



Genesis Medical Education Consultants

Catalog

June to December 2020



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Table of Contents

Welcome	6
History	6
Mission	6
Values	6
Education Philosophy	8
Approvals and Partnerships	9
1. Bureau of Private Postsecondary Education	9
2. California Department of Public Health, Laboratory Field Services (LFS) – Continuing Education Accreditation Agency.....	9
3. California Department of Public Health, Laboratory Field Services (LFS).....	10
4. California Board of Registered Nursing (BRN).....	10
5. Board of Vocational Nursing and Psychiatric Technicians (BVNPT)	10
6. Orange County Emergency Medical Services	11
7. American Society of Radiologic Technologists	11
8. RCPALS AHA Training Center.....	11
Accreditation Standing	11
Litigation Standing.....	11
General Information	12
Location and Contact Information	12
Organization.....	12
Professional Advisory Council (PAC)	12
Holidays	12
Programs and Courses	13
Instructional Philosophy and Practice	13
Instructional Facilities and Equipment	13
Instructional Methods of Classroom and Distance Education.....	14
Services	15
Career and Placement Services.....	15
Computers.....	15
Housing and Other Costs	15
Library.....	16
Program and Course Schedule	17
Social Media.....	17
Student Support	17
Testing	17
General Admissions Requirements	19
International Students.....	19
English as Official Language of Instruction	19
Catalog and School Performance Fact Sheet	19
Admissions Process for Continuing Education Courses.....	19
Prerequisite.....	19

Application for Continuing Education	20
Admissions Process for Vocational Program	21
Orientation.....	21
Review of Catalog and School Performance Fact Sheet	21
Enrollment Agreement	22
Promise to Pay	22
Tuition, Fees, and Payment Options	22
Continuing Education Courses.....	22
Vocational Programs.....	22
-Installment Payment Plan	22
-Late Charges.....	23
-Loan Repayment.....	23
Financial Aid.....	23
Transfer Credit to GMEC from Other Institutions	23
Challenge Exams and Achievement Tests	23
Prior and Experiential Learning	23
Articulation Agreements	24
Completion of a Program or Course.....	24
Checklist for Graduation for Vocational Programs	25
Transfer Credit from GMEC to Other Institutions.....	25
Licensure.....	25
Licensure Requirements - Continuing Education Courses	25
Licensure Requirements - Phlebotomy Technician I	26
Scope of Practice.....	26
Academic requirements.....	26
Training	26
Documents needed for application.....	27
Gainful Employment.....	28
Policies.....	29
Academic Honesty Policy.....	29
Attendance Policy	29
Cancellation, Withdrawal, and Refund Policy	30
Vocational Program Cancellation, Withdrawal, and Refund Policy	30
Continuing Education Course Cancellation, Withdrawal, and Refund Policy	31
Change of Status	31
Dress Code for Class, Lab, Externship.....	31
FERPA.....	32
Leave of Absence Policy.....	33
No Show Policy.....	33
Probation and Dismissal Policy	33
Record Retention Policy	33
Reschedule Policy	33
Student Code of Conduct Policy.....	34
Student Complaint Policy	34

Student Grievance Policy	35
Substance Abuse Policy	35
Instructors and Faculty	37
Academic Freedom	37
COVID-19 Notice	37
Programs and Courses	38
Vocational Programs	38
ECG/EKG Technician	38
--Methods of Evaluation	39
--Grading Guidelines	39
Phlebotomy Technician I	40
-Program Versions	40
-Program Description	40
-Program Goals	41
-Evaluation and Grading for Phlebotomy Technician I	42
--Performance Based Instruction	42
--Methods of Evaluation	42
--Grading Guidelines	42
---1. Attendance	43
---2. Measurement, Didactic	43
---3. Measurement, Clinical	44
---4. Determination of Final Grade	44
--Transferability of Credit	45
Continuing Education Courses	46
Aesthetics	46
Aesthetics Advanced	46
Botox Introduction	46
Botox Intermediate	46
Microdermabrasion and Chemical Peel Training	46
Critical Care Suite	47
Cardiovascular Disorders	47
Neurological Disorders	47
Respiratory Disorders	47
Home Health Suite	47
Home Care Aide Health and Safety	47
Home Care Aide Orientation	47
Home Care Aide Standards of Care Planning	48
Home Health Standards of Care Planning	48
Ventilator Training	48
Wound Care Prevention	49
IV Suite	49
Basic IV Therapy Theory and Knowledge - EMT	49
IV Therapy and Blood Withdrawal Instructor Certificate Program	49
IV Therapy and Blood Withdrawal - LVN Certification	50
IV Therapy and Blood Withdrawal - Midwifery	50

IV Therapy and Blood Withdrawal - RN Refresher 1-Day	50
IV Therapy and Blood Withdrawal - RN	51
Venipuncture for Technologists	51
Other.....	52
Airway Management	52
Birth and Beyond Lactation Training.....	52
CA EMT Skills Competency Testing.....	52
CSTI 18-hour First Responder Operations (FRO) Certificate.....	53
CSTI 6-hour First Responder Awareness (FRA) Certificate.....	53
ECG and Pharmacology.....	53
Management of Assaultive Behavior AB508 – Accelerated	53
Management of Assaultive Behavior AB508 – Part 1	54
Management of Assaultive Behavior AB508 – Part 2	54
Distance	55
Cardiovascular Disorders	55
Online	56
Home Care Aide Health and Safety	56
AHA.....	56
ACLS Provider or ACLS Update	56
ACLS On-Site Skills Testing.....	56
BLS Provider or BLS Update	57
BLS On-Site Skills Testing	57
Heartsaver CPR with AED and First- Aid.....	57
PALS Provider or PALS Update	57
PALS On-Site Skills Testing.....	58
Appendix A. Schedule of Charges	59
Estimated Charges: Phlebotomy Technician I - 80 Hour Version.....	60
Estimated Charges: Phlebotomy Technician I - 40 Hour Version.....	61
Estimated Charges: Phlebotomy Technician I - 20 Hour Version.....	62
State of California Student Tuition Recovery Fund	63
Appendix B. Completion Documents for Continuing Education Courses.....	65
Appendix C. High School Certification Form.....	69

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Welcome

Welcome to Genesis Medical Education Consultants (GMEC). We are pleased that you have chosen GMEC for your educational needs and career goals. This catalog provides an overview of GMEC policies, practices, and procedures, and information on our courses and services.

History

Genesis Medical Education Consultants' (GMEC) campus is in Southern California, in Tustin City, Orange County. The company was founded in 1992 as a continuing education school for nurses and other healthcare providers. The core competency of GMEC has been our Phlebotomy Technician I vocational program and our IV Therapy and Blood Withdrawal and related continuing education courses. GMEC has grown through additional board and agency approvals, new proprietary courses, and expanded educational levels.

Mission

Genesis Medical Education Consultants is the premier vocational program and continuing education course provider for healthcare and emergency medical service professionals that supports career aspirations, maintains professional licensing, and promotes life-long learning.

Values

- **High Quality** - GMEC is approved by national, state, and regulatory agencies which ensure a strong reputation of providing high quality courses taught by highly qualified instructors.
- **Career-oriented** - Programs and courses are those required by licensing agencies, employers, and are ones that help prepare students for career success.
- **Affordable** - GMEC provides a high value education at affordable costs for highly desirable programs and courses that help position students for career success.
- **Stress-free** - GMEC offers our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of nursing and healthcare providers.
- **Flexible** - GMEC offers both vocational programs and continuing education courses that are scheduled throughout the weekdays and weekends to provide flexible options for our busy students.

INSTITUTIONAL OBJECTIVES

1. Provide a system of vocational and continuing education career oriented programs and courses for healthcare and emergency medical service professionals.
2. Maintain Genesis Medical Education Consultants compliance with all regulatory agencies as a high-quality provider of vocational programs and continuing education courses.
3. Evaluate the effectiveness of the programs and courses to support student success and learning through data driven decision making.
4. Utilize the appropriate regulations, such as Scope of Clinical Laboratory Practice, as a means for assuring the quality of vocational programs and continuing education courses.
5. Maintain a mechanism for identification and resolution of issues that may arise from any stakeholder.
6. Maintain appropriate communications with membership of regulatory agencies which may have an impact on vocational programs and continuing education courses.
7. Utilize evaluation data to improve curriculum, instruction, student learning outcomes, and general business operations.

Education Philosophy

Genesis Medical Education Consultants provides individuals and approved providers a high-quality partnership to promote career advancement, improve skills and knowledge, and increase quality healthcare to patients. education philosophy reflects individual responsibility and a commitment to the following beliefs.¹

1. Healthcare and emergency medical services are instrumental to providing quality health care to all people.
2. GMEC can contribute to quality health care by facilitating professional growth for individuals and approved providers through offering vocational programs, continuing education courses, and accreditation and regulatory approvals.
3. Individuals and approved providers can benefit from an association the promotes an individual's educational and professional development and/or advancement.
4. To defend the integrity and reputation of professionals' meaningful vocational programs and continuing education courses for life-long learning must adhere to high quality standards.
5. Healthcare and emergency medical services are committed to high quality life-long learning.

¹ Quinn, F.M. (2001). *Continuing Professional Development in Nursing: A Guide for Practioners and Educators*. Retrieved on 9/1/17 from https://books.google.com/books?id=Wgk1ncslpDsC&pg=PA21&lpg=PA21&dq=nursing+continuing+education+philosophy&source=bl&ots=3kubu0Gkxa&sig=j23r8q561ZPzOCysJ_OOykkpQOg&hl=en&sa=X&ved=0ahUKewjO-uW9sYPWAhWMwYMKHRaLcP44KBD0AQg8MAQ#v=onepage&q=nursing%20continuing%20education%20philosophy&f=false and Indiana State Nurses Association American Nurses Credentialing Center. Retrieved on 9/1/17 from <http://www.indiananurses.org/education/philosophy.htm>

Approvals and Partnerships

GMEC is accredited, approved, exempt, or in partnership with the following agencies. These include four state-recognized licensing bodies, one national agency, and two local agencies. These include the Bureau of Private Postsecondary Education (BPPE), California Department of Public Health, Laboratory Field Services (LFS), California Board of Registered Nursing (BRN), the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Orange County Emergency Medical Services (OCEMS), the American Society of Radiologic Technicians (ASRT), and is an approved Training Site through RCPALS AHA Training Center.

1. Bureau of Private Postsecondary Education

GMEC is a private institution, that is approved to operate by the Bureau of Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. All programs and courses offered by GMEC fall under this approval.

BPPE “Approved” means the school operates in compliance with state standards as set forth in Title 5, Division 7.5 of the California Code of Regulations. Approval does not imply that the Bureau endorses programs or courses, or that Bureau approval means the institution exceeds minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to BPPE with the information below.

Bureau of Private Postsecondary Education
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free telephone number
(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

2. California Department of Public Health, Laboratory Field Services (LFS) – Continuing Education Accreditation Agency

Genesis Medical Education Consultants has been granted approval to be an accrediting agency for clinical laboratory scientist education in 2020. Approval is subject to operation under the regulations specified at Title 17, CA Code of Regulations (CCR) Subchapter 1, Group 2. Article 2.5, section 1038-1038.7. Clinical Laboratory Science 2020 LFS Registration Number 225.

Office of Continuing Education
Laboratory Field Services
650 Marina Bay Pkwy.
Richmond, CA. 94804

510-620-3800

3. California Department of Public Health, Laboratory Field Services (LFS)

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical Education Consultants (GMEC) to teach Phlebotomy Technician I programs: Basic 20 hour, Advanced 20 hour, 40 hour, and 80 hour programs.

CDPH-LFD
P.O. Box 997377
MS 0500
Sacramento, CA 925899-7377
916-558-1784

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical Education Consultants (GMEC) application for Continuing Education (CE) Accrediting Agency (AA). This means that individuals that have completed GMEC CE courses can use the certificate of CE completion to meet the CE requirement. GMEC AA number is 225.

CDPH-LFS
CE Office - Laboratory Field Services
850 Marina Bay Pkwy., Bldg. P, 1st Floor
Richmond, CA 94804-6403

4. California Board of Registered Nursing (BRN)

Continuing Education Provider Renewal Certificate (CEP16797).

Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 95244-2100
(916) 574-7682 Fax: (916) 574-7700

5. Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

Course Provider for IV Therapy for LVN (I-2596), Blood Withdrawal for LVN (B-2597), and IV Therapy and Blood Withdrawal for LVN (IB-2384)

Board of Vocational Nursing and Psychiatric Technicians | Licensing Division Post Licensure Unit
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
P: (916) 263-7819 | F: (916) 263-7855

6. Orange County Emergency Medical Services

Approval number is 30-0143.

Orange County Emergency Medical Services
405 W. Fifth Street, Suite 301A Santa Ana, CA 92701
Direct: 714.834.2926

7. American Society of Radiologic Technologists

Approval reference number CAZ0077001

American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Phone: 800-444-2778, Ext 1262
Fax: 505-298-5063

8. RCPALS AHA Training Center

720 N. Valley Suite E.
Anaheim, CA 92801
Phone #: (714) 808-9036 (714) 808-9030. Fax: (714) 844-4935.

Accreditation Standing

GMEC is not accredited by an accrediting agency recognized by the United States Department of Education. GMEC programs and courses may lead to licensure in California or other states. See licensure details in the Programs and Courses Section. GMEC offer does not offer degree programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Litigation Standing

GMEC has never filed for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec, 1101 et seq.)

General Information

Location and Contact Information

Main Campus
1391 Warner Ave., Suite A
Tustin, CA 92780
Office phone number: 714-577-0187
admin@genesismec.com

Classes are held on the main campus location unless otherwise noted. There are no branch or satellite campus locations.

GMEC offers vocational programs that may include an externship. The externship location varies depending on availability. Students enrolled in externships will work with office administration and be provided the location at the appropriate time during their program progression. Continuing education courses do not include externships or off-site locations.

Organization

Leslie Gargiulo, PhD, Director of Education
Mou Crowley, BSN, RN, Director of Clinical Education
Sheryl Nguyen, Continuing Education Manager
Maria Abad, Program Coordinator
Manuel Hernandez, Phlebotomy Instructor, CPT II, NCPA II

Professional Advisory Council (PAC)

GMEC has a Professional Advisory Council. The purpose of the GMEC PAC is to provide unique knowledge and skills to more effectively guide the organization in regulatory, industry, policy, and subject matter expertise matters.

Holidays

GMEC celebrates the following holidays and the office is closed on these days.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day

Programs and Courses

GMEC offers two tracks, vocational programs and continuing education courses.

GMEC vocational program, Phlebotomy Technician I, is offered in the classroom and online learning environments. The course adheres to the academic didactic and clinical requirements of the California Department of Public Health, Laboratory Field Services (LFS).

GMEC's proprietary continuing education courses are designed to follow a templated format characterized as being modular, interactive, use of hands-on manipulatives and multi-media.

Instructional Philosophy and Practice

GMEC instructional philosophy is student-centric. We offer our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of healthcare and emergency providers and career success. Every course is taught in a safe, professional atmosphere to ensure those from all levels of healthcare, LVNs, RNs, doctors, EMTs, Paramedics, first responders, midwives, and all healthcare students, will benefit from the informative learning experience that GMEC provides.

Our GMEC Instructors are highly qualified nurses and healthcare, or emergency medical professionals with years of practical and professional experience. Each instructor meets or exceed minimum requirements from our approving agencies. Our instructors utilize a variety of teaching methods to effectively communicate current theory as well as employ life-like teaching aids to better demonstrate practical technique. The technical aspects of these courses are comprehensively emphasized to instill more confidence in the work place.

We offer GMEC vocational programs and proprietary continuing education courses. Our GMEC curriculum is career-oriented, highly relevant, and up-to-date. Our program development process includes regular revision and updating of course materials and supplemental resources every three years.

Instructional Facilities and Equipment

GMEC has one main campus location. For vocational programs and continuing education courses the main campus's classrooms facilities and equipment are used. See the section Location and Contact Information. The campus is a leased facility in a modern building and is up to date with City, State and Federal laws, codes, and ordinances. This one story multi-tenant building with ample parking space in the front and on the side of building.

GMEC campus space include Welcome Centers, Conference areas, a Training Center, and a Business Center, along with a File Storage Room. There are three entrances to the campus. The Conference Center and both Welcome Centers have separate entrances. Each area serves as an important gateway to the GMEC for students to sharpen and hone their knowledge and skills.

Equipment, supplies, and materials for all programs and courses are owned by GMEC. All durable medical equipment meets or exceeds the standards for learning and mastering the knowledge and skills for each program or course. The equipment for Phlebotomy Technician I program meets or exceeds the expected needs and includes reusable durable medical equipment like blood draw seat, manikins; replaceable equipment and supplies like various vials, needles, syringes, micro-collection units; and, the supporting education materials. These items reflect industry standards supporting education, meet the standards prescribed by the code, are relevant and are more than sufficient to enable students to achieve the educational objectives of the program. The IV Suite of courses and Ventilator training course includes IV poles, replaceable equipment and supplies like various vials, needles, syringes, micro-collection units, vein viewer, mannequin practice hands and arms, ventilators, and all peripheral hands-on manipulatives.

GMEC uses state of the art technology to facilitate instruction through highly interactive resources, hands-on skills manipulatives and electronic simulations, and use of overhead display monitor and computer and multi-media.

Each classroom has all necessary and required equipment for the class. This includes equipment students will see in their working professions whether in a hospital or home setting. The programs and courses utilize state of the art equipment and resources.

For off-site locations that include vocational program externships, GMEC ensures that all required and appropriate equipment and supplies are available for the duration of the instruction at that location. Continuing education courses do not include externships or off-site locations.

Instructional Methods of Classroom and Distance Education

Programs and courses can be approved for different instructional methods: classroom, correspondence, online, and hybrid. Distance education is a common term that refers to both correspondence and online education. Programs and courses be taught through distance education have these additional criteria. Distance education does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

Students enrolled in a distance or online education shall receive access to their course and the first lesson and any materials within seven days after the GMEC accepts the student for admission.

The approximate number of days that will elapse between the GMEC's receipt of student lessons, projects, or assignments and the institution's mailing of its response or evaluation is seven days.

The student shall have the right to cancel the agreement and receive a full refund per the refund policy in the catalog before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. GMEC shall make the refund pursuant per the refund policy in the catalog. If GMEC sent the first lesson and materials before an effective cancellation notice was received, GMEC shall make a refund within 45 days after the student's return of the materials.

GMEC shall transmit all the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

If GMEC transmits the balance of the material as the student requests, GMEC shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Services

GMEC provides a range of support services to help students succeed in their educational goals. These services are listed in alphabetical order and described below.

Career and Placement Services

GMEC has a job board on campus, has a partnership with a self-serve job registry, and a career link on the main webpage. GMEC does not provide job placement services.

Computers

GMEC has computers available for use available during normal business hours or based on a pre-arranged schedule for certification testing.

Housing and Other Costs

GMEC is a non-residential school. GMEC does not provide housing, has no responsibility to find or assist a student in finding housing, nor provides resources to find housing. Availability of off-campus housing can be found at property websites, e.g. Apartments.com. An estimate of approximate range of cost is \$1,200 to \$2,000.

Other costs the student may consider when calculating the total cost of completing a program include room and board, personal expenses, and transportation. None of these costs are included in the tuition and fees. All students are responsible for providing their own transportation for all programs associated with the classroom or clinical education. Students are responsible for their own housing, personal expenses and travel arrangements.

Students are required to arrive on campus in time for each class, to adhere to all attendance policies and externship requirements, and to pay in full for their program of study. Knowing about and planning for these expenses can help students meet all their obligations.

Library

GMEC has a library of nursing, medical, healthcare professional books, magazines, journals and equipment that students are welcome to read and use while on campus. The library materials are only available to use by GMEC students and instructors. The library includes any textbooks and materials used in GMEC programs and courses. These materials are owned by GMEC.

To access the materials students must go in person to the office and the student will complete the Learning Resource Borrowed Items log to sign materials out and back in. The student cannot request library materials by phone or online. All items must be signed back in the day borrowed and no materials may be removed from campus. There is no charge to students and staff for borrowing materials. However, if materials are lost or damaged there is fee. See Fee Schedule in Appendix B.

Many of the materials are those used to develop the GMEC courses. For all programs and courses, students are required to purchase their manual or textbook or the manual or textbook is included in the tuition. Students may borrow materials to use in their class if available and if allowed.

To support student learning, GMEC has a campus library of books and resources relevant to the programs and courses offered. This includes a library and videos. The library use policy is that the materials and resources are only available for GMEC students and alumni. The library use policy is that students must arrange with the office staff to borrow materials by signing the materials out if relevant, or arranging to use equipment for viewing resources online. All materials and equipment must remain on campus.

GMEC has copies of the required manuals and textbooks available for student use on campus. The library is comprised of textbooks, journals, videos, and other resources related to IV therapy, blood withdrawal, phlebotomy, wound care, standards of care planning, ventilator and tracheostomy equipment and use, cardiovascular disorders, neurological disorders, and respiratory disorders. The library is comprised of books, manuals, textbooks related to American Heart Association courses in resuscitation, adult and pediatric CPR, ECG/EKG. The equipment includes the computer, monitor, and internet access.

The required course or program textbook or manual along with the GMEC library materials are sufficient to support student learning for all programs and courses. All course learning objectives are covered by the required course or program textbook or manual for that course. The library materials provide supplemental support materials for advanced learning, thus, help to ensure that the learning resources are sufficient to support student learning for all programs and courses.

Program and Course Schedule

GMEC strives to ensure that the calendar for programs and courses is up to date and available on the website in a timely manner. GMEC strives to ensure that every option is explored before rescheduling or cancelling a scheduled class. In the unlikely case of a cancellation or rescheduling, GMEC will honor each student's credit and reschedule the class within a reasonable time. GMEC is not responsible for any loss of revenue, wages, hotel or travel expenses, or damages resulting from a canceled or rescheduled class.

If a class is cancelled or rescheduled initiated by GMEC then students will be notified as soon as possible by email or phone. Administration will attempt to find an alternative class, extend credit, or provide a refund.

Social Media

GMEC is actively engaged in communication through social media, Facebook and YELP, to build a professional community of learners committed to life-long learning and career growth. We provide new industry information, share about upcoming conferences or events, and general information about upcoming classes, or inspirational messages. We encourage students to like us and follow us on our Facebook page and encourage students to post on YELP about their positive learning experiences at GMEC with others.

Student Support

The office staff is available to answer student questions, help with registrations, and to guide students to courses that best fit their needs. Students can call the office or email the staff using the information in Location and Contact Information section.

Instructors are available during class to answer student questions about the course content, and related subject matter expertise. Instructors can be available after class in office hours which are shared with students in class.

Testing

GMEC is an official NHA, AMCA and MedCA Testing Site approved to offer certification exams in a variety of healthcare and emergency medical services areas. GMEC provides the facilities in

which students may complete their certification exam. Each of the agencies is responsible for providing the successful student with the certificate of completion.

AMCA Certification exams include the following areas.

- Clinical Medical Assistant Certification
- Clinical Medical Administrative Assistant Certification
- Medical Assistant Certification (MAC) *NO EKG or Phlebotomy
- Medical Assistant Certification(MACP) *Includes Phlebotomy
- Medical Assistant Certification(MACE) *Includes Phlebotomy *Includes EKG
- Phlebotomy Technician Certification (PTC)
- EKG Technician Certification (ETC)
- Patient Care Technician Certification (PCTC)
- Physical Therapy Aide Certification (PTAC)
- Dental Support Technician Certification (DSTC)
- Mental Health Technician Certification (MHTC)
- Nursing Assistance Certification (NAC)
- Medical Administrative Assistant Certification (MAAC)
- Billing & Coding Specialist Certification (BCSC)
- Electronic Health Records Certification (EHRC)

MedCA Certification exams include the following areas.

- Medical Assistant
- Medical Billing and Coding
- Medical Laboratory Assistant
- Pharmacy Technician
- Phlebotomy Technician
- EKG Technician
- Patient Care Technician
- Insurance Exam Technician

NHA Certification exams include the following areas.

- Medical Assistant
- Billing and Coding Specialist
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy Technician
- EKG Technician
- Patient Care Technician
- Electronic Health Records Specialist

General Admissions Requirements

International Students

For all programs and courses, GMEC welcomes applicants from around the world to study with on campus. International students bring a wealth of experiences and expertise to the classroom, enriching the learning of all students. International students must meet the same admissions requirements as US students. Visa services are not provided (F-1 Visa) and the institution does not vouch for student status (USCIS).

English as Official Language of Instruction

All programs and courses are offered in English language. It is essential for an applicant to possess adequate command of the English language for successful completion of programs and courses. Each student must demonstrate mastery of English proficiency. Admissions documentation provides evidence of English proficiency. See Admissions process for program or course of interest for details. GMEC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Catalog and School Performance Fact Sheet

Prospective students for vocational programs and continuing education courses are encouraged to review the catalog prior to signing an enrollment agreement. Students are also encouraged to review the Schools Performance Fact Sheets, which are provided to students prior to signing an enrollment agreement. The catalog, School Performance Fact Sheets, and Annual Reports are found on the website. If there are any questions about the catalog or School Performance Fact Sheets, students should contact the office by phone or email.

Admissions Process for Continuing Education Courses

Applicants for continuing education courses include qualified healthcare and emergency medical professionals who are eligible to enroll in continuing education courses.

Prerequisite

All continuing education courses require students to have valid CA or state license number in their area of training or evidence of enrollment in such a program which has been taught in English. Having a valid, current CA or state license means that the student has completed all the required educational training, work related experiences, and completed the required national or state exams for licensure in English.

Applicants are required to have one of the following, demonstrating English proficiency:

- High School diploma/transcripts from a school in the US, or transcripts indicating their program was taught in English or General Education Transcripts (GED) or self-certification of HS diploma (see Appendix C)
- Proof of enrollment in a licensure program of study in the state of CA, e.g. LVN program
- Valid CA license number in their area of training

International applicants who have an international license number and training are required to have one of the following, demonstrating English proficiency:

- High School diploma/transcripts from a school in the US, or transcripts indicating their program was taught in English
- General Education Transcripts (GED)

Licensure or evidence of enrollment in a healthcare program is the documentation for English proficiency and for general education requirements. Each approving agency sets their own entrance and approval criteria, and sets the requirements for continuing education requirements. Students are responsible for knowing their approving agencies continuing education requirements. Additional documentation may be required and this is addressed on an individual basis.

For Venipuncture courses, these courses are open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, CRT or ARRT license number to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human stick portions only.
- Verification of completed California Society of Radiologic Technologists' Venipuncture Certificate may allow students to enroll in the supervised live human stick and/or AHA CPR certification portions only.

GMEC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Application for Continuing Education

A student may apply to take a continuing education course to reserve a spot in a class. Application helps a student to reserve a spot in a class but that class will be confirmed upon final enrollment and payment. Students may apply to enroll in three different ways: online, by phone, or in person. In all ways, the Enrollment Agreement must be signed prior to payment.

1. Enroll online by course or by calendar date. Students must first create an online account. Course selection is made through the Courses or the Calendar navigation tab.
2. Call into campus and apply by phone. Students should call the office. Office staff is available to answer questions and to help complete the application process.
3. Come into the office and apply in person. Office staff is available to answer questions and to help complete the application process.

The Catalog and School Performance Fact Sheets are sent to the student upon submission of an application and they are encouraged to read prior to signing an Enrollment Agreement. Continuing education courses require a signed Enrollment Agreement, license number and other admissions documents, and payment in full prior to starting class. All payments are due in

full on or before the start of class. Office staff are available to help students throughout the admissions process.

Admissions Process for Vocational Program

Applicants must be at least 18 years of age.

Evaluation of the applicant's enrollment application is necessary for acceptance.

All applicants must provide the following:

- A completed Admissions Application Form
- Complete an interview with GMEC Staff. Prospective student will meet with one of our admissions representatives who will assess the student's qualifications, review the catalog and School Performance Fact Sheet, and conduct a physical tour of the facility.
- Pay Application Fee, non-refundable after 5 days if applicable
- A clear and legible copy of government issued photo identification
- Applicants are required to have one of the following, demonstrating English proficiency:
- High School diploma/transcripts from a school in the US, or transcripts indicating their program was taught in English or General Education Transcripts (GED) or self-certification of HS diploma (see Appendix C)
- Attend Orientation Workshop
- Completion of a signed Enrollment Agreement and received by GMEC prior to the program start date.
- Applicants must complete all financial arrangements before the program start.

Orientation

Orientation is a required first step in the admissions process. Students must have successfully completed the Orientation prior to the first day of class. The orientation will provide an overview of the school, the program, our policies, practices, and procedures, and review of expectations and student conduct. Students will review the Enrollment Agreement, School Performance Fact Sheets, and other program documentation. Students who wish to continue into the program must sign and date the Enrollment Agreement, School Performance Fact Sheets, and confirm their payment option.

Students must submit all required paperwork prior to the first day of class to begin their program of study. Students are required to purchase a set of blue or green scrubs to wear to class. Scrubs are not included in the tuition or fees.

Review of Catalog and School Performance Fact Sheet

Prior to signing the Enrollment Agreement, students are given a catalog and a School Performance Fact Sheet, which students are encouraged to review prior to signing the Enrollment Agreement. These documents contain important policies and performance data for this institution. This institution is required by the state to have students sign and date the information included in the School Performance Fact Sheet relating to completion rates,

placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing the agreement.

Enrollment Agreement

The Enrollment Agreement is a legally binding contract between the student and Genesis Medical Education Consultants. It becomes effective when signed by the student and it is accepted by Genesis Medical Education Consultants. The contract expires upon any unexcused break in enrollment. Upon return after an unexcused break in enrollment, students must sign a new Enrollment Agreement.

Promise to Pay

By signing the Enrollment Agreement as student promises to pay the School, or a subsequent holder of the Note, all sums disbursed under the terms of this Note, plus interest and other fees which may become due as provided in this Note. If the student does not make any payment on any loan under this Note when it is due, the student promises to pay all reasonable collections costs, including attorney fees, court costs, and other fees.

Tuition, Fees, and Payment Options

The most current program and course pricing, tuition and fees are found on the website. GMEC reserves the right to update or modify prices, terms and conditions at any time without prior notice. See Appendix A for Schedule of Charges.

Continuing Education Courses

For continuing education courses, the total course cost is the tuition. This must be paid in full prior to the start of class. There are no installment payment options for continuing education courses.

Vocational Programs

For vocational programs, the program total cost includes the tuition, fees (application, registration fee, service, textbook and materials), and externship fee. Non-refundable fees include the application, registration, Student Tuition Recovery Fund, and Service fees. The Enrollment Agreement lists and describes all charges, costs, terms and conditions. The amount due upon signing the Enrollment Agreement includes all the fees. The total program charge is due in full on or before the first day of class unless other arrangements have been made.

-Installment Payment Plan

GMEC offers the option to pay total program charges with an installment payment plan. The total amount due is divided into equal installments for the period equal to the duration of the didactic program. All terms and obligations of both parties are reflected in the "Installment Payment Plan". Failure to meet any financial obligation while enrolled may result in dismissal of the student. Unless other arrangements have been made, all accounts must be current before national or state exams can be taken.

-Late Charges

The School may impose late charges if the student does not make a scheduled payment when due or if the student fails to submit to the school on or before the due date of the payment. The School may add the Late Charges to principle the day after the scheduled payment was due or include it with the next scheduled payment. See Appendix A for Schedule of Charges.

-Loan Repayment

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

Financial Aid

GMEC does not receive state or federal funds for tuition payments. Federal Financial aid is not available for any program or course. If financial assistance is needed, students are encouraged to contact local credit unions or banks for private loan services, and to contact local county offices for assistance.

Transfer Credit to GMEC from Other Institutions

Challenge Exams and Achievement Tests

GMEC does not award transfer credit for challenge exams or achievement test for continuing education courses or vocational programs.

Prior and Experiential Learning

For continuing education courses, no prior or experiential learning is allowed.

For vocational programs, GMEC may make allowances for prior and experiential learning. GMEC will allow up to 75% transfer credit for non-skills related program content, e.g. didactic learning. For Phlebotomy Technician I program credit can be awarded for prior skills experiential learning through work in a clinical laboratory per the state for Basic and Advanced 40 Hour and Advanced 20 Hour Phlebotomy programs. Students must participate in an interview. Upon receipt of all materials, the interview will be conducted with two weeks, and the final award of credit will be determined and awarded by email within 30 days from receipt of materials. The instructor of record will review and approve the portfolio and conduct the interview and notify the administration. The administration will notify the student of the assessment outcome. If the student is unsatisfied with the outcome, the student may appeal the decision and this must be done in writing and additional documentation must be provided at that time. The appeal will be reviewed and reassessed within 14 days and the student will be notified of the final decision. See sections on Course Versions and Licensing Requirements for more details. There is a Transfer Credit Evaluation Fee. See Appendix A for Schedule of Charges.

Articulation Agreements

GMEC has not entered any articulation agreements.

Completion of a Program or Course

Upon successful completion of a program or course, students receive relevant completion documentation. The certificates of completion are awarded once all completion requirements have been fulfilled.

Completion of program or courses entails payment in full, full attendance, submission of completed assessments, quizzes, skills demonstrations and assessments, externship as relevant, program or course evaluation, and completion of all requirements within the designated timeframe. Student accounts must be paid in full and all assessments receive a passing score. No completion documentation will be awarded until any financial balance is paid in full. Details of licensure are found under the Programs and Courses section.

Students must attend and actively participate in their program or course. This includes

- Compliance with student code of conduct and other GMEC policies
- Presence in classroom at the start time and through duration to end time
- Submission of assignments
- Successful completion of all quizzes and/or exams
- Successful completion of all skills, demonstration and live
- Participation in class activities
- Completion of all externship requirements

For GMEC vocational programs, for details on student achievement requirements for in the program sections on Evaluation and Grading. Students who successfully complete the program receive a Certificate of Completion. See Transferability of Credit and Licensing Requirements for more information.

For GMEC continuing education courses, details on student achievement requirements are that all written exams or quizzes must have passing scores of at least 70%, demonstration skills must be signed off by the instructor of records, and live skills must be signed off by the instructor of record. Students who successfully complete the course receive a Certificate of Completion and which may include CEs if eligible. See Transferability of Credit and Licensing Requirements for more information.

Checklist for Graduation for Vocational Programs

Students must meet all admissions requirements and successfully complete all required components in the vocational program to receive their Certificate of Completion. The following list must be complete for course completion:

1. Submit a clear background check.
2. Submit all required immunization records.
3. Current CPR for the Healthcare Provider certificate.
4. Earn a passing grade of “C” or better in didactic portion of the program.
5. For programs that require an externship: Submit complete Externship Manual having met deadlines and skills requirements. Students who do not meet the externship deadline are at risk for being dropped from their program.
6. All students accounts paid in full and all required signatures on file.
7. Have a student performance evaluation submitted by instructor.

Transfer Credit from GMEC to Other Institutions

Transferability of Credits and Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

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

Licensure

Licensure Requirements - Continuing Education Courses

Continuing education courses in general do not lead to positions in a profession, occupation, trade, or career field requiring licensure. However, continuing education courses allow professionals to maintain their license on an annual cycle. It is the responsibility of the student to complete appropriate continuing education courses to earn CE's to maintain their licensure and to submit documentation to the relevant agency to support their career field. Some courses under continuing education lead to a Certificate of Continuing Education and are awarded continuing education credit consistent with the approving agency. Other continuing education courses lead to a Certificate of Completion only with no continuing education credit. These certificates allow the license to maintain their license through their appropriate licensing agency. See Appendix B. Completion Documents for Continuing Education Courses. The Director of Clinical Education provides oversight and approval on certificates.

Licensure Requirements - Phlebotomy Technician I

The California Department of Public Health, Laboratory Field Services (LFS) requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for licensure. On-the-job experience must include blood collection for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status. See the LFS website for more details.

Scope of Practice

- The Certified Phlebotomy Technician I (CPT I) certificate authorizes applicants 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.

Academic requirements

- 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.

Training

Training must be obtained in a phlebotomy program accredited by the California Department of Public Health. TECR/GMEC is an approved phlebotomy program through CDPH-LFS.

There are three paths for training and experience, depending on the applicant's on-the-job phlebotomy experience.

- **For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience:**
 - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
 - Complete 40 hours phlebotomy practice in a clinical setting that includes performance of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures in a phlebotomy training program approved by the California Department of Public Health. You must upload a California Statement of Phlebotomy Practical Training signed by an MD, DO, PA, RN, CLB, CLS, or CPT.

- **For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:**
 - Complete 40 hours of basic and advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
 - Complete at least 40 hours of experience in a clinical setting in the last 5 years. This experience must include at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB.
- **For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years:**
 - Complete 20 hours of advanced didactic (classroom) phlebotomy training from a phlebotomy program accredited by the California Department of Public Health. You must upload the certificate of completion during the online application process.
 - Document completion of at least 50 venipunctures and 10 skin punctures and observation of arterial punctures. You must upload a Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB.

Examinations

You must have passed a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Documents needed for application

Depending on prior training the applicant may need the following documents for their application.

- Official transcript.
- NACES or AICE evaluation.
- Certificate of completion from an approved phlebotomy training program.
- Verification of practical training experience (California Statement of Phlebotomy Practical Training).
- Verification of on-the-job experience (Letter of Phlebotomy Experience for California Certification).
- Verification of national certification examination.

Gainful Employment

The job classifications for each program and course can help prepare student for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. Relevant job codes are listed below for vocational programs and continuing education courses.

29-0000 Healthcare Practitioners and Technical Occupations

29-1120 Therapists

29-1124 Radiation Therapists

29-1140 Registered Nurses

29-1141 Registered Nurses

29-1160 Nurse Midwives

29-1161 Nurse Midwives

29-2040 Emergency Medical Technicians and Paramedics

29-2041 Emergency Medical Technicians and Paramedics

29-2050 Health Practitioner Support Technologists and Technicians

29-2053 Psychiatric Technicians

29-2054 Respiratory Therapy Technicians

29-2060 Licensed Practical and Licensed Vocational Nurses

29-2061 Licensed Practical and Licensed Vocational Nurses

29-2070 Medical Records Specialists

29-2072 Medical Records Specialists

29-2080 Opticians, Dispensing

29-2081 Opticians, Dispensing

29-2090 Miscellaneous Health Technologists and Technicians

29-2091 Orthotists and Prosthetists

29-2092 Hearing Aid Specialists

29-2099 Health Technologists and Technicians, All Other

29-9000 Other Healthcare Practitioners and Technical Occupations

29-9020 Health Information Technologists and Medical Registrars

29-9021 Health Information Technologists and Medical Registrars

31-0000 Healthcare Support Occupations

31-1000 Nursing, Psychiatric, and Home Health Aides

31-1010 Nursing, Psychiatric, and Home Health Aides

31-1013 Psychiatric Aides

31-9000 Other Healthcare Support Occupations

31-9090 Miscellaneous Healthcare Support Occupations

31-9092 Medical Assistants

31-9097 Phlebotomists

Policies

GMEC policies and student rights policies are listed alphabetically and described below.

Academic Honesty Policy

All students are required to read, understand, and adhere to the Academic Honesty Policy and the expected student conduct. Students are expected always to submit their own work for all assignments, to present their own work and ideas in all discussions. All students are expected to understand that violations of the Academic Honesty Policy carry consequences. Violations of the policy include but are not limited to: copying, plagiarism and cheating, lying, unauthorized collaboration, alteration of records, among others. The Academic Honesty Policy is designed to foster a fair and impartial set of standards upon which violations to the policy will be judged. If the instructor decides that the violations warrant a formal review, then the student's case will be escalated to the Academic Review Committee. GMEC has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found. The Academic Review Committee reserves the right to issue any penalty subject to the severity of the violation. The student may be placed on academic warning, academic probation, and/or maybe dismissed from the program. If an egregious violation occurs students may be immediate academically dismissed from their program.

Attendance Policy

Students are expected to be present for the entire class to be considered to have successfully completed the class. Attendance is a necessary requirement for completion, but attendance alone does not ensure successful completion of the course. See the section on Completion of Program or Course for more details.

For continuing education courses, students are required to be in attendance for the full duration of the course. Students must be on time to the start of the course and be in physical presence throughout the entire class time. If a student is late to class, there is a half hour for less than 8-hour course or 10%-time grace period for greater than 8-hour course. Missed content must be made up during breaks. GMEC reserves the right to remove students from class who miss excessive class time.

For vocational programs, attendance is required to complete and pass the program. For Phlebotomy Technician I program students must attend the full didactic and full clinical components of the course. Missing one hour or more in one didactic section or clinical shift will count a full 8-hour absence. Students who are absent more than 8 hours will be dismissed from the program. Students who miss less than 1 hour per didactic section may make up the time by approval and coordination with the instructor and Director of Education.

Student non-attendance during the first seven days of the program will be construed as willing disregard for this policy and students will be withdrawn from the institution and become ineligible for being registered for any future program. Students who fail to attend and meet class hour requirements are eligible for withdrawal. Students who are unable to attend are

encouraged to contact the office staff to make arrangements to avoid withdrawal. However, any student who fails to attend the minimum required contact hours will be withdrawn.

For all programs and courses, GMEC reserves the right to refuse service to students who do not abide by the campus policies, or to refuse service to students who have been identified as unqualified, unprepared, or a general safety risk to the smooth operations of the campus. Students who violate the policies are at risk of losing their tuition and the opportunity to complete their program or class. See related Student Code of Conduct policy.

Cancellation, Withdrawal, and Refund Policy

GMEC has two Cancellation, Withdrawal, and Refund Policies. Vocational programs are required to follow the refund policy required by CEC and Bureau regulations. Continuing education courses are required to follow the alternate refund policy. Both policies are listed below.

Vocational Program Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for vocational programs.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation up through the end of the first day the student receives a full refund minus non-refundable amounts. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the first day of class, if the student chooses to leave the program this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. If the withdrawal occurs during a period of attendance, then the refund policy for students who have completed 60 percent or less of the period of attendance is a pro rata refund. After 60 percent of the course has been completed there is no refund. For both cancellation and withdrawal, any textbooks, equipment or supplies must be returned in unused condition to receive a refund. The school will refund any money paid, less application/registration fee and other non-refundable fees within 45 days after the notice is received.

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.

Continuing Education Course Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for continuing education courses.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made up to 72 hours prior to the start date. Refund requests will be honored when made prior to 72 hours of the course start time minus any non-refundable charge. The school will refund any money paid, less non-refundable fees within 15 days after the notice is received. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the class has started, if the student chooses to leave the course this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. For courses longer than 12 hours or taught over more than one class day, students withdrawing on or before hour 12 or before the second class day, shall be granted either a 50% refund (minus a \$50 admin fee) of tuition charges, or for students wishing to reschedule the course at a later date, a credit for all charges paid. GMEC will honor the credit for a period not to exceed 12 months. Students who withdraw from courses shorter than 12 instructional hours or courses taught within a single class day, are not eligible for a refund of charges paid. For both cancellation and withdrawal, any textbooks, equipment or supplies must be returned in unused condition to receive a refund.

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.

Change of Status

Students are required to inform GMEC of any change in name, address, telephone number, Social Security number, or driver's license number. The main GMEC communication is through email. All official communications are based on the student account information on file and must reflect the most current accurate information. Students are responsible to meet all institutional and financial deadlines regardless of the information in their student account. Students may update their profile information through their online account.

Dress Code for Class, Lab, Externship

All GMEC students are to maintain professional appearances and those who require a lab for externship must adhere to this dress code. Students who violate the dress code are at risk of losing their externship.

- Good personal hygiene must be maintained, avoiding obvious and natural odors.
- Underclothing must be worn and not visible.
- Scrubs are to be clean and neat and to be worn at all times. Please refrain from wearing Black or Orange Scrubs. A back-up pair of scrubs is required (in case of stains received in blood draws).

- Scented products, including but not limited to deodorants, perfumes, fragrances, colognes, scented lotions, or aftershaves, are not allowed, this will prevent exacerbation of nausea.
- Hair should be clean, neat and tidy. Where hair is dyed it should be of a naturally occurring color. Hair must be pulled back if shoulder length or longer.
- Shoes- no opened-toed or open-heeled shoes are allowed. Shoes should be clean and well maintained and of a neutral color, laces should match.
- Beards and mustaches should be neat and clean.
- Tattoos and body art are to be covered completely.
- Nails must be neat, clean and short. No artificial nails, nail applications or overlays are allowed.
- Jewelry and Piercing -Conservative and safe, minimal jewelry is to be worn. Jewelry is limited to one ring or ring set and one watch. No other jewelry (including bracelets) is allowed on wrists and hands. Hoop or dangling earrings are not permitted. No visible tongue or body piercing jewelry is acceptable. No open gauges and none greater than 1/2 inch in diameter. Jewelry may not interfere with job performance.

FERPA

GMEC complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment.

Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena.

The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
 U.S. Department of Education 400 Maryland
 Avenue, SW Washington, D.C. 20202-5920
 Phone: 1-800-USA-LEARN (1-800-872-5327)

Leave of Absence Policy

Leave of Absence Policy (LOA) applies to vocational programs only. Students may request a Leave of Absence in writing for cases of planned medical leaves, extended vacations, military services, or for other personal situations requiring time away from their studies. A Leave of Absence is for a 90-day period from the date of approval. Students must provide support documentation when requesting an LOA. Students returning after LOA may be subject to programmatic changes, including new or different course materials within their program, a change in completion date, and tuition increases. Students are strongly encouraged to plan ahead in scheduling the program to avoid taking a LOA. Students would resume their study from the point of departure.

No Show Policy

The No Show Policy refers to students who have paid for a course or program and do not notify the administration contacting by a call ahead to reschedule, cancel, or withdraw. A student who does not contact GMEC to reschedule, cancel, or withdraw their course or program or does not show up for the course will follow the appropriate Cancellation, Withdrawal, and Refund policy guidelines.

Probation and Dismissal Policy

The escalating disciplinary action begins with the instructor or administrator working with the student directly. If this direct communication fails to address the issue, then the incident is escalated to the Director of Education. The incident is formally written up and reviewed, assessment made and the record is filed in the student file within 30 days. The Director of Education notifies the student in writing. Conditions for removal off probation are outlined and monitored. A second written incident report results in a dismissal. Appeals to decisions are made to the Director of Education using the Dismissal Appeal Form. The review and reassessment is completed within 14 days.

Students who are on probation remain responsible for their financial commitments and completing their program or course. Students who are dismissed from their program or course must remain responsible for their financial commitments.

Record Retention Policy

GMEC student records are kept for five years. Transcripts are permanently maintained. Students may request copies of their records up to one year after course completion. There may be a research and archive fee to provide records. Costs and fees are listed in Appendix A.

Reschedule Policy

The Reschedule Policy allows students to reschedule their course or program one time at no cost. Rescheduling must be completed at least 72 hours prior to the start of the class. Subsequent rescheduling will incur a \$20 processing fee. It is the students' responsibility to notify GMEC by email or phone that they cannot make the class and wish to reschedule.

Student Code of Conduct Policy

The Student Code of Conduct assists students with ethical decision making. The code is not exhaustive and is subject to change at any time. The code applies to all current, active students occurring on campus or off-campus, including online and electronic communication or other conduct when the company has a substantial interest in the conduct. The jurisdiction of the code and substantial interest in the conduct:

- Occurs at the campus location or on the grounds and surrounding area of the campus
- Occurs when at an off-campus location while at an externship or off-campus class location
- Occurs online using GMEC online course technologies and online classrooms and related communication channels.
- Indicates that the student may be a danger or threat to the safety of him/herself or others.
- Is harmful to the educational mission of the school.

The following actions are violations of the code that will result in probation or immediate dismissal from the program.

- Smoking inside the campus building or externship sites
- Use of indecent language or disruptive behavior during class
- Acts of dishonesty, cheating, misrepresentation, violation of policies
- Acts of discrimination, harassment, or offensive conduct that creates hostile environment
- Possession of drugs, alcohol, or weapon on campus
- Being under the influence of drugs, illegal or prescription, or alcohol while on any location as noted above.
- Disrespect toward patient, staff, or administrators at an externship location.
- Violation of any GMEC policy.

Student Complaint Policy

The Student Complaint Policy is an escalating policy starting with informal means escalating up to formal means to resolve. Complaints may be categorized as instruction, administrative, policy, or other issues. Regarding instruction, if a class is in session and a student has a complaint the student should bring this to the attention of the instructor. If the complaint is about the instructor or about one of the other students the student should bring this to the attention to the office staff. Once issues are brought to light many issues can be resolved informally, discreetly, and professionally. If the class has completed and a student has a complaint the student should bring this to the attention of the office staff. Regarding administrative, policy and other issues the students should bring this to the attention of the Office Manager. Students are encouraged to communicate immediately during a class or within seven days after the class.

If the issue cannot be resolved informally, the complaint is brought to the Director of Education. The student will be asked to formally put their complaint in writing and provide documentation as needed and this must be submitted within seven days of the course. Upon submission of the formal complaint, the Director of Education will conduct an official review and determination within 30 days after receipt of complaint. The student will be notified.

Student Grievance Policy

If the informal means of resolution have been exhausted and the student believes the proposed resolution was unsatisfactory, then the student is encouraged to contact the relevant approving agency. These agencies are found in the Approvals section of the catalog. Please note that these agencies require that a complainant work with the institution per their policies and practices first to exhaust all avenues for resolution.

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 by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Substance Abuse Policy

The Drug-Free Workplace Act of 1988 and the subsequent Drug-Free Schools and Communities Amendment of 1989 were developed to promote awareness of the hazards of drug use and to utilize the forces of the federal government to penalize any employer who does not actively work to develop and maintain a drug-free campus and/or workplace. South Florida State College strongly endorses the federal government's efforts to eliminate illegal drug activities on school campuses and in workplaces.

Drugs cause physical and emotional dependence. Drug and alcohol abuse increase the chances of violent, personal injuries, automobile accidents, heart disease, strokes, cancer, emphysema, liver disease, AIDS, brain cell destruction, and a long list of other diseases and symptoms of physical deterioration to the user. Even low to moderate doses of drugs and/or alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Also, the safety of employees abusing drugs and alcohol, and that of their co-workers, can be greatly jeopardized.

The US Department of Labor has proven that illegal drug users cause at least four times as many workplace accidents as nonusers. Thousands of these "accidents" have resulted in death or permanent disability to innocent coworkers and the general public.

Under federal and state laws, illegal drug activities can bring prison sentences ranging from probation to life imprisonment. For example, any person who sells, purchases, manufactures, delivers, or possesses with the intent to sell, purchase, manufacture, or deliver a controlled substance in possession of open containers of alcoholic beverages in vehicles under the Florida State Traffic Law Statute (310.1936) is prohibited.

GMEC complies with the school's Substance Abuse Policy.

- No alcoholic beverages nor illegal or prescription drugs shall be in your possession nor consumed prior to or during a class session.
- The odor of alcoholic beverage on one's person shall constitute the same as consumption of prohibited items.
- The smell of an alcoholic beverage will result in the student being dismissed from class/lab/or clinic which will constitute an unexcused absence and may result in dismissal from the program.

Instructors and Faculty

GMEC instructors and faculty are highly qualified professional who meet and exceed regulatory minimum requirements for the subject being taught. All instructors hold appropriate credentials to teach their approved courses, and exceed the minimum requirement of years of experience in relevant fields of industry and healthcare per the relevant approving agency. Sufficient duly qualified instructors are hired and then they are trained in the philosophy of GMEC instruction to help ensure that students master the learning objectives and complete their program. GMEC Instructor training is on-going process of on-boarding, monitoring, and evaluation to ensure that instructors provide engaging, substantive, and rigorous instruction.

Academic Freedom

GMEC is committed to assuring full academic freedom to all instructors and faculty. Confident in the qualifications and expertise of its faculty members, the GMEC encourages its instructors and faculty members to exercise individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

This institution encourages instructors, faculty, and students to engage in discussion and dialog. All members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

COVID-19 Notice

Due to COVID-19, some program and course offerings are only available in the hybrid instructional model. Some programs and courses have been suspended so that GMEC can focus only on Essential Programs and Courses. Approved courses which have been suspended are listed in the catalog but will not display on the website. If you do not see a course on the website, then it has been suspended until further notice.

Programs and Courses

GMEC offers vocational programs and continuing education courses. The vocational program offered is Phlebotomy Technician I. This is a classroom-based program that includes an externship. The continuing education courses are classroom-based courses. The details below include general program or course information, standards of student achievement, and course completion requirements.

Vocational Programs

GMEC vocational programs are developed by GMEC, all curriculum and instruction is provided by GMEC, and the course completion and course completion certificates are under the GMEC logo.

ECG/EKG Technician

Program Description

This program is ideal for healthcare providers seeking to enter the acute care or critical care environment, as well as prehospital care providers that work with ECG monitors. This course overviews the heart's anatomy and physiology, cardiac cycle, electrical impulse and the basic criteria for a normal sinus rhythm. This course also teaches how to identify and respond to the following various Bradycardia, blocks, and Tachycardia. Additionally, this course teaches the learning to identify an Acute Myocardial Infarction and Ischemia by teaching the student to recognize Significant Q waves, Significant Q waves with ST Elevation, ST Segment Depression, and T wave Inversion. This is a 50-hour program that includes lectures, quizzes, discussions, and national exam preparation resources.

Program Learning Objectives

By the end of this program the student will have mastered the following learning objectives.

- Explain Heart Anatomy and Basic Electrophysiology
- Explain Normal ECG Measurements
- Recognize and Understand Basic Arrhythmias
- Correlate the actions of the heart represented by the P wave, the PR Interval, the QRS Complex and the T wave.
- Analyze a Normal Sinus, Sinus Bradycardia, and Sinus Tachycardia.
- List 5 abnormal heart rhythms.
- Analyze how the following dysrhythmias: Atrial fibrillation, Premature ventricular contractions, Premature atrial contractions, Ventricular fibrillation, Asystole/ventricular standstill would appear on an EKG.
- Learn to analyze AV Blocks (1st, 2nd, 3rd Degree Blocks.)
- Learn to analyze the following tachycardia's: narrow and regular, narrow and irregular, wide and regular and wide and irregular.
- How to calculate the rate and rhythm of an ECG recording
- Learn the step-by-step approach to ECG interpretation

--Program Structure

This is a 50-hour program that includes 40 hours of classroom didactic learning and 10 hours of Live Skills Laboratory. The classroom didactic includes lectures, directed class discussion, audio-visual aids, overhead transparencies, demonstrations, role-playing, and skill competency evaluation. The Live Skills Laboratory is 10 hours of skills-based competency with a checklist.

Method of Instruction

The program is offered as 100% classroom, hybrid, or 100% online instructional methods.

- 100% classroom based is designed for those new to the field, with little to no work experience and who need more face-to-face attention
- Hybrid includes online lectures, quizzes, homework, other assessments and Live Skills Laboratory to learn the essential hands-on skills in a focused intensive laboratory environment. This method is designed for more advanced students who may not have access to a clinical or laboratory setting and need to come on campus for the Live Skills Laboratory.
- 100% online is designed for the more seasoned advanced student who is working in or has access to a clinical or laboratory setting, who would be proctored under a MD license to demonstrate and validate the required skills. For example, this would include the student who received on the job training with at least 1 year-experience but desired the certification and under the doctor's written authority would provide the necessary oversight on the live skills assessment.

--Methods of Evaluation

Evaluation methods include homework, discussion questions, quizzes, performance skills, role-playing, participation, and observation of affective characteristics (safety, work ethics, and attitude).

--Grading Guidelines

Grading and evaluation are based on student's successful completion of all competencies. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

Phlebotomy Technician I

-Program Versions

GMEC will allow transfer credit or award credit for prior experiential learning for work experience required by the state for Basic and Advanced 40 Hour Phlebotomy and Advanced 20 Hour Phlebotomy classes only. Students must pass equivalency assessments and documentation must be provided to show work experience. See Licensing Requirements for more details. The Phlebotomy Technician I program allows for three enrollment variations.

1. 80 Hour Course Version - Didactic Basic and Advanced 48 Hours, Clinical 40 Hours, Total 88 hours - For an applicant with no on-the-job phlebotomy experience or less than 40 hours of on-the-job phlebotomy experience:

- Student must complete the full phlebotomy program of study including clinical externship of 40 hours

2. 40 Hour Course Version - Didactic Basic and Advanced 48 Hours, Clinical Transfer credit, Total 48 Hours - For an applicant with at least 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years:

- Student must complete the full didactic phlebotomy program of study and either
 - complete the clinical externship of 40 hours (80 Hour Course Version)
- or
- provide transferable prior learning documentation for the clinical externship (40 Hour Course Version)

3. 20 Hour Course Version - Didactic Advanced 24 Hours, Clinical Transfer Credit, Total 24 Hours - For an applicant with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years:

- Student must complete the full 24 hours of advanced didactic (classroom) phlebotomy program of study and provide transferable prior learning documentation for the clinical externship.

-Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified topics of basic anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

-Program Goals

Upon successful completion of the Phlebotomy Program, the student will:

- Demonstrate employability and communication skills at a level expected for continued employment in the health care setting
- Demonstrates an understanding of infection control standards necessary for safe patient treatment and handling of equipment
- Demonstrates good critical thinking skills: able to provide solutions to questions or problems
- Demonstrates professionalism, positive attitude, respect and caring for peers and patients, and ability to work as a team
- Demonstrates proficiency in all phlebotomy procedures

-Program Learning Objectives

By the conclusion of the course the student should be able to:

- Demonstrate knowledge of the health care delivery system and medical terminology.
- Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient's pathologic condition / illness.
- Define the role of the phlebotomist.
- Demonstrate effective patient service skills.
- Practice basic and advanced infection control following standard precautions
- Demonstrate knowledge of communicable diseases, including AIDS.
- Identify the anatomic structure and function of body systems in relation to services performed by phlebotomists.
- Describe the components of blood.
- Trace the circulatory pathway of the blood.
- Describe and demonstrate proper SHARPs handling and disposal
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Recognize/identify collection reagents, supplies, equipment and interfering chemical substances.
- Practice accepted procedures of transporting, accessioning and processing specimens.
- Demonstrate how to maintain a safe environment.
- Demonstrate skills required for pre-analytical specimen processing.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
- Demonstrate understanding of quality assurance in phlebotomy.
- Demonstrate knowledge of legal issues, and patient rights.
- Demonstrate understanding of the basic concepts of communications, personal and patient interaction, stress management, professional behavior and legal implications of the work environment.

- Describe the state requirements related to phlebotomy practice.
- Describe legal and ethical issues related to phlebotomy practice.
- Participate in performance improvement/quality assurance.
- Discuss specimen collection techniques requiring special handling.
- Demonstrate problem-solving and trouble-shooting skills.
- Perform clerical duties required to document phlebotomy practice.
- Practice quality assurance and safety.

--Program Structure

This course consists of two components, didactic and practical or clinical. The didactic component includes lectures, directed class discussion, audio-visual aids, overhead transparencies, demonstrations, role-playing, and skill competency evaluation.

Each section for this course has:

- An introduction
- A lecture section
- Discussion, audio-visual aids, role-play, and/or demonstrations and practice assignments

Additional components include

- Quizzes and examinations
- Student presentations
- Clinical evaluations on skill competency

Clinical is a 40 hour externship.

-Evaluation and Grading for Phlebotomy Technician I

--Performance Based Instruction

The phlebotomy program is performance based instruction. In performance based instruction, what the student needs to be able to do as a result of the instructional experience, has been identified. Next, how the student can demonstrate that they have learned these skills has been determined. Then learning activities have been designed to help the student develop the skills that they will be expected to demonstrate in the classroom, laboratory and at the clinical sites.

--Methods of Evaluation

Evaluation methods include written exams and quizzes, laboratory unknowns, laboratory performance tests and practical exams, various class projects and written assignments, role-playing, participation, and observation of affective characteristics (safety, work ethics, and attitude).

--Grading Guidelines

This program is designed for you to be successful. It will require students to act responsibly. All grading and evaluation are based on student's successful completion of all competencies in all

program courses. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

---1. Attendance

Attendance is required to complete and pass the phlebotomy program. Students must attend the full didactic and full clinical components of the course. Missing one hour or more in one didactic section or clinical shift will count a full 8-hour absence. Students who are absent more than 8 hours will be dismissed from the program. Students who miss less than 1 hour may make up the time by approval and coordination with the instructor and Director of Education.

A tardy is defined as arriving 10 or more minutes late for class, leaving early, or being away from class without permission during class hours. The clock in the classroom or lab area will measure the official time. Consequences of being tardy are:

- **3% of the student's grade** will be dropped for every unexcused absence
- Three tardies may constitute one unexcused absence
- In addition to the loss of 3% per unexcused absence (or every 3 tardies), the student shall lose **1 point** off the final overall average for every hour missed during lab, clinic, or rotation.

The following is defined as an **excused** absence:

1. Serious illness – pneumonia, surgery, hospital confinement, or valid medical reason. A physician's note verifying illness shall be presented by the student should the instructor request it.
2. Death in the immediate family – mother, father, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
3. Statutory governmental responsibilities – jury duty, court subpoena. Documentation must be provided.

It is the joint responsibility of the student and instructor to discuss attendance patterns that will endanger the success of the student in the course. If it appears that a student will not be able to complete a course successfully, the instructor may advise the student to withdraw no later than the official withdrawal date of classes.

---2. Measurement, Didactic

- Section pretests will be given over previously covered lecture material **and** the accompanying laboratory exercises. A score of 70% must be obtained before you can take the final exam.

- A minimum of six (6) written examinations will be given over lecture material to comprehensively assess student's knowledge of concepts, principles, techniques and procedures. **Students are expected to exhibit the highest level of ethical and honest behavior. The score earned on the final exam MUST be 70% or higher.**
- Points will be awarded for completion of assignments.
- Points are awarded for the successful completion of skills exercises as related to the specific objectives for each exercise.
- Points are awarded for proper response to study questions / written assignments required for each exercise.
- Points are awarded for the skills practical at the end of the program. The skills practical is part of the comprehensive final exam for the course.

---3. Measurement, Clinical

The Clinical Practicum portion of the grade is determined by evaluation by the clinical faculty and communication. A student failing the Clinical Practicum component of this course, but passing the lecture and laboratory will **NOT** be eligible to take the program requirements.

Externship timeframe to complete is one month. All Externships must be completed within one month of starting. Students work with the Externship On-site Supervisor

Passing of the clinical component is based on successful completion of clinical objectives, weekly postings during clinical and written evaluations prepared by the clinical instructors.

Students must complete and provide documentation for a **minimum** of 40 clinical hours and must achieve a minimum rating of at least "average" in all areas on the final clinical evaluation.

Students must perform and provide documentation of a **minimum** of

- (1) 50 successful venipunctures
- (2) 10 skin punctures

---4. Determination of Final Grade

Didactic

Lecture

- | | |
|--------------------------|-----|
| (1) Discussion Questions | 15% |
| (2) Quizzes | 35% |

Skills

- | | |
|----------------------|-----|
| (3) Skills exercises | 50% |
|----------------------|-----|

Clinical

The grade for the Clinical Practicum component of this course will be determined as follows:

- | | |
|-----------------------------------|-----|
| • Weekly posting on participation | 20% |
| • Final Clinical Evaluation | 80% |

Final Grade Scale:

100-70%	Passing
69-below	Failing

--Transferability of Credit

The transfer of credit earned at GMEC remains at the discretion of the receiving institution. The transferability of credits students earn at GMEC is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of the credit earned is also at the complete discretion of the institution to which the student may seek to transfer. If the credit that the student earns at this institution are not accepted at the institution to which transfer is sought, the student may be required to repeat some or all of coursework at that institution. For this reason students should make certain that attendance at this institution will meet their educational goals. This may include contacting an institution to which the student may seek to transfer after attending GMEC to determine if earned credit will transfer. See the section Transferability of Credit from GMEC to Other Institutions for more details.

Continuing Education Courses

GMEC proprietary courses are developed by GMEC, all curriculum and instruction is provided by GMEC, and the course completion and continuing education completion certificates are under the GMEC logo.

Aesthetics

Aesthetics Advanced

The Aesthetics Advanced - Level 3 course is for physicians, nurses, dentists, and other licensed healthcare professionals who wish to learn medical aesthetic treatments like Botox and dermal fillers procedures. Comprehensive instruction includes didactic and clinical hands-on training on the proper Botox and dermal filler injection techniques. Students will learn details of facial anatomy, injection techniques, and patient care. Topics include neuro-toxins, doses, reconstitution, patient selection, side effects and safety considerations, as well as clinical aspects. Level 3 includes models and students have the option for on-the-job shadowing. Course duration is 16 hours. See Appendix B for CE's.

Botox Introduction

The Botox Introduction - Level 1 course is an anatomically based training of non-surgical, minimally invasive, facial injections so students gain confidence in integrating these techniques into practice. The most current and relevant information in aesthetics, the course includes both didactic and hands-on clinical with best practices from industry standards. Course duration is 8 hours. See Appendix B for CE's.

Botox Intermediate

The Botox Intermediate - Level 2 course is for physicians, nurses, dentists, and other licensed healthcare professionals who wish to learn medical aesthetic treatments like Botox. Instruction includes anatomically based training of non-surgical, minimally invasive, botox facial injections so students gain confidence in integrating these techniques into practice. The most current and relevant information in aesthetics, the course includes both didactic and hands-on clinical with best practices from industry standards. Level 2 includes models and students have an option for on-the-job shadowing. Course duration is 8 hours. See Appendix B for CE's.

Microdermabrasion and Chemical Peel Training

The Microdermabrasion and Chemical Peel Training course provides the student with essential knowledge and skills to integrate these techniques into practice. Students learn about the chemical peel technique used to improve the condition and the texture of the skin by removing the outer epidermal layers to rejuvenate and refresh the complexion. Students learn techniques of deep exfoliating action of a medical microdermabrasion. Course duration is 4 hours. See Appendix B for CE's.

Critical Care Suite

Cardiovascular Disorders

Cardiovascular Disorders is designed to address a variety of diseases and disorders in the cardiovascular system. Topics include atherosclerosis, acute coronary syndrome, angina, myocardial infarction, percutaneous coronary intervention, fibrinolytics, cardiac surgery, heart failure, peripheral vascular disease, venous disease, aortic aneurysm, and aortic dissection. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications and current management.

Course duration is 4 hours. See Appendix B for CE's.

Neurological Disorders

Neurological Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include assessment of the unconscious patient, Glasgow Coma Scale, Traumatic Brain Injury, Epidural/Subdural hematoma, intracerebral bleed, stroke, Locked-in-Syndrome, and brain death criteria. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications and current management.

Course duration is 4 hours. See Appendix B for CE's

Respiratory Disorders

Respiratory Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include atelectasis, pneumonia, acute respiratory distress syndrome, COPD: emphysema, bronchitis, asthma, pulmonary Edema, and pulmonary embolism. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications and current management.

Course duration is 4 hours. See Appendix B for CE's

Home Health Suite

Home Care Aide Health and Safety

GMEC's Health and Safety course is designed for the Home Care Aide to meet the Home Care Services Protection Act Version 5, Article 8 training requirements for health and safety. This 3-hour course covers essential topics:

- Infection control
- Basic safety precautions
- Emergency procedures

Course duration is 3 hours. See Appendix B for CE's

Home Care Aide Orientation

GMEC's Home Care Aide Orientation course is designed for the Home Care Aide to meet the Home Care Services Protection Act Version 5, Article 8 entry level training requirements of orientation training that covers topics of the caregiver role, conditions of employment, team work and types of patients in the workplace.

This 2-hour course covers essential topics:

- Orientation on caregiver role
- Conditions of employment
- Core Values and care
- Types of clients and care

Course duration is 2 hours. See Appendix B for CE's

Home Care Aide Standards of Care Planning

GMEC's Home Care Aide Standards of Care Planning course is designed for Home Care Aides who require understanding of standards of practice and proper care planning that include of patient education, rights and responsibilities, providing for daily activity needs, preventing and reporting abuse, patient transport, and proper documentation.

Course duration is 6 hours. See Appendix B for CE's

Home Health Standards of Care Planning

Home Health Standards of Care Planning course is intended and designed primarily for LVN and RN healthcare providers who require understanding of standards of practice and proper care planning that include dimensions of proper documentation. Topics cover include the social and legislative history of healthcare and its relation to Medicare and Medicaid, understanding the relationship between cost containment and DRGs, the roles and required skills of the home healthcare nurse in relation to the importance of the patient family and patient education and family, how to create a plan of care and the role of patient education for each step, and importantly, understanding the role of OSHA and OASIS documentation principles specific to Home Health Care, OASIS and Assessment Considerations, Diagnoses and Codes, and may include some combination of documentation requirements for home-bound patients suffering a range of illnesses and wounds as well as discussion on the patient receiving home infusion therapy through central / PICC lines.

Course duration is 6 hours. See Appendix B for CE's

Ventilator Training

Ventilator Training course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment. Upon completion of this course the healthcare provider will be able to define basic terms and concepts of mechanical ventilation, describe indications of mechanical ventilation, understand the difference between oxygen and ventilation, identify initial parameters, settings and special issues associated with ventilator setup, and how to troubleshoot /recognize alarms and evaluate patient's response to ventilator. This course also covers pressure vs flow triggering, modes of ventilation, and BiPAP/CPAP. This course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment.

Course duration is 6 hours. See Appendix B for CE's

Wound Care Prevention

Wound Care Prevention course is developed around that the most important factor regarding wound care, prevention. This course emphasizes the importance of a provider's overall ability to recognize, assess, and prevent the development of a variety of common wounds as well as exploring the current and accepted treatments in a healthcare setting. Recognition and assessment of existing or developing wounds allow the Healthcare Professional to better document and monitor the patient's recovery and the success or effectiveness of various treatments. This course is for educational purposes only and does not identify LVNs or RNs as a Certified Wound Care Nurse. The certificate received upon completion does not imply one may perform procedures beyond the specific scope of practice outlined by one's governing body. Course duration is 6 hours. See Appendix B for CE's

IV Suite

Basic IV Therapy Theory and Knowledge - EMT

Basic IV Therapy Theory and Knowledge for EMTs is a great course for EMTs wishing to learn the basic history, theory, and knowledge of IVs. Areas of IV therapy and blood withdrawal covered thoroughly in this class include: methods for performing IV therapy /blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 24 hours. See Appendix B for CE's.

Orange County Emergency Medical Services approved GMEC as a prehospital CE provider. Students must check with their county to confirm these hours will be accepted. GMEC will work with any county to meet their CE eligibility, please share our contact information with the county or provide GMEC contact information to work with other counties.

Blood Withdrawal Refresher

The Blood Withdrawal Refresher course is a great refresher course for those who want to return to the field or update their knowledge. This class that provides knowledge refresher. Areas of blood withdrawal are covered thoroughly in this class include: infection control and safety measures, anatomy, equipment and methods for performing blood withdrawal, labs, blood transfusions, skin and venipuncture, complications and ethics and legal implications.

IV Therapy and Blood Withdrawal Instructor Certificate Program

An Intravenous (IV) Therapy and Blood Withdrawal Instructor is a registered nurse (RN) who instructs other nurses in the techniques and problems involved with IV therapy and blood withdrawal. GMEC's certificate program in IV Therapy and Blood Withdrawal provides RNs the opportunity to master the instructional knowledge and skills to teach those in the healthcare industry. GMEC's IV Therapy and Blood Withdrawal program provides state approved curriculum combined with up-to-date technology and equipment, taught in a stress-free,

student-centered learning environment. Students receive an Instructor Manual which is comprehensive, with step-by-step guidance. Written exam and practical testing is required on the last day of class. RNs are monitored throughout the training and are provided regular and substantive feedback on knowledge and skill mastery. Once mastery is demonstrated RNs will receive a Certificate of Completion.

Course duration is 144 hours. See Appendix B for CE's.

IV Therapy and Blood Withdrawal - LVN Certification

IV Therapy and Blood Withdrawal LVN Certification course meets all CA State requirements for IV Therapy and Blood Withdrawal Certification for LVN's. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy/blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Once certified in IV Therapy and Blood Withdrawal, re-certification is not necessary as long as the license remains current and does not lapse. This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 36 hours. See Appendix B for CE's.

IV Therapy and Blood Withdrawal - Midwifery

IV Therapy and Blood Withdrawal is a great course for Midwifery wishing to gain skills, experience live practice, and further their knowledge base. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy /blood withdrawal, basic IV review, shock, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 36 hours. See Appendix B for CE's.

IV Therapy and Blood Withdrawal - RN Refresher 1-Day

IV Therapy and Blood Withdrawal is a great 1-day course for RNs wishing to refresh skills and experience live practice. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy/blood withdrawal and advanced theory (maintaining PICC lines, central lines, pumps, etc.), and live sticks. This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 8 hours. See Appendix B for CE's.

IV Therapy and Blood Withdrawal - RN

IV Therapy and Blood Withdrawal is a great course for RNs wishing to update skills, experience live practice, and refresh/further their knowledge base. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy /blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 24 hours. See Appendix B for CE's.

Venipuncture for Technologists

Venipuncture for Technologists course cover all topics required by the California State Department of Public Health to meet the requirements for venipuncture certification. The technologist is introduced to the basic skills necessary to safely perform venipuncture for contrast x-rays and to help ensure patient safety. This course is also a refresher for certified technologists. This is class-room based instruction. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Course duration is 8 hours. See Appendix B for CE's.

ASRT Approved Category "A" Credit

This course has been approved by the American Society of Radiologic Technologist (ASRT) for 7.5 Category "A" Credits and meets the American Registry of Radiologic Technologists (ARRT) criteria for Category "A" continuing education credit.

This course meets California Department of Public Health - Radiologic Health Branch acceptance criteria for continuing education credits required to renew certificates and permits in radiologic technology.

Prerequisite

This course is open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, CRT or ARRT license number in order to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human stick portions only.
- Verification of completed California Society of Radiologic Technologists' Venipuncture Certificate may allow students to enroll in the supervised live human stick and/or AHA CPR certification portions only.

Other

Airway Management

The Airway Management course is a unique course designed to give students the chance to learn, practice, and demonstrate their ability in applying many airway skills used in resuscitation. Students increase their awareness of various airway products and skills required. This is video-guided instruction and skill demonstrations, and instructor works with students to complete hands-on skills practice and skills testing.

The course provides training for:

- Healthcare providers whose occupation or volunteer activities require airway management skills.
- Professionals in the field of resuscitation and airway management
- Bag-mask ventilation and airway adjuncts

Optional topics include: Laryngeal mask airway, Esophageal-tracheal combitube, Endotracheal tube, and Impedance threshold device.

Course duration is 4 hours. See Appendix B for CE's.

Birth and Beyond Lactation Training

Birth and Beyond Lactation Training course is designed to meet the growing need in California hospitals with formal training in lactation. Birth and Beyond is a California initiative to provide instructor training, class materials, and agenda for Baby-Friendly(TM) didactic courses in the state. Hospitals are applying for Baby-Friendly(TM) status, and they need nurses who have completed an approved 2-Day Lactation Course. This 16-hour workshop provides the evidence, knowledge and skills participants need to confidently support, establish and protect both early mother-infant attachment and breastfeeding in the hospital setting. It will highlight the personal tools necessary to enhance early parent-infant attachment, and help families to listen to and understand the language of the newborn.

Course duration is 16 hours. See Appendix B for CE's.

CA EMT Skills Competency Testing

Verification of skills competency shall be valid for a maximum of two (2) years for the purpose of applying for recertification. The skills requiring verification of competency are:

1. Patient examination, trauma patient
2. Patient examination, medical patient
3. Airway emergencies
4. Breathing emergencies
5. CPR/AED
6. Circulation emergencies
7. Neurological emergencies
8. Soft tissue injuries
9. Musculoskeletal injuries
10. Obstetrical emergencies

Course duration is 4 hours. See Appendix B for CE's.

CSTI 18-hour First Responder Operations (FRO) Certificate

Taught by a California Specialized Training Institute (CSTI) HAZMAT Outreach Instructor. This course trains first responders at the operations level to respond in a defensive manner to releases or potential releases of hazardous substances as part of an initial response. This content focuses on tactics a responder can use to protect persons, the environment, and property from the effects of a hazardous materials release.

This course combines lecture, group activities, exercises and a written exam.

This program meets OSHA requirements and NFPA recommendations for training at the First Responder Operations level.

Course duration is 18 hours. See Appendix B for CE's.

CSTI 6-hour First Responder Awareness (FRA) Certificate

Taught by a California Specialized Training Institute (CSTI) HAZMAT Outreach Instructor.

This course trains first responders at the awareness level to identify a potential hazardous materials release, take safe actions, and then make proper notifications.

Call the office for scheduling and group rates are available, 714-577-0187.

Course duration is 6 hours. See Appendix B for CE's.

ECG and Pharmacology

The ECG and Pharmacology course is excellent for individuals contemplating ACLS Certification or those who must or wish to supplement their training. This is a one-day course that provides the necessary knowledge needed to interpret and treat Cardiac Arrhythmia, basic electrophysiology, normal ECG measurements, basic arrhythmias, basic ACLS drugs, usage and routes of administration during cardiovascular emergencies, how to integrate basic drug pharmacology into ACLS algorithms, 12 Lead, and Cardiac Conduction. GMEC also provides a set of simulated Mega Code scenarios in which students perform real-time ECG interpretation and drug intervention similar to what is found in an actual ACLS Mega Code test.

Course duration is 6 hours. See Appendix B for CE's.

Management of Assaultive Behavior AB508 – Accelerated

Management of Assaultive Behavior (MAB) also known as AB-508 violence prevention course is designed for individuals working within healthcare and emergency medical services fields. This course is AB-508 and SB1299 compliant with the new regulation that requires hospitals to implement a Workplace Violence Prevention Program.

This course teaches the healthcare and emergency medical services professionals the techniques to use when dealing with the potentially assaultive client. Students will understand and have the ability to recognize potentially dangerous situations and the tools to de-escalate situations prior to any physical intervention or assault. Physical intervention skills are taught through simulation and role-play. This 4-hour course covers both the theory, regulations, and psychology of patients in dangerous situations, prevention, and de-escalation tactics, and basic defense and methods of protection should the need arise to manage assaultive behavior.

This course is intended for professional providers in a wide variety of settings including but not limited to LVN's, CNA's, RN's, EMTs and First Responders, Psychiatric Technicians, among other healthcare providers.

Course duration is 4 hours. See Appendix B for CE's.

Management of Assaultive Behavior AB508 – Part 1

Management of Assaultive Behavior (MAB) also known as AB-508 violence prevention course is designed for individuals working within healthcare and emergency medical services fields. This course teaches the healthcare and emergency medical services professionals the techniques to use when dealing with the potentially assaultive client. Students will understand and have the ability to recognize potentially dangerous situations and the tools to de-escalate situations prior to any physical intervention or assault. Physical intervention skills are taught through simulation and role-play. The course is comprised of two parts.

- Part 1 covers the theory, regulations, and psychology of patients in dangerous situations, prevention, and de-escalation tactics.
- Part 2 covers defense and methods of protection should the need arise to manage assaultive behavior.

This course is intended for professional providers in a wide variety of settings including but not limited to LVN's, CNA's, RN's, EMTs and First Responders, Psychiatric Technicians, among other healthcare providers.

Course duration is 4 hours. See Appendix B for CE's.

Management of Assaultive Behavior AB508 – Part 2

Management of Assaultive Behavior (MAB) also known as AB-508 violence prevention course is designed for individuals working within healthcare and emergency medical services fields. This course teaches the healthcare and emergency medical services professionals the techniques to use when dealing with the potentially assaultive client. Students will understand and have the ability to recognize potentially dangerous situations and the tools to de-escalate situations prior to any physical intervention or assault. Physical intervention skills are taught through simulation and role-play. The course is comprised of two parts.

- Part 1 covers the theory, regulations, and psychology of patients in dangerous situations, prevention, and de-escalation tactics.
- Part 2 covers defense and methods of protection should the need arise to manage assaultive behavior.

This course is intended for professional providers in a wide variety of settings including but not limited to LVN's, CNA's, RN's, EMTs and First Responders, Psychiatric Technicians, among other healthcare providers.

Course duration is 4 hours. See Appendix B for CE's.

Phlebotomy - Blood Collection

The Blood Collection course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is also a great refresher course for those who want to return to the field, or update their knowledge. This class that provides knowledge refresher.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Course duration is 6 hours. See Appendix B for CE's.

Phlebotomy - Refresher

The Refresher course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is a great 1-day course for healthcare professionals wishing to return to the field, or refresh on basic knowledge, skills and experience live practice. Areas of blood withdrawal are covered in this class include: infection control and safety measures, anatomy, equipment and methods for performing blood withdrawal, labs, blood transfusions, skin and venipuncture, complications and ethics and legal implications, and live sticks. This class that provides knowledge refresher.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Course duration is 6 hours. See Appendix B for CE's.

Distance

Cardiovascular Disorders

Cardiovascular Disorders is designed to address a variety of diseases and disorders in the cardiovascular system. Topics include atherosclerosis, acute coronary syndrome, angina, myocardial infarction, percutaneous coronary intervention, fibrinolytics, cardiac surgery, heart failure, peripheral vascular disease, venous disease, aortic aneurysm, and aortic dissection. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications and current management.

Course duration is 10 hours, students are given 30 days to complete the course. See Appendix B for CE's.

Online

Home Care Aide Health and Safety

GMEC's Health and Safety course is designed for the Home Care Aide to meet the Home Care Services Protection Act Version 5, Article 8 training requirements for health and safety. This 3-hour course covers essential topics:

- Infection control
- Basic safety precautions
- Emergency procedures

This is an online version of the course. The course is designed to be completed in 3 hours and students have 30 days online to complete the course.

Course duration is 3 hours. See Appendix B for CE's

AHA

Provider courses are for first time providers or those whose cards have passed expiration.

Update courses are for repeat providers to keep their card from expiring.

ACLS Provider or ACLS Update

The ACLS Provider course has been updated to reflect new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. This course focuses on patient resuscitation in and out of a hospital setting. This course is open to all eligible healthcare providers and is designed to sharpen skills involving the use of basic life support CPR as well as its combined effectiveness with advanced cardiovascular life support interventions. This course emphasizes the treatment of adult victims of cardiac arrest and other cardiopulmonary emergencies with effective communication in a team environment. The Mega Code portion of our course is a set of hands-on, simulated clinical scenarios where vital life-saving skills are practiced first as an individual, then as part of a team, and finally as a team leader.

Course duration is 8 hours. See Appendix B for CE's.

ACLS On-Site Skills Testing

AHA Online ACLS Provider/Update Course in conjunction with GMEC's ACLS On-Site Skills Tests provides students an option to participate in a ACLS CPR course including AED that is a mix of online and on-campus ACLS course work. The online portion of this class may be purchased through the American Heart Association website for \$28.50 at the following link [HERE](#). Upon successful completion of the online portion of the ACLS course, the student contacts GMEC to schedule on-campus Skills Test. Times for the Skills Test are very flexible and available during the week or weekends.

Course duration is 4 hours. See Appendix B for CE's.

BLS Provider or BLS Update

The AHA BLS Course has been updated to reflect new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. The BLS Provider course is designed to provide a wide variety of healthcare professionals the ability to recognize several life threatening emergencies, provide CPR, use an AED, and relieve choking in a safe and timely manner.

Course duration is 4 hours. See Appendix B for CE's.

BLS On-Site Skills Testing

AHA Online PALS Provider/Update Course in conjunction with GMEC's BLS On-Site Skills Tests provides students an option to participate in a BLS CPR course including AED that is a mix of online and on-campus BLS course work. The online portion of this class may be purchased through the American Heart Association website for \$28.50 at the following link [HERE](#). Upon successful completion of the online portion of the BLS course, the student contacts GMEC to schedule an on-campus Skills Test. Times for the Skills Test are very flexible and available during the week or weekends.

Course duration is 2 hours. See Appendix B for CE's.

Heartsaver CPR with AED and First- Aid

This course is designed to prepare students to provide first aid and CPR and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Heartsaver courses are intended for anyone with little or no medical training who needs a course completion card for job, regulatory (e.g., OSHA), or other requirements. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting. Upon successful completion of the course students receive a Heartsaver First Aid CPR AED course completion card that is valid for two years.

Course duration is 4 hours. See Appendix B for CE's.

PALS Provider or PALS Update

The PALS Update course has been updated with the 2015 interim materials to reflect the new science in the 2015 American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care. This course focuses on providing California's Healthcare Professionals with the knowledge and skills necessary to diagnose and treat critically ill infants and children. This scenario-based course emphasizes team dynamics with pediatric emergency management of pediatric patients approaching or already in respiratory or cardiac arrest.

This course covers treatment beyond the first few emergency minutes and goes through stabilizing patients or transport phases of a pediatric emergency in or out of a hospital setting. The Mega Code portion of our course is a hands-on set of simulated clinical scenarios where vital life-saving skills are practiced first as an individual, then as part of a team leader, and finally as a team leader.

Course duration is 8 hours. See Appendix B for CE's.

PALS On-Site Skills Testing

AHA Online PALS Provider/Update Course in conjunction with GMEC's PALS On-Site Skills Tests provides students an option to participate in a PALS CPR course including AED that is a mix of online and on-site PALS course work. The online portion of this class may be purchased through the American Heart Association website for \$28.50 at the following link [HERE](#). Upon successful completion of the online portion of the ACLS course, the student contacts GMEC to schedule an on-campus Skills Test. Times for the Skills Test are very flexible and available during the week or weekends.

Course duration is 4 hours. See Appendix B for CE's.

Appendix A. Schedule of Charges

GMEC reserves the right to update or modify these terms and prices at any time without prior notice. For Continuing Education courses the schedule of total charges for the period of attendance and an estimate of total charges are the same.

Estimated Charges: Phlebotomy Technician I - 80 Hour Version

Tuition and Fees

Tuition and Fee Type	Cost
Institutional Charges and Fees	
Tuition	\$1,200.00
Application Fee*	\$100.00
Registration Fee*	\$150.00
Equipment	n/a
Lab supplies or kits	n/a
Textbook, or other learning media	\$200.00
Uniforms or other special protective clothing	n/a
In-resident housing	n/a
Tutoring	n/a
Assessment fee for transfer of credits	n/a
Fees to transfer credit	n/a
Student Tuition Recovery Fee*	\$-
Service Fee*	\$50.00
External Charges and Fees	
Externship and License Fee	\$290.00
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.	\$1,990.00

**Non-refundable fees. One time non-refundable service of \$50 will be applied for the Student Installment Plan*

Estimated Charges: Phlebotomy Technician I - 40 Hour Version

Tuition and Fees

Tuition and Fee Type	Cost
Institutional Charges and Fees	
Tuition	\$1,200.00
Application Fee*	\$100.00
Registration Fee*	\$150.00
Equipment	n/a
Lab supplies or kits	n/a
Textbook, or other learning media	\$200.00
Uniforms or other special protective clothing	n/a
In-resident housing	n/a
Tutoring	n/a
Assessment fee for transfer of credits	n/a
Fees to transfer credit	n/a
Student Tuition Recovery Fee*	\$-
Service Fee*	\$50.00
External Charges and Fees	
Externship and License Fee	
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.	\$1,700.00

**Non-refundable fees. One time non-refundable service of \$50 will be applied for the Student Installment Plan*

Estimated Charges: Phlebotomy Technician I - 20 Hour Version

Tuition and Fees

Tuition and Fee Type	Cost
Institutional Charges and Fees	
Tuition	\$750.00
Application Fee*	\$100.00
Registration Fee*	\$150.00
Equipment	n/a
Lab supplies or kits	n/a
Textbook, or other learning media	\$200.00
Uniforms or other special protective clothing	n/a
In-resident housing	n/a
Tutoring	n/a
Assessment fee for transfer of credits	n/a
Fees to transfer credit	n/a
Student Tuition Recovery Fee*	\$-
Service Fee*	\$50.00
External Charges and Fees	
Externship and License Fee	
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.	\$1,250.00

**Non-refundable fees. One time non-refundable service of \$50 will be applied for the Student Installment Plan*

State of California Student Tuition Recovery Fund

STUDENT TUITION RECOVERY FUND DISCLOSURE:

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 of Private Postsecondary Education

1747 N. Market Blvd. Ste 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

Toll-free telephone number

(888) 370-7589 or fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

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 noncollection 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.

Appendix B. Completion Documents for Continuing Education Courses

Students who complete continuing education courses may be eligible to earn Certificate of Continuing Education or a Certificate of Completion. The number of earned CEs depend on various factors, e.g. the student's credentials, number of hours in class, approving agency rules. Students should confirm with the office staff the number of CEs eligible given their individual details. Students must confirm with their licensing agency the requirements for maintaining their license and approved providers.

For IV Therapy and Blood Withdrawal LVN Certification course, once certified, students do not have to renew the certifications if the student's license remains current.

In the table below, the various agencies and their approval types and numbers are listed for Certificates of Continuing Education. The right most column provides information on the Certificate of Completion. Approved CE provider and course approval numbers are listed. In some cases, the agency only approves at the institution level and does not approve at the course level.

The BRN and OCEMS agencies only approve a provider at the institutional level. Their regulations and guidelines direct institutions to provide courses and do not require individual course approval, and guidelines are provided on what is considered eligible for credit. The institutional provider numbers are listed. The BVNPT provides both institutional and course approval and these two approval numbers are listed. The ASRT only provides course level approval and the course approval number is listed. The RT does not have a formal CE provider approval process and relies on the BRN approval as the CE acceptance criteria.

The right column lists the Certificate of Completion contact hours that a student can earn if eligible. Blank cells mean that no contact hours are available, and no Certificate of Completion can be earned.

Example: Two courses for RNs that only offer the Certificate of Completion and not a Certificate of Continuing Education were based on the evaluation against the RN guidelines for what is considered eligible for credit. These two courses were deemed to fall outside eligibility. However, the Ventilator Training course was eligible for credit.

COMPLETION DOCUMENTS				
CE and Contact Hours Table		<i>Last modified 6/18/2019</i>		
Use the table below to determine your eligibility for CEs. Find the column with your license and the row of the course you are taking.*				
ASRT	All radiologic technologists (except those that are registered as "retired") must earn 24 CE credits every two years.			
BRN	In the State of California, Registered nurses are required by law (California Code of Regulations, Section 1451, Article 5) to complete 30 contact hours of continuing education every two years			
BVNPT	Licensees must complete 30 contact hours of Continuing Education every two years in order to renew their license with an active status.			
OCEMS	An EMT for re-certification is required to perform 24 hours of EMS CE, so only 12 hours may be non-instructor based.			
Course Name	BRN: Registered Nurse	BVNPT: License Vocational Nurse	OCEMT: Emergency Medical Technician **	ASRT: Radiologic Technologists
CEH Provider Approval Code	16797	V-10783	30-0143	
Course Provider Number		IB-2384		CAZ0077001
Aesthetics				
Aesthetics Advanced	16	~	~	~
Botox Introduction	8	~	~	~
Botox Intermediate	8	~	~	~
Microdermabrasion and Chemical Peel	4	4	~	~

IV Suite				
Basic IV Therapy Theory and Knowledge - EMTs	~	~	16	~
IV Therapy and Blood Withdrawal Instructor Certification	36	~	~	~
IV Therapy and Blood Withdrawal - LVN Certification	~	36	~	~
IV Therapy and Blood Withdrawal - Midwifery	~	~	~	~
IV Therapy and Blood Withdrawal - RN Refresher 1-Day	~	~	~	~
IV Therapy and Blood Withdrawal - RNs	~	~	~	~
Venipuncture for Technologists	~	~	~	7.5
Venipuncture Live Sticks	~	~	~	~
Home Health Suite				
Home Care Aide Health and Safety	~	~	~	~
Home Care Aide Orientation	~	~	~	~
Home Care Aide Standards of Care Planning	~	~	~	~
Home Health Standards of Care Planning	8	8	~	~
Ventilator and Trach Training	6	6	5.5	~
Wound Care Prevention	8	8	7.5	~
Critical Care Suite				
Cardiovascular Disorders	4	4	3.5	~
Neurological Disorders	4	4	3.5	~
Respiratory Disorders	4	4	3.5	~
Packages				
Critical Care Nursing Essentials	17	17	14.5	~
ECG and Pharmacology and ACLS Provider Package	10	0	16	~
EMT Package	~	~	20	~
Home Health Nursing Essentials	22	22	13	~
LVN New Grad Package	14	50	35	~
RN Refresher Package	6	~	~	~
Skilled Nursing Facility (SNF) Bonus Package	22	62	42	~
Venipuncture for Technologists Package	4	4	10.75	10.75

Other				
Airway Management	~	~	4	~
Birth and Beyond Lactation Training	16	16	15	~
CA EMT Skills Competency Testing	~	~	4	~
CSTI 18-hour First Responder Operations (FRO) Certificate	~	~	18***	~
CSTI 6-hour First Responder Awareness (FRA) Certificate	~	~	6***	~
ECG and Pharmacology	6	~	~	~
Management of Assaultive Behavior - Accelerated	4	4	4	~
Management of Assaultive Behavior - Part 1	4	4	4	~
Management of Assaultive Behavior - Part 2	4	4	4	~
Phlebotomy Blood Collection	~	~	~	~
Phlebotomy Refresher	~	~	~	~
Distance (DL) and Online (OL)				
Cardiovascular Disorders (DL)	8	8	7.5	~
Home Care Aide Health and Safety	~	~	~	~
Online ACLS Provider/Update course On-Site Skills Testing	1	~	1	~
Online BLS Provider/Update course On-Site Skills Testing	~	1	1	~
Online PALS Provider/Update course On-Site Skills Testing	2	~	2	~
AHA				
ACLS Provider	10	0	10	~
ACLS Update	6	0	6	~
Airway Management	5	5	5	~
BLS Basic Life Support	0	4	4	4
BLS Basic Life Support (Private Class)	0	4	4	4
ECG and Pharmacology	0	0	6	~
Heartsaver First Aid, CPR, and AED	0	0	0	~
PALS Provider Pediatric Advanced Life Support	12	0	12	~
PALS Update Pediatric Advanced Life Support	6	0	6	~
*Please keep in mind that hours are approved based on scope of practice, however, courses can still be completed and a certificate received for resume building. NOTE: AHA CE's listed are the maximum possible, and the actual number depends on how many hours the actual class runs and your regulatory agency.				
**The CE's listed here are for Orange County. Students must check with their county to confirm these hours will be accepted. GMCC will work with any county to meet their CE eligibility, please share our contact info with your county or provide us contact info to work with other counties.				
***CSTI issues the Certificate of Completion and continuing education units award.				

Appendix C. High School Certification Form



Name _____

Date _____

High School Graduation Self-Certification

Please **check only one box** that designates your status and provide the appropriate information below based on the first day you plan to attend Genesis Medical Education Consultants:

I certify that I have successfully graduated from high school with a standard or advanced diploma.

First and last name under which you attended: _____

Name of high school (or homeschool): _____

Location (City and State): _____

Month and year of your high school graduation: _____

I certify that I have successfully completed a federal aid eligible homeschool program.

Homeschooled students are eligible to receive federal aid funds if their secondary school education was completed in a homeschool that state law treats as a home or private school. The homeschool program must be equivalent to the requirements of a high school diploma. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, he or she must have obtained this credential in order to be eligible for federal aid funds.

First and last name under which you attended: _____

Name of homeschool program: _____

Location (City and State): _____

Month and year of your homeschool completion: _____

I certify that I have successfully completed a General Education Development (GED) program.

First and last name under which you earned your GED: _____

Name of Institution: _____

Location (City and State): _____

Month and year you earned your GED: _____

I certify that I have NOT graduated and received a high school diploma, federal aid eligible homeschool credential or GED.

"By signing below, I authorize any previous educational institution or agency to release educational records (including transcript, diploma, or degree documents) to Genesis Medical Education Consultants."

If you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both; may be expelled from Genesis Medical Education Consultants; will lose all federal, state and institutional aid; and will be reported to the Office of Inspector General for further investigation. Falsification could also result in expulsion from Genesis Medical Education Consultants.

Signature: _____ **Date:** _____

Complete and return this form by email:

Genesis Medical Education Consultant

Email: admin@genesismec.com

Phone: (714) 577-0187

Address: 1391 Warner Ave., Suite A, Tustin, CA 92780