incomplete grades, remedial courses and pass/fail grades have also been established, as well as conditions for reinstatement, appeals, and academic probation.

The following credits are counted as credits attempted and will count toward the maximum timeframe and pace of completion. The Academy does not include non-credit or remedial courses.

Withdrawal

A grade of (W) is issued when a student withdraws from a course before the mid-point. A grade of (W) does not count toward a student's cumulative grade point average, but does count toward pace of completion.

Credit by Examination ("Test Out Module")

A grade of (CE) represents credit awarded by examination. A grade of (CE) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Incomplete

A grade of (I) is issued when a student is unable to complete a course/module during an academic term due to unanticipated circumstances or events. A grade of (I) does not calculate into a student's cumulative grade point average, but does count toward pace of completion.

Retaken Courses

Asterisk (*) beside an assigned grade indicate the course has been retaken. Retaken courses count toward the pace of completion, but do not calculate into a student's cumulative grade point average. Students may retake a failed course only once. Should the retaken course result in grade "F", the student will be terminated from the program.

Program Transfers/Credit for Transfer/Credit for Work Experience

Students transferring from another institution must meet the minimum entrance requirements for the program to which they are transferring or pursuing as an additional credential. Students must transfer all relevant courses, thereby shortening the maximum time frame in the program. Transfer hours from another institution are counted in the completion rate but are not calculated into the CGPA. Transfer courses from within the academy are counted in the completion rate and calculated into the CGPA. Clock hours granted for transfer courses from another institution, from within the academy or for work experience are counted as "attempted" and "successfully completed" in determining the student's satisfactory academic progress. Courses that are not relevant to the new program or additional credential

will not be transferred or calculated into the CGPA or pace of completion.

Satisfactory Academic Progress Warning/Financial Aid Warning

A student will receive an SAP Warning for failure to successfully meet SAP Requirements at any SAP Evaluation Point. The student is eligible for Title IV Federal Financial Aid while on SAP Warning. Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. A notice will be sent to the student's e-mail account and/or mailing address. Students will receive attendance or academic counseling from the Director of Education, or Lead Instructor as appropriate, when they are placed on warning to assist them in improving the academic progress. The SAP Warning will be in effect for **90 days**. Students who achieve the required SAP minimums at the end of the 90 days period will be placed back in good standing. At the end of the SAP Warning, if the student fails to achieve 90% attendance and 70% grade average, the student will be administratively withdrawn or otherwise must follow the appeals procedures stated within this policy. A notice will be sent to the student's e-mail account and/or mailing address.

Appeal Policy

The student may submit a written appeal of his/her dismissal within two calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances, as listed below, will be considered:

- Illness, accident, or injury experienced by the student or a significant person in the student's life. Documentation required: physician's statement, police report, or other documentation from a third party professional; hospital billing statement, etc.
- Death of a family member or significant person in the student's life. Documentation required: a copy of the obituary and/or death certificate.

If the student is called to active duty, s/he should refer to Bay Area Medical Academy's Leave of Absence Policy.

Before an appeal may be granted, a written academic plan must be provided to the student that clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If the student cannot successfully complete the program within the maximum timeframe allowed, the appeal must be denied.

The Appeals Committee, composed of the Instructor, the Director of Education, and the Director of Financial Aid, will examine all appeals. The student will be sent the committee's written decision within two days of the Director of Education's receipt of the appeal. The decision of the committee is final.

If the Appeals Committee requires further information to come to a decision, the committee may schedule a meeting with the student within three days of the Director of Education's receipt of the appeal. The student will be sent the committee's written decision within two days of the meeting. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next module, during which time

they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. If the student does not meet the terms of the academic plan, the student will be administratively withdrawn.

Academic Probation

If the Academy grants a student's appeal for mitigating circumstances, the student will be placed on academic probation and must follow the terms of the approved academic plan. Students who are granted a satisfactory academic progress appeal and are placed on Academic Probation will remain eligible for Title IV Federal Financial Aid.

1. The student's progress will be evaluated at the end of the probationary period. If the student has achieved a passing grade of 2.0 (70%) in his/her payment period completed during the probationary period, the probationary status will be removed, and student will be allowed to continue.
2. The student is not allowed to take a leave of absence during academic probation and will not be granted a course 'Withdrawal' during academic probation.
3. If the student does not meet the above requirements by the end of the probationary period, the student will be withdrawn from the Academy.
4. A student will be allowed only one period of academic probation during the program.
5. If the student is withdrawn for failure to maintain satisfactory academic progress, the student may apply for re-admission to the program after 90 days have elapsed following withdrawal. If the student is re-admitted to the program, credit will be given for courses successfully completed (2.0 grade point average in each course and completion of 90% of course hours), and the total program hours will be reduced by the total clock hours the student has successfully completed; the student's maximum timeframe for completing the program will be calculated based on 150% of the remaining weeks of instruction left to be completed. **Note: The Academy reserves the right to re-evaluate the student's skills before giving the student credit for courses completed.**
6. If the student meets the SAP requirements at the conclusion of the probationary period, the student's SAP probation will be lifted, and the student will be considered to have re-established satisfactory academic progress.

Additional consideration and policies that are part of the Standards of Satisfactory Academic Progress and apply to all students:

Incomplete Grades:

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete ('I') will be allowed two weeks after the end of the course in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an 'Incomplete' grade. If, at the end of the incomplete period, the student has not completed the coursework, a final grade of 'Fail' will be recorded. An 'Incomplete' grade does not affect the student's satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated 'Incomplete Period' of two weeks.

Course/Module Repeats

Students must repeat any course in which a final course grade of 'W' (Withdrawal), 'D' (Not Passing) or 'F' (Not Passing) is earned.

Note: The student must repeat the entire course and pay to repeat the course.

The course hours of courses in which the student has earned a 'D' or 'F' are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade of 'D' or 'F' will reduce the student's overall percentage of successfully completed course hours of the total course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress.

A grade of 'W' (Withdrawal) is not used in determining the student's cumulative grade average, and therefore, has no effect on the determination of the student's cumulative grade point average. When the student successfully repeats the course in which he/she earned a grade of 'W' (Withdrawal), the highest grade earned will be the official course grade used in the determination of the student's cumulative grade average for satisfactory academic progress at the next SAP evaluation point.

Program Sequence Interruption resulting in Withdrawal

In some cases the student's training may be interrupted as a result of a course withdrawal or course failure (not passing a course); such interruptions occur when the courses the student needs are not currently being offered. If the student's training is interrupted, the student will be required to withdraw from the program until the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the student record, and all scheduled course hours will be used in the student's academic progress determination.

Course Withdrawals:

A student may voluntarily withdraw from a course only after taking a leave of absence; students are not granted a 'Withdrawal' for any other reason. A grade of 'W' is posted to the transcript, and this grade is not used in determining the student's cumulative grade average for satisfactory academic progress at the SAP evaluation point. Once the course in which a grade of 'W' (Withdrawal) is repeated and a final course grade is earned, that grade will be used in determining the cumulative grade average for satisfactory academic progress.

Course Failures:

The course hours of courses in which the student has failed are counted in the determination of the percentage of successfully completed cumulative course hours of those attempted in the program, and in the determination of the student's grade when evaluating the student's progress at the SAP evaluation points. Therefore, a failed course grade will negatively affect the student's overall satisfactory academic progress.

Once the course in which a grade of "F" (Failure) is repeated and a final course grade is earned, the highest grade earned will be the official course grade used in the determination of the student's satisfactory academic progress at the next SAP evaluation point. (Both a failing grade and a repeat grade are reflected on the transcript, but only the highest grade earned is used in the determination of the student's CGPA). The course hours of courses from which the student has failed are counted in the determination of the percentage of successfully completed cumulative course hours attempted in the program when evaluating the student at the SAP evaluation points. Therefore, a course failure will

reduce the student's overall percentage of successfully completed cumulative course hours attempted and thereby have a negative impact on his/her satisfactory academic progress .

Pass/Fail Courses:

The School does not award course grades on the basis of Pass/Fail except in the case of externships. Student must complete the requirements of Externship in order to receive a 'Pass'. If the student receives a 'Fail' grade, the grade will be used in calculating the student's Cumulative Grade Point Average, and will be the equivalent of an 'F' grade in this calculation. Note: Should a student receive a 'Fail' in externship, the Academy reserves the right to evaluate the student's skills, and may require the student to repeat coursework (one or more modules).

Remedial Courses:

We do not offer remedial or non-credit courses. *Bay Area Medical Academy* provides students requesting information on obtaining a GED with a list of test sites and related information.

Re-Admission:

Students who are withdrawn from the School for failure to maintain academic progress may appeal for re-admission. The Institution reserves the right to evaluate the student's skills if the student has been out of the program for a period of 30 days or longer. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course.

Students who are readmitted will be placed on academic probation for at least one quarter (90 days). All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed.

Leave of Absence:

Students may be granted a leave of absence (LOA) during the program of training based on the conditions described in the Leave of Absence Policy in this Catalog. A leave of absence may not exceed 180 days within a 12-month period. More than one LOA may be granted in the event of unforeseen circumstances as long as the combined LOAs do not exceed 180 days within a 12-month period. A leave of absence will ultimately extend the time it takes for a student to complete the program, and, based on when courses are offered it may result in the student's not returning to the program until the next enrollment period. The student will be withdrawn from the courses he/she is currently attending and a grade of 'W' will be posted to the transcript. Students are asked to refer to 'Course Withdrawals' above for information regarding the effect that a course withdrawal has on the determination of the student's satisfactory academic progress. Students are asked to refer to the Leave of Absence Policy contained in this Catalog for more information. The time the student is on an approved leave of absence is not considered when assessing the student's satisfactory academic progress in terms of completing the program within 150% of the normal program length in clock hours of instruction. Students will not be assessed any additional institutional charges while on LOA. The Institution reserves the right to evaluate the student's skills if the student has been out of the program for a period of 30 days or longer. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course.

Any student who fails to return from an approved LOA on the specified return date will be terminated, and the specified return date will be the official date of termination; the last time the student attended class before the LOA will be the last day of attendance when applying the refund policy. Students who do

not return from an LOA will be terminated from the program, and the refund policy will apply.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 each module. A VA student whose CGPA falls below 2.0 at the end of any module will be placed on academic probation for a maximum of two consecutive modules of enrollment. A VA student who fails a probationary period is not considered to be making SAP but may reestablish SAP by bringing his/her progress up to minimum standards and may reestablish VA benefits eligibility. If the VA student's CGPA is still below 2.0 at the end of the second consecutive module of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the Academy Director for recertification after one module has elapsed and after attaining a CGPA of 2.0.

INCREMENTAL ASSESSMENT CONDUCTED AT THE CONCLUSION OF EACH COURSE (MODULE)

Academic Progress is measured by the Education Department at the end of each module. The final grade for a module comprises tests/quizzes, exams, participation, homework/assignments/ projects, and attendance. In order to successfully pass a module, the student must achieve a minimum score of 70% (2.0 GPA); externship is graded on Pass/Fail. If a student's final grade for a module is below the minimum passing score, he/she must repeat that module. Students receive a grade report at the end of each module ("student performance evaluation"). Records of students' grades are maintained in the BAMA computer system. Students should be aware that even though they may achieve a passing grade in a module, they are also required to meet the Satisfactory Academic/Attendance Progress policies as stated in this catalog. Students are also asked to refer to the Satisfactory Academic Progress Warning above.

ADDITIONAL SAFETY CONSIDERATIONS FOR MEDICAL ASSISTANT WITH PHLEBOTOMY STUDENTS (Invasive Procedures)

Should it be determined by the instructional staff and Academy administration that at the end of student's training he/she is not considered to be "safe" with regard to patient welfare, he/she is retained in the classroom (conduct probation status) until he/she is 1) considered safe, and shall advance to externship; 2) not considered safe, at which time he/she will be terminated. In either case, the time frame shall be at least the length of the next module. *NOT SAFE* is defined as follows: In the expert opinion of the Instructors, Program Directors, Lead Instructors, and Director of Education, the student may put patients and other medical professionals at risk by use of improper or inadequate practice of medical procedures or tasks. These risks include, but are not limited to: poor aseptic technique, inadequate instrument or procedure knowledge or performance, unprofessional behavior, unacceptable attitude, and unacceptable work ethics.

TEST OUT MODULE

The Academy may assign a Test Out as a grade. This usually occurs when a student tests out of a module by taking an examination/test. A student cannot Test Out of a module in order to receive a higher grade. See also, Previous Work Experience Credit Policy.

MAKE-UP TESTS/ASSIGNMENTS

A student who arrives late for an examination but within 30 minutes of the scheduled start time will be

given the examination and permitted to complete as much work as possible during the remaining time. A student who arrives more than 30 minutes late for an exam, or misses the exam altogether, may be permitted to take a makeup exam under certain conditions. The student may, of course, choose to complete the exam in the allotted time remaining.

The student will be notified that he/she has provisional permission for the makeup and that this may result either in a grading penalty or in a revocation of the privilege to take a makeup exam should the instructor decide that a makeup was not appropriate. Students who request a late exam will be required to sign a statement testifying to the validity of their request and their awareness that there will not be a second opportunity for a late exam in any other module.

TERMINATION (Dismissal) PROCEDURES

Students may be terminated by the Academy for cause. Examples include, but are not limited to, the following:

- Violation of the Academy's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the Academy.

Students to be terminated are notified in writing and may appeal to the Academy Director.

STUDENT APPEAL POLICY FOR MODULE OR TEST GRADES AND ATTENDANCE VIOLATIONS

Assignment/Test Grades: Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignment/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Academy Director. Only final module grades are eligible for appeal.

Final Module Grades: Appeals of final module grades must be made within ten (10) calendar days of the date the grade becomes final. The Academy Director may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

- A personal bias or arbitrary rationale;
- Standards unreasonably different from those that were applied to other students;
- A substantial, unreasonable, or unannounced departure from previously articulated standards;
- The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations: Appeals of attendance violations must be made within ten (10) calendar days of the violation. The Director may, as a condition of granting the appeal, require the student to make up the missed class time or assignment or may place the student on probation and require the student to develop an Academic Advising Plan. In order for an attendance appeal to be considered, the student must:

- Have perfect attendance while the appeal is pending;
- Submit a written plan to improve attendance.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- The death of a family member;

- An illness or injury suffered by the student;
- Special circumstances of an unusual nature that are not likely to recur.

LEAVE OF ABSENCE (LOA) POLICY

A student may take a leave of absence while enrolled in the program. The student must file a written request for a leave of absence, stating the reason for the leave, which may include but is not limited to medical, financial, or personal reasons. Students who are on academic probation will not be permitted to take a leave of absence. Readmission will be on a space available basis, and will fall under guidelines for readmission.

A leave of absence may be for a period of no more than 6 months (180 days) within a 12-month period. More than one leave of absence may be granted during the program of study if the combined time does not exceed 180 days within a 12-month period. If the student does not return from the scheduled leave of absence on the scheduled return date, the student will automatically be withdrawn from attendance at the School, and will be notified in writing of this action. The Academy reserves the right to evaluate the student's skills if the leave of absence is longer than three months. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course. A student on an approved leave of absence is still considered by the Academy as enrolled and in good standing.

MAXIMUM CLASS SIZE

To provide meaningful instruction and training, the Academy limits class size. The maximum class size for lectures in all of our programs is 24 students to one instructor. For laboratory classes, it is 18 students to one instructor or lab assistant.

RULES AND REGULATIONS

DRESS CODE AND APPEARANCE STANDARD POLICY

Our students are preparing for professional employment in business and industry. Our Dress and Appearance Policy was created so that our students always make a very favorable impression to the hundreds of guests who visit our campus each year. Many of these visitors are employers or potential employers of our graduates.

It is the policy of Bay Area Medical Academy that each student's dress, grooming, and personal hygiene should be appropriate to the academic environment. If a student does not adhere to this policy, he/she may be subject to conduct probation. The Dress Code is as follows:

- **STUDENT ID'S MUST BE WORN AT ALL TIMES.**
- Students are required to wear the designated Academy uniform.
- Students may wear plain white long sleeve T-Shirts or turtlenecks under the uniform top.
- Students must come to Academy well-groomed and clean.
- Students are not permitted to wear suggestive attire on Academy premises at any time. Prohibited attire includes tube tops; tank tops; tight tops, skirts or pants; short shorts; exposed navels, low cut tops exposing the chest area or low riding slacks.
- Students may not wear T-shirts, novelty buttons, baseball hats and similar items of casual attire that promote or exhibit profanity or sexual connotation.
- Students may not wear headgear or headdress unless prescribed by their religion or required by their medical condition.
- Students' footwear is to be clean, and shoes are to be in good repair.
- Students' hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible.
- Students' sideburns, mustaches, and beards should be neatly trimmed.
- Students may wear jewelry in moderation. Excessive necklaces, bracelets or rings are not acceptable.
- Since all students enrolled in our medical programs have some aseptic procedures to learn and practice, students must keep their hands clean and fingernails neat and well maintained.
- Students must keep makeup and/or perfume to a minimum.
- Penalties for students coming to school out of dress code include: 1st violation=verbal warning and sent back to class, 2nd violation=put on conduct probation and sent back to class, 3rd violation=violation of probation and placed into the school computer lab/library for that day, 4th violation=appearance before the conduct review board for possible termination.
- Students should also understand that there might be other more stringent dress code requirements at externship sites and eventually on the job.

USE OF CELLULAR PHONES

Cellular phone use is prohibited in the classroom; therefore, cellular phones must be turned off or on silent while in class. Students violating this policy may be subject to disciplinary action.

STUDENT CONDUCT

Students are expected to conduct themselves in an acceptable manner. Conduct that is detrimental to the individual, faculty or the community will be cause for probation, suspension or termination/expulsion. Violations of the Academy's policy include, but are not limited to:

- Slander, negativity, violent behavior, insubordination, inappropriate language or inappropriate remarks towards the School, Instructor, Admissions Representative, Administrative Staff, and/or fellow students.
- Conversing with other students while class is in session.
- Personal phone calls while class is in session. If a personal phone call is necessary, the student must wait until a designated break time and then may use a courtesy phone, located in the office.
- Allowing guests in the student areas during class sessions without prior approval from the Program Director.
- Using another language in the classroom. The only acceptable language spoken in the classroom is ENGLISH, except for interpretation.
- The use, sale or promotion of illegal drugs or alcohol. Violation of this policy will result in immediate termination and prosecution.
- Cheating or misrepresentation. Violation of this policy will result in probation, suspension or immediate termination.
- Theft or damage of the Academy property or the exhibition of violent behavior. Violation of this policy will result in immediate termination and prosecution.

ACADEMIC INTEGRITY

- Any form of deception in the completion of assigned work is considered a violation of academic policy. Deception includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or for an assignment; any attempt to pass off the work, data, or creative efforts of another as one's own; knowingly furnishing false information about one's academic performance to the Academy.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Director's discretion, fail the assignment or exam. If repeated offenses occur, the student may be dismissed from the Academy as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

DRUG & ALCOHOL ABUSE PREVENTION INFORMATION

Bay Area Medical Academy is committed to providing a quality educational and work environment free from the effects of the abuse of alcohol and other drugs. The Academy strictly enforces its drug and alcohol policy and will take disciplinary action against policy violators.

Violations of the Bay Area Medical Academy Code of Conduct

The Academy does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. The unlawful possession, use, sale or promotion of illegal drugs or alcohol by students and employees on school property will result in immediate termination and referral for prosecution.

Drug and Alcohol Handbook

The Drug and Alcohol Handbook is available on our website, and all students and employees sign an acknowledgment that they have received this handbook each year.

Legal Sanctions

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I-V. This schedule designates if the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a

drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official. Below are Federal Trafficking Penalties as of January 1, 1997:

“Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana, and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Federal penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/or if serious injury or death. These penalties are similar to those listed for Schedule I and II.

The federal penalty for first-offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.

Schedule III, IV, and V drugs include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (III), some narcotics, some barbiturates and other depressants which are not classified as I or II.

The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual. The federal penalty for first offense sale of Schedule IV drugs is not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is not more than one year, fine of not more than \$100,000 individual/\$250,000 not individual."

California

In addition to criminal laws that prohibit the possession of the drugs, California State laws also prohibit the possession of drug paraphernalia or the chemicals that can be combined to make up a controlled substance. Additionally, the punishment for any drug offense can significantly increase if the offense occurred on or near a school ground, even if there were no school children in the vicinity.

Cannabis possession has been decriminalized, but its cultivation and sale remain criminal offenses, along with the possession, sale, and manufacture of harder drugs such as methamphetamine and cocaine.

H&S Code §11350(a) - Possession of a controlled substance is punishable by imprisonment for 16 months, 2 years or 3 years.

H&S Code §11351 - Possession of a controlled substance for sale is punishable by imprisonment for 2 years, 3 years or 4 years.

H&S Code § 11352 - Sale or transportation of a controlled substance is punishable by imprisonment for 3 years, 4 years or 5 years.

Federal Student Aid

A federal or state drug conviction can disqualify a student for FSA funds.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of illegal drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite Period
3+ Offenses	Indefinite Period	

Health Risks Associated with Alcohol

Health problems caused by excessive drinking can include:

Liver disease. Heavy drinking can cause alcoholic hepatitis — an inflammation of the liver. After years of heavy drinking, hepatitis may lead to irreversible destruction and scarring of liver tissue (cirrhosis).

Digestive problems. Heavy drinking can result in inflammation of the stomach lining (gastritis), as well as stomach and esophageal ulcers. It also can interfere with absorption of B vitamins and other nutrients. Heavy drinking can damage your pancreas — which produces hormones that regulate your metabolism and enzymes that help digestion — and lead to inflammation of the pancreas (pancreatitis).

Heart problems. Excessive drinking can lead to high blood pressure and increases your risk of an enlarged heart, heart failure or stroke.

Diabetes complications. Alcohol interferes with the release of glucose from your liver and can increase the risk of low blood sugar (hypoglycemia). This is dangerous if you have diabetes and are already taking insulin to lower your blood sugar level.

Sexual function and menstruation. Excessive drinking can cause erectile dysfunction in men. In women, it can interrupt menstruation.

Weakened immune system. Excessive alcohol use can make it harder for your body to resist disease, making you more susceptible to illnesses.

Increased risk of cancer. Long-term excessive alcohol use has been linked to a higher risk of many cancers, including mouth, throat, liver, colon and breast cancer. Even moderate drinking can increase the risk of breast cancer.

Health Risks Associated with the Use of Illicit Drugs

There are many risks to a person's body and mind from using drugs illegally. These risks are different depending on the person, situation and drug they use. Long term health effects of commonly used drugs include:

Cannabis (Marijuana) Addiction: About 9 percent of users; about 1 in 6 of those who started using in their teens; 25 to 50 % of daily users. Mental disorders: may be a causal factor in schizophreniform disorders (in those with a pre-existing vulnerability); is associated with depression and anxiety.

Cocaine Addiction, restlessness, anxiety, irritability, paranoia, panic attacks, mood disturbances; insomnia; nasal damage and difficulty swallowing from snorting; GI problems; HIV

Prescription Stimulants (Adderall, Ritalin, etc.) Irregular heartbeat, dangerously high body temperature, potential for cardiovascular failure or seizures. High doses especially, or alternate routes of administration (e.g., snorting, injecting) can lead to anxiety, hostility, paranoia, psychosis; addiction.

Methamphetamine Addiction, memory loss; weight loss; impaired cognition; insomnia, anxiety, irritability, confusion, paranoia, aggression, mood disturbances, hallucinations, violent behavior; liver, kidney, lung damage; severe dental problems; cardiac and neurological damage; HIV, Hepatitis

MDMA (Ecstasy) Dehydration; chills; sweating; impaired cognition and motor function; reduced appetite; muscle cramping; teeth grinding/clenching; in rare cases—hyperthermia, rhabdomyolysis, and death. Impulsiveness; irritability; sleep disturbances; anxiety addiction.

Drug and Alcohol Counseling

Self- help resources:

Drug Information and Referral (415) 362-3400

A 24-hour hot line that provides information about and referrals to various substance treatment programs.

Alcoholics Anonymous (415) 674-1821

Call for a schedule of meeting times and locations. There are hundreds of meetings every week throughout San Francisco and the Bay Area.

Sources:

National Institute on Drug Abuse - www.drugabuse.gov

Mayo Clinic - www.mayoclinic.com

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of an employee violates this federal law.

Sexual harassment of employees or students at the Academy is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Academy Director. Please be reminded that this policy applies to students as well as employees.

CRIME REPORTING POLICY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to local law enforcement and on campus security.

CAMPUS SECURITY AND SAFETY POLICY

Bay Area Medical Academy is committed to assisting all members of the community in providing for their safety and security. Being situated within the city of San Francisco, Bay Area Medical Academy shares many of the same interests and concerns as the city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, a student's actions and behaviors can significantly reduce his/her risk of personal harm.

At Bay Area Medical Academy, we understand the concern everyone has about campus safety. Our desire is for students, faculty, and staff to enjoy their academic experience free from threats to their safety or well-being. The purpose of this publication is to share with students information relating to the safety and security of the campus facilities, the office involved in the coordination of campus safety and security, campus crime statistics, campus substance abuse policies, campus sexual assault policies, and timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY

The Jeanne Clery Crime Awareness and Campus Security Act of 1990 (Clery Act) requires colleges and schools to provide students and applicants a detailed report of crime statistics for the prior three years. The Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

Geography

Location: The campus of Bay Area Medical Academy occupies approximately 4,700 square feet in the building located at 530 Bush Street, San Francisco, California. Bay Area Medical Academy controls areas on the 2nd and 3rd floor of the building. The building is one of several structures next to Chinatown Gate. Bay Area Medical Academy has a satellite classroom location located at 31 N. 2nd Street, Suite 100, San Jose California 95113. For purposes of Clery Act data collection and reporting, the following definitions apply:

Campus: Areas of buildings that are leased, owned or controlled by Bay Area Medical Academy, including any classrooms, administrative offices, faculty offices, along with any hallways, elevators, lavatories, storage areas, parking lot or other areas used exclusively by Bay Area Medical Academy staff, faculty or students.

Non-Campus Property: All other areas of campus buildings that are not otherwise included in the definition of "campus" (above), including any hallways, elevators or outdoor areas owned or controlled by the building/development owners and routinely used by Bay Area Medical Academy's students. These areas are considered part of the "campus" for the purposes of the statistics above.

Public Property: Any public thoroughfares, streets, alleys, sidewalk, bus stops, and/or public parking facilities that are immediately adjacent to, and accessible from, the campus.

ANNUAL CAMPUS SECURITY REPORT

Bay Area Medical Academy is committed to assisting all members of the Bay Area Medical Academy community in providing for their safety and security. The annual security compliance document is available on the Bay Area Medical Academy website at www.bamasf.com.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or properties owned or controlled by Bay Area Medical Academy; and on public properties within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the Bay Area Medical Academy administration office. If you would like to receive the Annual Campus Security Report that contains this information, you can stop by the Bay Area Medical Academy Administration Office at 530 Bush Street, Suite 201, San Francisco, CA 94108 or you can request that a copy be mailed to you by calling (415) 217-0077.

WEAPONS POLICY

No weapons of any type are allowed at the Academy. Weapons include but are not limited to hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. The Academy maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the Academy and a complaint with local law enforcement.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the Academy does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

CONDUCT PROBATION / SUSPENSION

Students found to be in violation of the conduct policy are subject to being placed on conduct probation for a period of 30+ days and/or placed on suspension. If a student is on suspension, attendance records will indicate "suspension," but student's attendance will not be affected. If a student, while on probation, violates any portion of the conduct policy, the student will be placed on suspension from school for a period of 3 class days. If an additional violation occurs while on probation or following suspension, the student will be terminated. The Academy has an emergency disciplinary procedure in the event that a student has committed an act that is detrimental to the health and safety of other students and/or staff of the Academy. This procedure allows any employee of the Academy to contact local authorities for assistance as needed. Any student terminated for detrimental conduct will only be allowed to reenter the Academy at the sole discretion of the Academy Director.

STATEMENT OF NON-DISCRIMINATION

Bay Area Medical Academy, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Academy Director is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the Title IX should be directed to the Academy Director. The Academy Director acts equitably and promptly to resolve complaints and provides a response within seven working days.

Applicants with disabilities are eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the Bay Area Medical Academy Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids, and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to the Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment and document the disability. Bay Area Medical Academy is committed to providing reasonable accommodations, including auxiliary aids/and/or services, to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Academy.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Policy: It is the policy of the Bay Area Medical Academy to have a procedure and operational plan for handling complaints from students, employees, and other interested parties.

The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff, and public.

The Administration encourages open, honest communication among staff, teachers, and students. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or staff member as indicated in this policy. All formal complaints must be submitted in writing to the Academy Director. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. The student has a right to appeal to the Bureau of Private Postsecondary Education at the address below.

Informal Complaint Procedure for students:

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Academy representative at the San Francisco Main Campus (SFMC). "Student" is defined as an individual who is currently enrolled in an educational program at Bay Area Medical Academy. If, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then contact the Education Director at the SFMC.

Formal Complaint Procedure for Students, Faculty, Staff and the Public: From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

1. If, after following the above policy, the student, employee or other interested party still has concerns, he/she is directed to continue the Complaint Procedure:
 - A. Prepare a written statement of complaint that is signed and dated, and includes a clear and concise statement of the facts, including pertinent dates.
 - B. Submit the written statement of complaint to the Director at the SFMC within 10 days of the incident.
 - C. The Director may require the complainant to meet with Academy representatives to discuss the grievance.

2. The Director will review the written grievance, and will notify the student, faculty or staff member or public member in writing of the decision within 10 days of receiving the written complaint.
3. Whether or not the problem or complaint has been resolved by the Academy to the complainant's satisfaction, he/she may contact 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.
4. The complainant may also contact the Accrediting Council for Independent Colleges and Schools (ACICS) at 750 First Street NE, Suite 980, Washington, DC 20002-4223; or by calling 202.336.6780. A complaint form is also available on the Council website.

Student Complaint Records and Log: The Academy will maintain records and documentation related to complaints from students, faculty or staff, including a COMPLAINT LOG.

POLICY AND PROGRAM CHANGES

The Academy catalog is current as of the time of printing. The Academy reserves the right to make changes in organizational structure, policies, and procedures as circumstances dictate. This Academy reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The Academy reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

COPYRIGHT INFRINGEMENT POLICY

Bay Area Medical Academy has established the following Copyright Infringement policies.

Introduction: Bay Area Medical Academy wants to protect students, faculty, and staff and our information resources. To be compliant with federal regulations, this important notification is distributed to the Campus community. Courts have recently imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff that it is a violation of federal law and Bay Area Medical Academy policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the Bay Area Medical Academy policy. The following is the Bay Area Medical Academy Copyright Infringement Policy.

File Sharing: File sharing software is most commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses, and other malicious code get transferred during peer-to-peer file transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider and demand that the offending device be disconnected from the network. To protect the user and Bay Area Medical Academy (BAMA) from further responsibility under federal copyright law or BAMA policy, the BAMA IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning: Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This file could be printed or read from the

computer screen. The principle is the same: to reproduce copyrighted material into an electronic format. This practice is also a violation of the copyright law if done in excess of the accepted "fair use."

Legal Liability: You can be sued for sharing copyrighted applications, songs, and other digital materials without the permission of the copyright holder. For more information, check the resources links below.

Fair Use and Copyright Law: The Copyright Law provides a set of rules regarding library reproductions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of the "fair use," that user may be liable for copyright infringement.

Thus, the Academy reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

BAY AREA MEDICAL ACADEMY COMPUTER USE POLICY

The Bay Area Medical Academy COMPUTER USE POLICY states *"Bay Area Medical Academy considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution's network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law."*

FINANCIAL INFORMATION

TUITION AND FEES: Charges for the period of enrollment and the entire program.

Program	Medical Assistant with Phlebotomy
Non-Refundable Registration Fee	\$100.00
Textbooks	\$420.00
Uniforms & ID Cards	\$60.00
SIM Chart Fee	\$108.00
Lab/Materials Fee	\$900.00
Graduation and/or Administration Fee	\$255.00
Tuition	\$13,320.00
Total Charges for the Current Period of Attendance	\$15,654.00
National/ State Exam(s)	\$295.00
CPR Fee	\$88.00
License Fee	\$100.00
Estimated Total Charges for the Entire Program	\$15,654.00
*STRF Fee Non-Refundable	\$8.00

This institution participates in federal financial aid programs

*\$0.50 for every \$1,000 rounded to the nearest \$1,000.

ADDITIONAL FEES AND EXPENSES

The National Certification exam and other fees are charged separately at the time of testing.

Certificate Replacement Fee: \$25, Return Check Fee: \$25.

STUDENT TUITION RECOVERY FUND (STRF)

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, **without any penalty or obligations**, through attendance at the first class session or the **seventh calendar day after enrollment**, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Bay Area Medical Academy, 530 Bush Street, Suite 301, San Francisco, CA 94108. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation can be provided using the Student Withdrawal Form found at <https://www.bamasf.com/student-request-forms>. You can request this form from the Institute registrar by emailing info@bamasf.com and submitting it to registrar@bamasf.com, or by fax (415.358.5997), or in person.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, less any deduction for textbook and uniform not returned in original unopened package condition, and equipment not returned in good condition, within 30 days of withdrawal. **If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.**

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the last date of the student's attendance, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a leave of absence.

"Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Registrar in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
- or
2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind their notification in writing and continue the program, if so chosen.

However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The Registrar office will make attempts to notify the student regarding his/her enrollment status.

2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The Finance Office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

REFUND CALCULATION FOR NON-TITLE IV STUDENTS

Withdraw Before 60%: To calculate the refund, the school uses the following formula: (1) Add all total non-refundable items, including Non-Refundable Registration Fee and Non-Refundable STRF, and, if applicable, the Textbook and Uniform & ID fees; the sum is the Total Non- Refundable Amount; (2) From the total tuition charge, deduct the Total Non-Refundable Amount; (3) Divide this figure by the number of hours in the program; the quotient is the hourly charge for the program; (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the Total Non- Refundable Amount specified in [1]; and (4) The refund will be any amount in excess of the figure derived from [3] that was paid by the student to the institution.

Withdraw After 60%: If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

SAMPLE CALCULATIONS: The following examples will determine the amount of refund.

Example 1: A student paying "out of pocket" (without using Title IV Federal Grants and Loans) enters the Medical Assistant with Phlebotomy for Tuition of \$13,320.

CASE A- If the student withdraws after 4 weeks of classes, equivalent to 100 hours of training, the refund calculations will be as follows:

- (1) \$100 (Non-Refundable Registration Fee) + \$0.0 (Non-Refundable STRF) + \$420 (Non-Refundable Textbooks and Supplies) + \$60 (Non-Refundable Uniform & ID) = \$580, Non-Refundable Amount
- (2) \$13,320 - \$294 (Non-Refundable Amount) = \$12,740

- (3) $\$6,706 / 900 \text{ hours} = \14.16 hourly charge for the program
- (4) $100 \text{ hours attended} * \$14.16 = \$1,416 + \$480 = \$1,896$, the amount of money owed by the student (if the student did not pay full amount of tuition by the date of withdrawal, he/she will still be responsible to pay this amount to the school)
- (5) $\$13,320 - \$1,896 = \$11,424$ Total refund (this amount will be returned to the student only if she/ he paid the full tuition prior to the date of withdrawal)

CASE B – If the student withdraws after the completion of 5.4 modules of total 8 modules of instruction, or 540 hours out of 900 total hours, there will be no refund because more than 60% of the program was completed.

Proceeds paid from a loan or third party

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

RETURN OF TITLE IV FUNDS

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student has spent in attendance. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of Title IV funds is not concerned with refunding institutional charges.

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below. The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds have to be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student has not received but was otherwise eligible for. The percentage of the period completed is the number of calendar days completed in the payment period divided by the total number of calendar days in the same period.

Responsibility of a Student to return unearned Title IV, HEA Program Funds - The student is responsible for all unearned Title IV, HEA program assistance that the institution is not required to return. A student's unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment as a result of withdrawal will retain his or her eligibility for Title IV, HA program funds for 45 days from the earlier of the date the institution sends a notification to the student of the overpayment, or the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45 day period, the student becomes ineligible on the 46th day and remains ineligible until the student enters into a repayment agreement with the U.S. Department of Education that re-establishes the student's eligibility.

Designated Office to contact for Withdrawal - The student must contact the Office of Admissions and Registrar to withdraw. The student should also meet with the Director of Financial Aid to determine any financial liability created by withdrawal prior to the end of the term.

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if he or she owes a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

Withdraw Before 60%

The institution must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform an R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

R2T4 Calculation Formula:

Number of clock hours student is scheduled to complete in the pay period
Total Number of clock hours in pay period = Percentage Earned

The Academy will use the federal policy to determine the amount which must be returned by the school and/or the student Title IV programs. The procedure is:

1. Determine appropriate withdrawal/determination date
2. Determine Student's Title IV Aid Received
3. Determine Percentage of Title IV Aid Earned
4. Determine Amount of Title IV Aid Earned
5. Determine the Title IV Aid to be Disbursed or Returned
6. Determine Amount of Unearned Title IV Aid Due from the School
7. Determine Return of Funds by the School
8. Initial Amount of Unearned Title IV Aid Due from the Student
9. Repayment of the Student's Loans
10. Grant Funds to be Returned
11. Return of Grant Funds by the Student

The school will return the lesser amount of the aid to be returned, as compared to the institutional

charges, multiplied by the percentage of unearned aid. The student will also be responsible for returning a percentage of unearned financial aid. This amount will be the difference between the amount of Title IV aid due from the school, and the amount of Title IV aid to be returned. Any federal grant funds that a student is required to repay will be returned to the Department of Education by the institution, on the student's behalf. The student will return any unearned loan amounts in accordance with the terms of the promissory note.

Funds Returned by Program

Funds are returned to the Title IV Programs according to federal regulations. The schedule is:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Other Title IV assistance
6. State Tuition Assistance Grants (if applicable)
7. Private and institutional aid
8. The student

Return of Funds

Funds must be returned to the Bay Area Medical Academy Finance Office. Students who do not make satisfactory arrangements for payments in a timely manner will have their debts submitted to the US Department of Education for collection.

Post-Withdrawal Disbursement

If the student did not receive all of the funds earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed. The student may choose to decline all, or part, of the loan funds, he/she does not incur additional debt. Students who wish to have loan funds credited to their account will need to make the request in writing to the Financial Aid Office within 14 calendar days of receiving their notification letter.

There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to a student once he/she has completely withdrawn because of other eligibility requirements. For example, if a student is a first-time, first year, undergraduate student and has not completed the first 30 days of his/her program before he/she withdraws, the student will not receive any Federal Direct Loan funds that he/she would have received, if he/she had remained enrolled past the 30th day.

OTHER FINANCIAL AID

The Financial Aid Office offers a number of federal, state, and local student aid programs. The awards from these programs may be in the form of grants, scholarships, loans or any combination of these resources. Awards for some programs are subject to availability of funds on a first-come, first served basis each school year. For detailed information about specific programs deadlines and to link to financial aid applications, students should stop by the Financial Aid Office at 530 Bush Street, Suite 201 at our San Francisco main campus.

Students eligible for CalWorks/WIA, EDD-California Training Benefits or private vocational rehabilitation should have their counselors contact Bay Area Medical Academy.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

BAY AREA MEDICAL ACADEMY HIGH SCHOOL SCHOLARSHIP

Each year, Bay Area Medical Academy offers 2 (two) scholarships to graduating high school seniors.

Scholarship #1: Medical Assistant with Phlebotomy Program Scholarship, BAMA San Jose campus

Scholarship #2: Medical Assistant with Phlebotomy Scholarship, BAMA San Francisco campus

The amount of the monetary award depends on the student's demonstrated unmet need after all available State and Federal student aid grants are applied and ranges between \$6,000-8,000 dollars.

Application Requirements:

Applicants must:

1. Student must be on target to graduate from high school by June of the application year
2. Reside in the San Francisco Bay Area
3. Have a minimum GPA of 2.0
4. Must demonstrate financial need based on FAFSA application
5. Submit a 150-300 word personal essay titled, "Why I Want to Work in Healthcare"

Application must include the following:

6. **Completed** Scholarship Application indicating your choice of program and campus
7. **Original Essay.** A 500 words essay on the following topic: "Why I want to work in healthcare"
8. **Official Transcript** including semester grades through the first semester of the senior year of high school. This transcript must be submitted in your school's official sealed envelope.

Application Deadline: July 1 each year.

Applications should be submitted to: studentservices@bamasf.com.

BAY AREA MEDICAL ACADEMY INSTITUTIONAL SCHOLARSHIP – "BAMA OPPORTUNITY GRANT"

Bay Area Medical Academy offers Institutional Scholarships to students in the Medical Assistant with Phlebotomy program on an ongoing basis. These scholarships are need based and range from \$100-2,000 per student. Everyone applying for admission in the Medical Assistant with Phlebotomy program in 2021 will receive an application and is encouraged to apply.

Application Requirements:

- o Students must have a minimum 2.5 grade point average from High School or the current college they are attending.
- o DACA recipients and undocumented students are encouraged to apply.
- o Completed FAFSA or Californian Dream Act application.

Application must include the following:

1. **Completed** Scholarship Application indicating your choice of program and campus
2. **Original Essay.** Two 300 words essay on the following topic:
 - “Why I want to work in healthcare”
 - “Why I think the committee should award this scholarship to me.”
3. **Official High School Transcript.** This transcript must be submitted in your school’s official sealed envelope. Foreign transcripts must be translated and evaluated.

Application deadline: The BAMA Opportunity Grant scholarships are awarded on an ongoing basis; there is no deadline. The scholarship committee meets weekly to determine the awards and students are informed within 10 days of their application. The scholarship committee consists of the Academy Director, Financial Aid Officer and the Assistant Director of Educational Programs.

Applications should be submitted to: tanya@bamasf.com

PAYMENT PLAN

Payments 10 days delinquent may accrue a LATE CHARGE of the lesser of 10%, \$15 or maximum allowed by law. Student may pay off balance in advance and receive a partial refund of interest computed by the actuarial method.

Payment Method Options

- **Check or money order:** Include the student’s full name and ID (state issued driver’s license or Social Security number) and mail to: **Bay Area Medical Academy, 530 Bush Street, Suite 201, San Francisco, CA 94108.**
- **Credit card:** Pay in person or over the phone by calling the main campus during regular business hours (Monday through Friday, 9:30 a.m. to 5:30 p.m.).
- **Cash:** Pay in person at the San Francisco main campus.

RIGHT TO WITHHOLD CERTIFICATION

If a student is in default of fee obligations, his/her certificate may be withheld until fees are paid.

ASSUMPTION OF RISK

The student agrees to assume liability and financial responsibility for any injury that he/she might receive in the classroom or in an externship as an enrolled participant in any listed programs. For this reason, Bay Area Medical Academy recommends that students carry liability insurance in addition to medical insurance.

RETURNED CHECKS AND REPLACEMENT CERTIFICATES

There will be a \$25 charge for returned checks and replacement certificates.

OFFICIAL TRANSCRIPTS

There will be a \$10 dollar charge for official, signed, and mailed transcripts. Unofficial, unsigned copies of transcripts can be provided by email for free. For transcript requests, please email registrar@bamasf.com.

STUDENT SERVICES

DISCLAIMER OF EMPLOYMENT GUARANTEE

While Bay Area Medical Academy offers Placement Assistance, the Academy cannot, in any way, guarantee employment after the student has successfully completed the program of study.

GRADUATE PLACEMENT ASSISTANCE

The Academy encourages students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While no ethical school can guarantee employment, Bay Area Medical Academy makes a sincere effort toward the successful placement of all of its graduates. The Academy believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search.

Student referrals for job placement result from direct contact between the Academy's Graduate Job Placement Assistance Department and prospective employers.

Student placement and placement rates are based on multiple outcomes. The programs are not represented to lead to any particular job title.

Following graduation or at any other time thereafter, graduates may take advantage of the Academy's Job Placement Assistance Program at no charge. The Academy makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Academy to assist in placement. Failure on the student's part to follow placement procedures may result in discontinuation of placement services.

We will provide students with any assistance they may need in finding a job within their field of study upon completion of their course of study and payment of tuition and fees. This assistance includes:

- Showing how to create a resume
- Helping update the resume
- Teaching how to search for a job
- Teaching skills needed to interview
- Providing possible leads to jobs

Student success at the Academy is based upon attendance and conduct, in addition to grades. Prospective employers *do ask* about these matters, and we cannot recommend someone who does not meet these guidelines. Bay Area Medical Academy offers job placement assistance. We *do not* guarantee employment.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

TUTORING

Bay Area Medical Academy provides tutoring and study assistance to all students upon request. Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are

encouraged to seek academic assistance through the Administration Office.

ADVISING

The Academy provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the Academy has information regarding community resources that are available upon request from the Academy Director.

HOUSING

Bay Area Medical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for San Francisco, CA, rental properties in the city start at approximately \$2,000 per month for a studio. Rental properties in San Jose start at approximately \$100 per month. Rent for properties in the greater Bay Area is lower.

DISABILITY SERVICES

The Academy assists students with disabilities in need of programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

GRADUATION

Formal graduation ceremony is typically held once a year in the summer. There is no guarantee that a graduation ceremony will take place. Students' certificate and transcripts are provided in person or mailed at time of program completion, not at the graduation ceremony. Students must complete all areas of the program with a cumulative grade point average of 2.0 or better and satisfactorily complete the externship/supervised clinic portion, if applicable, in an approved facility. In addition, students must satisfy all financial obligations to the Academy and participate in an exit interview with the Financial Aid Department. A Certificate is awarded to those meeting the graduation requirements.

SPECIAL RECOGNITION AWARDS

Students have the opportunity to earn special awards while pursuing their studies.

Accomplishments are acknowledged by the presentation of special certificates or announcements.

- Honor Roll: This award will be given to students achieving a 4.0 CGPA (cumulative grade point average) or better and having 90% or better attendance in each class. The award is presented at graduation.
- Student of the Month: This award will be granted to students possessing a positive attitude and drive for success. This award is not given based solely on academics; however, grades are taken into consideration. The award is presented in each class and each month.
- Perfect Attendance: This award is given to students achieving 100% attendance. This achievement shows the student's dependability, which is truly important in the workplace. The award is presented in each class and each month.
- Director's List: This award is given to students who achieve:
 - ❖ 100% attendance and 4.0 GPA per class = Platinum Director's List
 - ❖ 92%-99% attendance and 4.0 GPA per class = Gold Director's List
 - ❖ 89%-91% attendance and 4.0 GPA per class = Silver Director's List

Students who are on probation (attendance, academic, conduct, financial aid, dress code) are not eligible for inclusion on the President's List. The Director's List is posted at the end of each class.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration available through: <http://registertovote.ca.gov/>

Paper voter registration applications are also available at your county elections office, library, Department of Motor Vehicles offices, or U.S. post office. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Academy's administrative office.

STUDENT RECORDS & INFORMATION DISCLOSURES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
 - a) Students should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect.
 - b) The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - c) If the records are not maintained by the Bay Area Medical Academy official to whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.
2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a) A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b) If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Bay Area Medical Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory or academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a person serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bay Area Medical Academy.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bay Area Medical Academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

RETENTION OF RECORDS

It is the policy of Bay Area Medical Academy to maintain all records pertaining to students for a minimum of five years from the student's last date of attendance. Transcripts are maintained permanently.

EDUCATIONAL PROGRAM

All Bay Area Medical Academy educational programs are offered residentially.

Programs	Length
Medical Assistant with Phlebotomy	900 Clock Hours (700 Classroom/200 Clinical Hours)

MEDICAL ASSISTANT with PHLEBOTOMY

CREDENTIAL: CERTIFICATE

SCHEDULE: **MORNING CLASS (900 CLOCK HOURS):** M - F, 7:30am- 1pm, 36 weeks **DAY CLASS (900 CLOCK HOURS):** M - F, 10am- 3:30pm, 36 weeks **EVENING CLASS (900 CLOCK HOURS):** M – F, 5:30pm- 10:00pm, 43 weeks

TEXTBOOK(S): - **Medical Assistant Administrative and Clinical Competencies**, 8th Edition, by Michelle Blesi, Barbara A. Wise, Cathy Kelley-Arney, Delmar Cengage Learning, 2011
- **Workbook for Blesi/Wise/Kelly-Arney's Medical Assistant Administrative and Clinical Competencies**, 8th Edition
- **Phlebotomy Essentials**, 6th Edition by Ruth E. McCall BS MT(ASCP), Cathee M. Tankersley MT(ASCP), LWW, 2015
- **Workbooks for Phlebotomy Essentials**, 6th Edition by Ruth E. McCall BS MT(ASCP), Cathee M. Tankersley MT(ASCP), LWW, 2015
- **Understanding EKGs: A Practical Approach**, 4th Edition, Beasley, Brenda M. 2013

OBJECTIVE: The Medical Assistant with Phlebotomy program is intended to provide the entry level student with a solid foundation in clinical and administrative duties to prepare for a successful entry into the medical field. Medical Assistant is one of the fastest growing occupations within the healthcare field today. Medical Assistants are multi-skilled individuals trained to assist physicians and members of the health care team in administrative, clinical, and laboratory work.

Graduates of the program will:

- Demonstrate compassion and respect for the human dignity and rights of all individuals.
- Demonstrate the ability to perform clinical assisting and laboratory procedures.
- Utilize critical thinking and decision-making skills when providing clinical and administrative services in healthcare settings.
- Apply legal concepts to the medical practice.
- Communicate professionally with patients, co-workers, and providers.
- Participate in professional activities and continuing education.
- Potential entry-level job titles include Medical Office Assistant/Hospital Assistant (31-9092), EKG Technician (29-2031), Medical Receptionist (43-6013,) Phlebotomist (31-9097), and Health Support Workers-All Other (31-9099)*.

**U.S. Department of Labor, Bureau of Labor Statistics, Standard Occupational Classification codes, https://www.bls.gov/soc/2010/soc_alpha.htm, Accessed 08 Dec. 2017.*

PROGRAM DESCRIPTION: The Medical Assistant with Phlebotomy program is the foundation for becoming a medical assist in today's healthcare world. The program consists of three components: Administrative Skills training, Clinical Skills training, and a Clinical Externship. The program is divided into 8 learning units called modules. The first seven modules, 1 through 7, are classroom modules. Each stands alone as a unit of study and is not dependent upon the

completion of any previous or subsequent module. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, 1 through 7, students participate in a 200-hour Clinical Externship.

The 900 clock hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, bookkeeping and accounting, medical billing and insurance processing and other office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture, and patient preparation for exams and procedures. Hands-on training is verified through a skills check-off system. Completion of the Medical Assistant with Phlebotomy program is acknowledged by the awarding of a certificate.

Module 1 (MA-1): Clinical Assisting/Duties & the Nervous, Sensory & Integumentary System

100 clock hours

Prerequisite: *None*

Patient care is emphasized, including taking patient's history, body measurements, and vital signs, physical examinations and assessment procedures related to eyes and ears, and the integumentary system. Students develop an understanding of basic anatomy and physiology of the senses (eyes and ears), the nervous and the integumentary systems, and common diseases and disorders. Students learn medical terminology related to these systems. In addition, students check vital signs and differentiate between normal values for pediatric and adult patients.

Module 2 (MA-2): Pharmacology & Minor Surgery in the Medical Office

100 clock hours

Prerequisite: *None*

Students gain an understanding of basic anatomy and physiology of the skeletal and muscular systems, common diseases and disorders, and medical terminology related to these systems. This module emphasizes the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs and their uses, inventory, and classification and effects on the body are included.

Students learn the importance of asepsis and sterile techniques in today's health care environment. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures.

Module 3 (MA-3): Professionalism, Medical Ethics, and Communication & Digestive System

100 clock hours

Prerequisite: *None*

This module covers the history and science of medicine, as well as the medical assistant profession and how it fits into the big picture of health care. Students gain an understanding of concepts related to patient reception in the medical office and the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students also gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. They learn about healthy nutrition, weight control, and strategies in promoting good health in patients.

Module 4 (MA-4): Clinical Assisting, Endocrinology, Reproductive, Respiratory and Urinary System

100 clock hours

Prerequisite: *None*

This module identifies and examines the basic structural components and functions of the endocrine, the reproductive, respiratory, and urinary system, as well as diseases and disorders and special medical examinations related to these systems. Students learn about child growth and development and gain understanding about assisting in a pediatrician's office. Some of the specific skills students learn in this area are height and weight measurements and restraining techniques used for infants and children.

Module 5 (MA-5): Electrocardiography, Medical Office Emergencies & Diagnostic Procedures

100 clock hours

Prerequisite: *None*

Students learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram. Students learn to perform a basic interpretation of an abnormal ECG. Students are introduced to the emergency medical services system with emphasis on office emergencies and first aid. A cardiopulmonary resuscitation (CPR) course is taught, which enables students to respond to cardiac emergencies.

Module 6 (MA-6): Medical Insurance, Bookkeeping, Medical Office Management & Employment

100 clock hours

Prerequisite: *None*

Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students also build on their keyboarding and word processing skills, and learn about various job search strategies as well as how to write resumes and cover letters.

Module 7 (MA-7): Phlebotomy, Laboratory Procedures & the Immune System

100 clock hours

Prerequisite: *None*

Students are introduced to microbiology and laboratory procedures commonly performed in a physician's office, with an emphasis on proper venipuncture procedure, skin puncture, and body fluid collection and processing. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn specimen identification, collection, handling, and transportation procedures; and practice venipuncture and routine diagnostic hematology. Students will also be taught the essentials of OSHA safety control procedures and regulations that will help them in their phlebotomy practice. Students gain an understanding of basic anatomy and physiology of the immune system, common diseases and disorders, and medical terminology related to this system.

Module EXT (MA-EXT): Externship

200 clock hours

Prerequisite: Completion of classroom training (Modules 1-7)

Upon successful completion of the classroom training, medical assisting students participate in a 200-hour unpaid externship at an approved facility. Students are expected to work a full-time (40 hours per week) schedule if possible. This module provides externs an opportunity to work on real patients and apply the principles and skills learned in the classroom. Externs work under the direct supervision of qualified personnel at participating institutions under general supervision of the school staff. Externs are evaluated at 80-, 160- and 200-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Major Equipment: Examination Tables, Stethoscopes, Autoclave, Microscopes, PCs, Electrocardiography Machine, Sphygmomanometers, Hematology Testing Equipment, Surgical Instruments, Training Manikins.

