

CENTRAL CALIFORNIA SCHOOL
OF CONTINUING EDUCATION

SCHOOL CATALOG



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Effective: January 2, 2020 through December 31, 2020

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Central California School of Continuing Education
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Any new policies or procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice.

Addendums subsequent to catalog printing will be stapled to back page

Publication and Revision Date: 1-1-2021

INTRODUCTION

MISSION

To prepare students and to further competence through advanced training. The mission of this college is to provide classroom education along with practical application and to afford students an education that is updated in the most recent technical advancements.

PHILOSOPHY

Central California School of Continuing Education provides an atmosphere that is conducive to learning specific occupational trades. The faculty and staff at Central California School of Continuing Education instills professionalism, a sense of pride and accomplishment in the students while in the classroom and during their extern ship.

PURPOSES AND OBJECTIVES

The education is intended for individuals who want to enter specific occupational fields. The expected outcome is for the students to become proficient in the skills required for their chosen occupations. This college maintains quality education, affording students a positive experience that will benefit them the remainder of their lives.

This School's Training Programs Are:

Certificate in Medical Assistant (Medical Assisting)	45	Quarter Credit Hours
Certificate in Dental Assistant (Dental Assisting)	41.5	Quarter Credit Hours
Certificate in X-ray Technician	35.5	Quarter Credit Hours
Certificate in X-ray Technician/Medical Assistant	51	Quarter Credit Hours
Certificate in Diagnostic Medical Ultrasound	106	Quarter Credit Hours
Certificate in Diagnostic Medical Vascular Ultrasound	60	Quarter Credit Hours

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate, verifying the fact.

All information in the content of this catalog is current and correct and is so certified as true by:

Gene R. Appleby, Administrator

Students will be notified of any policies and procedures implemented by this college prior to issuance of the annual catalog. Additions or changes may be made consistent with applicable laws and regulations. Central California School of Continuing Education reserves the right to change, without prior notice, any policy or procedure, tuition or fee, curricular requirements or any other information found within this catalog. However, Central California School of Continuing Education will endeavor to assist all students to adapt to any necessary changes. **The policy on Catalog updates or revisions are made with dates noted in the current version.**

HISTORY OF CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION:

This school started the first class in April 1989. Since that date, this college graduated students in the fields of Dental Assisting, Medical Assisting, X-ray Technician, Combination X-ray Technician/Medical Assistant, Diagnostic Medical Ultrasound, Medical Transcribing Computer Support Specialist, Diagnostic Radiologic Technology and Diagnostic Medical Vascular Ultrasound program.

Central California School of Continuing Education trains persons from San Luis Obispo County, and students who commute from outlying areas. The special characteristic of the college can be described as "caring." We care about the people we enroll and continue to keep in touch with our graduates. It has always been and will remain the ultimate objective of this college to graduate students who are true professionals in their attitudes, beliefs and actions. January of 2008, the college changed it's clock hour measurement to Quarter Credit Hour. In June 2017 the school added a **Branch Location at 139 N. 5th St., Coalinga, Ca.** This location was added to serve those students taking the Diagnostic Medical Ultrasound Programs affording them the opportunity to complete the program with less traveling. This site is located mid-way between the San Joaquin Valley and the Central Coastal area of California.

No person shall, on the basis of race, color, religious beliefs, gender, national origin, ethnicity, age, physical disabilities, veteran's status, sexual orientation, or marital status, be unlawfully subject to discrimination under any program or activity of Central California School of Continuing Education.

OPERATING HOURS AND DATES:

Training is in session seven days a week, from 9:00 a.m. to 6:00 p.m. This time includes externship where applicable. Registration and entry dates are approximately every two months for most programs. For additional information, please contact the school.

PHYSICAL FACILITIES:

Central California School of Continuing Education is located at 3195 McMillan, Suite F, San Luis Obispo, California. The facilities Central California School of Continuing Education occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. The facility encompasses approximately 4500 square feet consisting of eight classroom/Lab. areas with an adjoining dental x-ray lab, medical x-ray lab, darkroom and three staff offices. There is equipment to simulate medical and dental facilities. Dental, medical radiography equipment and radiographic phantoms are available. There are visual aids to simulate the human body, anatomical charts and skeletons are available. Radiographic digital processing equipment is available, Diagnostic Medical Ultrasound real-time and simulation equipment are also utilized. Equipment for individual courses is further described in each program section. There are rest room facilities for student use. Ample parking is available and several restaurants are close by. **The Branch location at 139 N. 5th St., Coalinga, Ca.**, and has approximately 2600 square feet consisting of a lab. area plus a classroom. There are multiple visual aids that help to simulate various sonographic organs and related anatomy. In addition there are diagnostic medical ultrasound machine stations. Audio visual equipment for power point presentations plus TV. and educational DVDs. Restroom facilities are available for student use. There is a dedicated parking lot for student use.

School's policy regarding student ratio: all programs have a lab. ratio of a maximum of 12 - 1 at a time, and maximum of 30 - 1 for lecture session. Typical classroom ratio is 30 - 1 and lab ratio is 12 - 1.

HOLIDAYS:

This college observes Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the school closes for the Christmas Holiday Season, reopening after New Years Day.

STUDENT SERVICE POLICIES

Students' service policies can be found in the information packet called "Student Handbook" received upon registration. This packet contains important information. Students are required to sign a receipt attesting they have read and understand the school's catalog given to them at orientation.

STUDENT SERVICES:

Housing: The school does not provide student housing, there is however available housing located reasonably near with an approximate cost of \$800 to \$1000 per month for rent. The school has no responsibility to find or assist a student in finding housing. We do have a list of referral services for affordable rentals posted on the bulletin board.

Lectures: These are conducted in the English language. CCSCE, does not provide English as a second language programs. The level of the English language students need to have is documented by passing the Wonderlic Scholastic Level Exam, form T-51 with a score of 13.

Remedial help: The school has available, upon special arrangement, remedial video tapes for students requiring this service. Remedial is defined as those students who have kept current with class attendance and homework assignments but need extra information to help them understand the material. A remedial student is someone who is making an effort to achieve the required 75% "GPA", per module component but who, despite their efforts, fall short of the 75% "GPA". There is no extra charge for this service. Remedial help is monitored by the Director of Education.

Tutorial help: Upon request the school can provide individualized tutorial help. Instructors are available for this service. However, there is an additional \$25 per hour charge. Tutorial help can be requested by any student no matter what their current "GPA" is. Arrangements must be made through the office of the Director of Education .

Placement assistance: This college maintains an active placement service, listing known openings and assisting graduate students in obtaining interviews. There is no charge to the student for this assistance. *Students who withdraw or have been terminated are not eligible for this service.* Graduates are presented a portfolio containing their certificates, academic transcripts and a professional resume. As a matter of legal ethics, no school can guarantee placement or starting salaries. However, this college performs a postgraduate survey and maintains verifiable records of initial employment and the data is published in our annual report entitled, "The Fact Sheet," providing up to date statistics related to graduation, state board exam results, other examinations, employment and average entry level salary of our graduates.

Learning Resource System: This college has sufficient resources to support library assignments given to students by the instructors and for research purposes. Central California School of Continuing Education also subscribes to periodicals that bring up-to-date information to the students and Wi Fi access for research. There are other resource libraries available within the immediate area. Jackie A. Appleby, M.S., is considered the reference librarian.

Insurance: The school provides malpractice insurance for programs requiring extern ship.

Drug test: All students are required to take a drug test. This test is requested and arranged with a local medical clinic. After the student enrolls, the test is scheduled and the student is notified. Failure to pass the drug screen will result in termination. In the event, the school determines that a second random drug test is warranted, the student will be requested to take it, failure to do so could be grounds for termination, the student is responsible to pay for the charge.

Transcripts: Permanent transcripts are maintained for each student and are given to the student upon completion of training. The student is presented with a portfolio upon graduation. There is a \$25 charge for each additional transcript requested. Transcript request forms can be obtained from the Director of Education.

Retention of records: All students' permanent educational files and financial records are securely maintained and protected against fire, vandalism and other perils. Records are kept indefinitely. Students may submit a written request for copies of documents/materials in their school file. The school has thirty days after receipt of the written request to provide the student with the requested materials.

ADVISING

Counseling Referral: Referral services are available to all students. A list of social service agencies and other professional advising sources are found in the student Information packet for students who need a licensed, credentialed, professional counselor for their specific problems or concerns.

Financial planning: The financial aid officer helps students plan their financial assistance package. Budget and personal financial planning concerns are addressed by the business and financial aid office.

Documentation: All advising sessions provided by school personnel are documented and retained in the student's file. This information includes, but is not limited to, the time and place of the advising session.

Status report or evaluations: Students are given written status reports on their progress, including grade to date and attendance status on a monthly basis. Each instructor is responsible for his/her students' progress reports. A copy of the report is maintained in the students permanent file.

ACCREDITATION & AUTHORIZATIONS

The following state boards, bureaus, departments or agencies set minimum standards for our programs of study:

Central California School of Continuing Education is accredited by the Accrediting Commission of Career Schools and Colleges.

All X-ray Technician Programs are separately approved by the California Department of Public Health, Radiologic Health Branch.

The Dental Board of California, separately approves the Dental Radiation Safety Course in the Dental Assisting program.

Central California School of Continuing Education is approved to train Veterans and other eligible persons.

Central California School of Continuing Education is a private institution licensed to operate by the **California Bureau for Private Postsecondary Education**. License to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations “ Any questions a student my have regarding this catalog that have not been satisfactorily answered by CCSCE may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, Ca. 95798-0818,www.bppe.ca.gov, (888)370-7589 or by fax (916) 263-1897.

GOVERNING BOARD

Gene R. Appleby, Administrator, President, Chief Fiscal Officer, and Chief Executive Officer.
Jackie A. Appleby, M.S., Vice President and Director of Education.

ADMINISTRATIVE AND BUSINESS OFFICE:

The administrative staff consists of **Gene R. Appleby**. Mr. Appleby has prior school administrative experience having previously owned and operated two private vocational colleges in the Fresno, California area. Mr. Appleby obtained his expertise from business management and administration. Mr. Appleby is in charge of the business office section of Central California School of Continuing Education and all fiscal operations. He is assisted by **John W. Appleby, BSRSA,CRT., R.F.**

ADMISSIONS AND REGISTRAR

Jackie A. Appleby, MS., Director of Education, oversees admission standards and reviews entrance exam results. During the students training she monitors their progress and attendance.

FINANCIAL AID /BUSINESS OFFICE

This office is responsible for verification of Federal Title IV funds and/or financial payment arrangements. Budget advising is included to assist students with planning their educational cost. Shamrocks Unlimited, Inc., Third-Party Servicer, provides administrative and fiscal support regarding the Title IV.federal funding.

Gina Appleby, Financial Aid Director, has participated in webinars, online training and professional workshops; is a member of NASFAA & CASFAA; She is qualified to conduct all operations of the financial aid office, has accumulation of 10 years experience.

FACULTY

The faculty consists of professionals whose primary goal is to instruct and guide students in their area of expertise. **Jackie A. Appleby, M.S.**, is the Director of Education for all courses and is responsible for overseeing instructional methods of the programs. Mrs. Appleby has 30 years experience in allied health vocational education and has been involved in health occupations over the past forty years. She earned her Bachelors' Degree in Vocational Education and a Master Degree in Health Science Education from Cal State Univ. Fresno. Mrs. Appleby also teaches the Dental Assisting Program. She has been an RDA, and CDA.

Gene R. Appleby, Administrator, teaches on a substitute basis portions of the X-ray Technician Program and advises physicians on quality control issues of their equipment and department. Gene Appleby is also an X-ray Technician .

John Appleby, BSRSA., CRT.,R. F., teaches portions of the Diagnostic Medical Ultrasound Program. In addition he is a clinical coordinator and assists with job placement. John is a Sonographer, California Certified Diagnostic Radiologic Technologist and is registered through the

American Registry of Radiological Technologist . He is also the Director of the X-ray Technician program . He has approximately 21 years experience in the occupations.

Alex Flood,OAR, CRT, R. F. is Certified to Instruct Basic Life Support for the American Heart Association and teaches the X-ray Labs and portions of the X-ray Technician program plus sections of the Medical Assistant Program at both the Main and Coalinga, Ca. Branch Campus. He has approximately 7 years experience in these occupations.

Gina Appleby, CCMA, XT, substitute instructor of the X-ray Technician / Medical Assistant and Clinical Sections of Medical Assistant portions of the Diagnostic Medical Ultrasound and Medical Assistant programs., Ms Appleby has been employed in medical facilities as a California Certified Medical Assistant and Limited Permit X-ray Technician for 17 years.

Linda Warren-Killion, CCMA, XT, holds four x-ray permits and has worked in the occupation of XT/MA for a minimum of 21 years. Teaches the Medical Assistant classes, the positioning section of the X-ray Technician program. She is also California Certified Medical Assistant and a Registered Medical Assistant

Geneva Brooks, RDA., EMT.,CCMA-AC., has been with the Main Campus for over 25 years as a teacher, clinical and job placement coordinator. Currently Mrs. Brooks has become the Coalinga Ca. Branch Campus Manager.

Andrea Motley, teaches the Lab sections of the Medical Assistant and Diagnostic Medical Ultrasound Programs. She has approximately 6 years of working in the Medical Field as both a Medical Assistant and a Medical Sonographer.

ADMISSION REQUIREMENTS/POLICY

- ❖Age 17 or older.
- ❖Attend a school orientation
- ❖ High school diploma, transcripts, equivalency or GED. Students who received their high school diploma or equivalent from a foreign country must submit an official English translation.
- ❖Persons admitted from foreign countries must have a valid student visa or proof of eligible non citizen status. Must be English proficient. All classes are conducted in the English language.
- ❖Students will be required to take a random drug test.
- ❖**Applicants must provide proof of TB test results.**
- ❖Satisfy prerequisites for programs (if applicable) prior to enrolling.
- ❖Score a minimum of thirteen on the Wonderlic Scholastic Level Exam

** CCSCE does not accept "Ability to Benefit " students.

** CCSCE does not have visa services, and can not vouch for student status, students need to have their foreign transcript translated through a valid service at their own expense. CCSCE does not provide this service.

ADMISSION PROCEDURES

- ❖ Attend an orientation
- ❖ Provide documentation of high school completion (diploma, transcripts, equivalency or GED Test Results)
- ❖ Make an appointment with the financial aid/business office to make payment arrangements.
- ❖ Consideration of transferrable credit for prior education or work experience must be accompanied by an official transcript or other documentation.
- ❖ Register: Complete an enrollment agreement/contract, registration documents, take and pass the drug test prior to starting class.
- ❖ **A tuberculosis (TB) screening result must be provided at registration/admission.**

FINANCIAL PAYMENT ARRANGEMENTS

The following options are available for payment of training costs and related fees:

- ❖ Payment of the total amount at the beginning of the program.
- ❖ A payment schedule to CCSCE not to exceed twelve months to run concurrently with the enrollment period. There is a 7% interest charge by the school. Payment arrangements for the outstanding balance not covered by the student's financial aid package are scheduled.
- ❖ Failure to remit payments as scheduled will result in suspension until the student's account is current. Students applying for Federal Title IV Funds must set up a payment schedule for any outstanding balance (if applicable) not covered by the student's financial aid package.

******For Title 38 United States Code Section 3679 (e) School Compliance SEE PAGE 14 ****

Any payment more than thirty (30) days past due will result in the student being terminated. **All financial obligations must be met prior to the release of completion documents and/or transcripts.**

FEDERAL STUDENT ASSISTANCE

Central California School of Continuing Education offers federal financial aid programs to assist students with the cost of their education. Applicants for Title IV Funds must attend a financial aid workshop/ entrance interview.

Eligible students may apply for the following Title IV Programs:

Federal Pell Grant- does not have to be repaid. The amount depends on your financial need, costs to attend school, and the program of study. If your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, you may be eligible for additional Federal Pell Grant funds.

Federal Direct Subsidized Stafford Loans - available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the USDE. The interest is paid by the federal government while students are in school.

Federal Direct Unsubsidized Stafford Loans - available for eligible students to borrow for additional education costs. Students may borrow at a fixed rate established by the U.S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Program.

Federal Parent Loans for Dependent Undergraduate Students- These are Federal Loans that parents of dependent undergraduate students use to help pay for education expenses.

ATTENDANCE AND TARDINESS:

Students are expected to attend all scheduled class sessions and are expected to arrive on time. The minimum acceptable standard to ensure reasonable progress is 85% attendance. It is required that students report by telephone to the school on the day of the absence. Students who

enter class sessions 15 minutes after it has begun or who leave early will be counted as tardy. Any combination of four (4) late arrivals or early departures, leaving 15 minutes early from class during a 30-day period will equal one absence. Students must maintain 85% attendance. Failure to improve attendance, will result in termination from the program. All absent time must be made up by making arrangements through the Director of Education's office prior to graduating.

CLINICAL EXTERN SHIP POLICY

The school arranges extern ship for all programs involving clinical training. Students placed in an extern ship site are required to attend as scheduled. Students not reporting as scheduled or withdrawing from the extern ship site without permission from Central California School of Continuing Education will be placed on a waiting list for another site. Should a student be asked to leave an extern ship site due to conduct demeaning the quality of health care, that student will be terminated from the program. (Please reference specific programs for additional information).

LEAVES OF ABSENCE:

At the discretion of the School Director, a student may be granted an approved leave of absence in the event of unforeseen circumstances, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements or jury duty. A "Leave of Absence Request" form must be completed and signed by the student and approved by the School Director. The maximum leave of absence period is 180 days per academic year. Failure to return on the designated date will result in being dropped from the program.

GRADING SYSTEM FOR CERTIFICATE OF COMPLETION

The student must graduate with a "GPA" of 75% (C = 2.0) grade or above, and satisfy clinical extern ship and other applicable requirements to successfully complete any program. Reference each program for specific requirements. **Satisfactory Academic Progress is evaluated on a regular basis, students are given reports; grades are verified by the Financial Aid Office at 50%, or the student's mid-point of training time for their program.**

Quarter Credit Hour/Clock Hours As of January 10, 2008, the college is considered a Quarter Credit Hour School. **(Revised 1-1-13)**

Based on the conversion ratio: Quarter Credit Hour=30 units

2 units = 1 didactic clock hour

1.5 units = 1 clock Hour Supervised Lab.

1 unit = 1 extern ship clock hour

SATISFACTORY PROGRESS POLICY/GRADING SYSTEM:

1. 100% to 90%= A (4.0)
2. 89% to 80% = B (3.0)
3. 79% to 75% = C (2.0)
4. 74% to 60% = D (1.0) Unsatisfactory
5. below 60% = F (Failing)

If a student's "GPA" falls below the acceptable percentile ("GPA". of 75%), for a calendar month, the student will be placed on academic probation and notified in writing. During the probation period, the student is not eligible for financial aid and will receive special advising from the school Director and/or Administrator. The student must then achieve and maintain satisfactory academic progress during this probationary period. Failure to meet the terms of probation will result in termination. Each program is arranged in modular components. Students failing two consecutive components will be placed on probation. Failure to improve during the next modular component,

within the probationary period will result in the student termination from the program. Maximum time frame for completion of training is 1 ½ times the length of the program.

INCOMPLETE GRADE

Students have 30 days after the incomplete grade is entered to complete the necessary work. Failure to comply with the instructor and /or director of education during this time frame, will result in a failure (below 75% "GPA".) for that particular component, pending other grades taken into account.

FULFILLING EXAMINATION REQUIREMENTS:

Students have two weeks from their last regularly scheduled class date to complete all final course exams for the program. Non-completion of the course final exams will result in a zero grade and averaged into the final grade point .

MAKE UP WORK:

The school policy on make-up work is based on the following:

The instructor may assign make-up work and the grade is averaged in the modular component. Make up work is considered and assigned for special circumstances. The college does not encourage make-up work in lieu of completing required assignments. This college allows make-up work on a maximum of two modules. Additional make-up work assignments are accepted only after a special advisement session with the Director of Education, student and instructor.

REPEATING PROGRAM COMPONENTS:

Students who want to repeat a particular component within a program because they received a failing grade on that section, may do so with the consideration of space available. There is an additional charge for the hours of that particular component, and additional charge is calculated at the current tuition fee. The grade received for repeating this program section would replace the previous grade.

STUDENT CONDUCT POLICY/SCOPE OF APPLICATION

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur. All students are expected to conduct themselves in an acceptable manner while on campus and when representing Central California School of Continuing Education in any off-campus activity. Each student has the responsibility to be aware of the college regulations. Conduct unbecoming the school and students will not be tolerated. The school administrator or director will dismiss a student from the school for the following:

- ◆ Dishonesty, including but not limited to, cheating or knowingly giving false information to the college.
 - ◆ Forgery, alteration or misuse of college documents.
 - ◆ Unreasonable disrupting, obstructing, interfering with teaching (insubordination), administrative, disciplinary , any other functions or activities interfering with instruction at the School.
 - ◆ Physical abuse, threat, assault of any person on college occupied or controlled property or conduct which threatens , endangers the health or safety of any such person.

- ◆ Theft or damage to property belonging to the School, a student or visitor.
- ◆ Unauthorized entry into or occupancy of the school facility.
- ◆ Unauthorized possession or use of any property or equipment belonging to the college.
- ◆ Violation of college policies or regulations, including but not limited to, the time, place and manner of public expression.
- ◆ Disorderly conduct , lewd, indecent , obscene conduct or expression.
- ◆ Failure to comply with directions of school officials in the performance of their duties.
- ◆ Possession, use of drugs, narcotics, alcoholic beverages and other controlled substances.
- ◆ Any act which is defined as a felony or misdemeanor under the laws of the State of California.
- ◆ Failure to pass the required drug test (refer to drug test policy under "Student Services")

PROBATION/TERMINATION POLICY

- ◆ Failure to achieve and maintain academic progress (75% minimum), i.e., the terms and conditions of academic probation will result in termination.
- ◆ Failure to achieve and maintain the minimum acceptable rate of attendance (85% minimum), i.e., the terms and conditions of attendance probation will result in termination.
- ◆ Failure to meet financial obligations within the designated time period.

REINSTATEMENT PROCEDURES:

Students who wish to re-enter, must first wait 180 days from the date of their official withdrawal and complete the admissions procedures as stated in this catalog. **However, the School is not obligated to re-enroll students who have withdrawn or whose enrollment has been terminated by the School.** Readmitted/reinstated students will be enrolled at the beginning of the program.

STUDENT GRIEVANCE APPEALS POLICY AND PROCEDURE

CCSCE highly recommends but it is not mandatory to bring all complaints first to the attention of the School. In most cases this will resolve the complaint faster and will result in satisfactory conclusions. We suggest that students use this internal process first, but that it is not required and they may contact the Bureau at any time.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll free phone number 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site at [www. bppe.ca.gov](http://www.bppe.ca.gov).

Students seeking to resolve problems or complaints should follow the procedures listed :

Submit a written complaint to the primary instructor. If the problem/grievance is not resolved, submit the written complaint to the Program Director. Unresolved complaints should be submitted to the Director of Education. If not resolved, complaints should be submitted to the Administrator, who may at his discretion refer the unresolved complaint to the Grievance Committee, consisting of:

- Directors of Allied Health Programs and
- Central California School of Continuing Education Administrator

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the

complaint as well as the final resolution by the Commission. Please direct all inquires to: Accrediting Commission of Career Schools and Colleges; 2101 Wilson Blvd., #302; Arlington, VA. 22201, 703-247-4212, or www.accsc.org This can be accomplished by filing the ACCSC Complaint Form. The school maintains a complete record of all written student complaints for the last three years, if applicable. In order for ACCSC to process the complaint, the following needs to be written, the basis for any allegation of non compliance with ACCSC standards, the relevant names and dates and a brief description of the actions forming the basis of the complaint, copies of any documents or materials that support the allegations and a release from the complainant authorizing the Commission to forward a copy of the complaint, including the identification of the complainant to the school.

TRANSFER OF CREDITS TO OTHER SCHOOLS:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at CCSCE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work 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 Central California School of Continuing Education to determine if your credits, or Certificate will transfer.”

Students need to contact the registrar of the receiving institution to determine what credits that institution will accept. It is up to the other college to evaluate and determine any transferable credits. The school has not entered into an articulation or transfer agreement with any other college or university.

TRANSFER OF CREDITS TO CENTRAL CALIFORNIA SCHOOL OF CONTINUING EDUCATION

Consideration is on a case-by-case basis and determined by the Administrator and Director of Education. Transferable credits depend on the requirements and prerequisites of the individual program. Specific transferable credit must be documented. A student needs to present an official transcript from the previous college of where training occurred. Evaluations of transfer credit must be completed prior to the academic year in which the courses are now scheduled. Only 25% of the credits required to complete a program can be transferred from another institution.

Any veteran receiving GI Bill benefits while attending CCSCE is required to obtain an official transcript from all previously attended schools and submit them to the college for review of prior credit.

There is no charge for the time to complete the evaluation of transcripts for consideration.

Transfer credit from one program to another program within CCSCE is allowable. Documentation from a prior program is required.

WITHDRAWING FROM PROGRAM

Students do not receive certificates for any part of the program from which they have withdrawn or been terminated.

CANCELLATION, REFUND SETTLEMENT POLICY:

This same information appears in the school's enrollment agreement.

Tuition Refund Policy: Minimum Cancellation and Settlement Policy, Ref: State of California. Reg.CAR 71805,Sec.94305,94337,94312. Refund Policy Ref: State of California BPPE Chapter 7,Part 59,Division 10,Sections 94895 and 94896.

Refund Policy Ref: U.S. Department of Education Return to Title IV, Higher Education Reform Act.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment which ever is later. The school will remit a refund in accordance with the BPPE and USDE regulations for Title IV funding within 45 days following the date of termination . Students who have not visited the School facility prior to enrollment will have the opportunity of withdrawing without penalty within three days following either the regularly scheduled registration procedures or following a tour of the school facilities. Cancel by _____(date)

To cancel the contract for school, the buyer/student must deliver notification to the school at the below address NOT LATER THAN MIDNIGHT of the seventh day after the first class. You may cancel the enrollment agreement and receive a refund by providing notice to Mr. Gene Appleby, Administrator, Central California School of Continuing Education, 3195 McMillan, Suite F, San Luis Obispo, CA 93401; ccsce@ccsce.org ; or by calling 805-543-9123.

The student will be deemed by the School to have withdrawn from the course of instruction when any of the following occurs: (1) The student notifies the School of withdrawal or of the date of the student's withdrawal, whichever is later; (2) The school terminates the student's enrollment; (3) Fourteen calendar days have elapsed since the student's last date of attendance. For the purpose of the Withdrawal Calculation, the date of the student's withdrawal will be deemed to be the last date of recorded attendance. Tuition refunds will be made consistent with applicable State and Federal requirements. Students wishing to cancel their enrollment must notify the Administrator. The effective date of cancellation is the date the notice is received by an authorized school administrative officer. Tuition refund policies also apply to any student who may be terminated from the program by the administration. (*U.S. Department of Education Regulation 34 CFR 668.22 - Return of Federal Student Aid*): For a student withdrawing from a quarter credit hour program, the "percentage of the period of enrollment completed" is determined by dividing the total number of calendar days in the payment period or period of enrollment into the number of calendar days completed in that period as of the student's withdrawal date; (See example below)

Example: A student is enrolled in a program that is 60 quarter credit hours (180 days) and withdraws after completing 60 days of a 180 day program. The total institutional charges are \$7500. The school received \$3750 of \$7500 Title IV Funds. The refund would be calculated as follows:

1. 60 (days student completed) divided by 180 (Days in Program) = 33.4%
School has earned 33.4% (\$2505) of \$7500 total cost of program.
2. $\$3750$ (amount of Title IV funds received) - $\$2505$ (amount school earned) = $\$1245$
returned to U.S. Department of Educations, Title IV Funds.

Refunds for students not participating in Title IV programs will be calculated identically to the example above. Refunds for students not receiving Title IV funding will also be based on the percentage of the program completed.

If you are receiving Title IV Federal Funds while you are attending this institution and you terminate your enrollment prior to completing the course of study of your choice, Federal Regulations may demand that all or a portion of the funds received be returned to the original aid programs as "unearned aid" Unpaid institutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Students have the "Right to Cancel their Student Loans", however, at CCSCE they are responsible for the balance of the tuition.

Refund Proceeds: If all or a portion of the tuition was paid from the proceeds of a student loan, the refund will be sent to the lender, or, if applicable, to the state or Federal agency that guaranteed or reinsured the loan. The order of priority is regulated by Federal Student Assistance Guidelines. Any amount of the refund in excess of the unpaid balance of the tuition will be first used to repay any student Federal financial aid programs from which the student received any benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the funding source. If the student has paid any monies to the School, the refund will be made to him/her. If another funding source has paid monies to the School, the refund will be made to that source. Only with written permission from the above-mentioned source will the refund be made to the student. Any overpayment of monies disbursed for indirect educational expenses will be based on the percentage of time elapsed over the total time of the award period. The student will be responsible for repayment of any such overpayment. Repayments made by the student will be made to the appropriate Federal Financial Aid Program. The School will notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to whom the refund was sent. Notification will be mailed to the Student within ten days of such refund. **(End of Cancellation and Refund Policy)**
This same information appears on the Enrollment Agreement.

The School's policy for insuring that all prospective students receive a school catalog prior to enrolling for programs is the following:

All students must attend an orientation session where:

- a. all participants receive a school catalog
- b. a financial aid workshop is conducted
- c. all participants can find out and ask questions about the programs they are interested in.

All participants must sign a form attesting they have been at the orientation session and have received a school catalog.

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

Class sessions are held at 3195 Mc Millan #F, San Luis Obispo, Ca. 93401.

CCSCE does not , or ever had a pending petition in bankruptcy, it is NOT operating as a debtor in possession, has never filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code (11 U.S.C. Sec.1101 et. Seq.)

CAMPUS SECURITY

Central California School of Continuing Education is dedicated to providing its students and staff a safe working and learning environment. The school parking lot is well lit and is patrolled by the Stanley Security Alarm Company. School staff must call into the security company upon their arrival and prior to departing the premises. There have been no incidents of criminal activity in the history of Central California School of Continuing Education.

CRIME STATISTICS

In the year 2020 (January 2020 through December 31, 2020) there was no criminal activity on the campus of Central California School of Continuing Education, or the Branch location in Coalinga, Ca.

PROHIBITION OF SEXUAL HARASSMENT

It is the policy of Central California School of Continuing Education that the School shall maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Students should be aware that Central California School of Continuing Education is concerned and will take action to eliminate sexual harassment. Sexual harassment is subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. (Refer to Student Handbook Policy)

Title 38 United States Code Section 3679 (e) School Compliance Form

CCSCE's Financial Assistance policy permits any covered individual to attend or participate in the course of education during the period beginning the date on which the individual provides to the school a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CCSCE ensures that they will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other school facilities, or that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA) . More information about education benefits offer by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>

Electrocardiography: **20 clock hours** **1 quarter credit hours**

This course consists theory and practical application of Electrocardiogram studies. Upon completion the student will be able to correctly operate an EKG machine.

Office Emergency, Medical Law, Ethics and Nutrition: **15 clock hours** **.5 quarter credit hour**

This course consists of theory and practical application of emergencies that can occur in a medical office plus American Heart Basic Life Support (CPR) and community first aid. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications. The student will also have a working knowledge of basic nutrition and its application for diet control, diet planning for patients with diabetes mellitus and other dietary information. Patient quality assurance is emphasized throughout this unit.

Pharmacology and Injections: **55 clock hours** **3 quarter credit hours**

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intradermal and intramuscular injections. Drug schedules and classifications are also included in this module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules pharmaceutical. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

Medical Lab Procedures, Venipuncture and Urinalysis **47 clock hours** **2.5 quarter credit hours**

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sed. rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will correctly be able to perform a venipuncture specimen collection with a vacutainer method and collecting and preparing specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

Medical Records **25 clock hours** **1 quarter credit hours**

This unit consists of theory and practical application of entry into patient medical records. Upon completion, the student will be able to make entries and correct any erroneous entries in the medical records. The student will know what is included within the medical record and the importance of confidentiality and will be able to transcribe verbal reports into a medical report. Quality control and quality assurance is emphasized throughout

Medical Insurance Processing, Medical Diagnosis Codes: **110 clock hours** **6 quarter credit hours**

This unit consists of theory and practical application of insurance coding for the medical practice. ICD-9-CM codes are taught and CPT Codes are introduced. Upon completion of this unit, the student will have a working knowledge of universal disease, condition, situation codes and codes used form procedures performed in the medical office. The student will be able to combine the correct ICD-9-CM and the CPT code for billing insurance companies for treatment received. Quality Control is emphasized within this component.

**Certificate in DENTAL ASSISTANT
Program Description
CIP Code: 31-9091**

Educational objective: To train students to acquire satisfactory skills , demonstrate competence in chair-side procedures, intra-oral radiography, business office, insurance billing, coding procedures, infection control, OSHA compliance, and knowledge of California Dental Law as it pertains to the dental profession. . Upon successful completion of training, the student will be qualified for an entry level position as a Dental Assistant or Assistant to an RDA with expanded functions.

Introduction and California Dental Law: 75 clock hours 4 quarter credit hours

This course includes the history of the dental team, the evolution and overview of the dental profession along with the incorporation of the dental health care "team concept." Information on California Dental Law as it relates to the dental assisting profession. Occupational health and safety are studied in this module

Anatomy and Oral Histology: 35 clock hours 1.5 quarter credit hours

This course provides and in-depth study of intra oral anatomical structures and their function plus tooth histology from embryonic stage to adult dentition.

Infection Control and OSHA: 50 clock hours 2.5 quarter credit hours

Infection control, OSHA's standards, procedures and Universal Precautions are included in this component, this also includes disease transmission.

Pathology and Pharmacology: 25 clock hours 1 quarter credit hours

This course involves the study of disease in general and specific diseases of the oral cavity. The pharmacological use of drugs and their classification and the administration of drugs for anesthesia is included.

Dental Material: 40 clock hours 2 quarter credit hours

This course provides for a study of dental materials used for restorations, diagnostic study models and bleaching trays.

**Dental Office Emergencies and
Basic Life Support: 45 clock hours 2 quarter credit hours**

This course involves American Heart Association (CPR) Basic Life Support along with descriptions of various emergency situations that can occur during dental treatment and how to prepare, prevent and handle those emergencies.

Dental Terminology: 30 clock hours 1.5 quarter credit hours

This course involves general medical terminology with emphasis on those terms most often used by dental professionals and those terms that would describe situations occurring within the oral cavity.

Dental Operative Procedures: 90 clock hours 4.5 quarter credit hours

This course incorporates preventative measures that can be used to decrease dental caries and diseases of the oral cavity; psychology of the dental patient, including handling of special needs patients; description and uses for various dental instruments used at chair-side dental treatment, equipment description, use and care; Hand piece, burs, other dental tools and setting up the mobile cart; transfer practice of instruments; Dental Charting study of existing dental treatment and treatment needed is charted on patient treatment forms; theory of coronal polish; use of the dental rubber dam application, theory for various size teeth and treatment to be performed; overview of standard and specialty procedures including instrumentation setup; orthodontic classifications of malocclusion and treatment utilized for various situations; description of root canal therapy, treatment and instrumentation for specialized tray setup; different types of removable appliances such as partials and dentures; Material used for impressions, making the appliance and fixed prosthetics to include crown and bridge restoration; all aspects of oral cavity surgery situations, including periodontic procedures, oral and maxillofacial techniques for dental implants;

Dental Admin. and Communication: 50 clock hours 2.5 quarter credit hours

This course includes basic communications with other dental professionals, marketing dental practice, business operations and financial management.

**California Dental Radiology, & Clinical Application: 3.5 quarter credit hours
70 clock hours**

This course includes all requirements for the dental radiation safety certificate, including theory and practical experience. Students must perform two full-mouth survey studies on the dental manikin "DEXTER" and two additional studies using the digital processor this is, **followed by a total of four(4) full-mouth studies on real patients, one(1) with conventional x-ray, three (3) with digital x-ray.** Students also must pass a written examination with a minimum grade of 75%. (C grade)

Dental Office Financial Management 100 clock hours 5 quarter credit hours

Included within this course are bookkeeping exercises and utilization of the computer focusing on basic comprehension. Students learn insurance coding and completion of forms.

Chair-side Skills: 110 clock hours 5.5 quarter credit hours

This course involves instrument identification, their use and care. The actual practice of intra-oral skills on a "Typodont" to include: Application of Tofflemire Matrix, temporary cements, basis and liners, application of the rubber dam with clamps on prepared teeth, fabrication of temporary acrylic crowns, periodontic surgical dressing and mixing of various cement for dental restoration. This course includes the mobile cart and actual chair-side practice.

Dental Assistant Extern ship: 180 clock hours 6 quarter credit hours

This course involves practical application of skills to real-life situations and dental patients within a dental practice. The Student is able to apply his/her practical experience to Business Office, Sterilization (infection control) and chair-side assisting. The student is placed in an externship facility concurrent with classroom sessions.

Equipment utilized for training: Students have access to a dental intra-oral x-ray unit and processing equipment, the school has both wet processing and digital x-ray exposure and processing , dental patient treatment chairs, equipment such as portable suction and vacuum unit, dental typodonts, a full radiography phantom (Dexter), defibrillator for advanced life support and a computerized Autoclave.

Class schedule: Training is conducted Mondays through Friday.(externship included)

Additional requirements for a Dental Radiation Safety Certificate: to satisfy the requirement set forth from the Board of Dental Examiners, Committee on Dental Auxiliaries, State of California, each student needs to satisfactorily complete two manikin full mouth sets and four adult full mouth sets of dental radiographic studies, in addition successfully complete the academic portion of the program.

Certificate requirements: Satisfactorily, complete academic portion with no less than 75% "GPA", fulfill externship hours, fulfill dental radiation safety portion.

Certificate(s) awarded: * Dental Assistant
* Proficiency certificate awarded for "Dental Radiation Safety " upon completion of program.
* Infection Control and Dental Practice Act Certificate

Total Quarter Hours in Program:	41.5 quarter credit hours (900 clock hrs)
Length of Program:	9 Months (36 Weeks) 252 days (Calendar days)
Maximum time for completion:	1½ x = 13½ Months (54 Weeks) 378 days

Program Fees: Refer to the fee schedule

For statistical information please visit our web site at ccsce.org

**(Certificate In) X-RAY TECHNICIAN
PROGRAM DESCRIPTION
CIP Code: 29-2034**

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in radiographic examinations to be performed within the scope of the x-ray technician categories of Chest, Extremities and Torso skeletal anatomical areas of the body. Upon successful completion of training, the student will be eligible for an entry-level position as an X-ray Technician in a health care facility or Tech Assistant and to sit for the California Department of Public Health, Radiologic Health Branch Certification Examinations for X-ray Technician categories of Chest, Extremities and Torso Skeletal.

Prerequisite: Students enrolling in the x-ray technician program must have prior work experience or training in health occupations, and currently working in a facility where they can expose the clinical X-ray studies required. i.e., medical assisting, chiropractic assisting, or other related fields accepted by the school. Documentation of prerequisites are required for registration in this program.

Students must be currently working in a facility that has a medical X-ray machine.

X-ray Med. Terms., Med Ethics., & Patient Care: 20 clock hours 1.00 quarter credit hour
This course will provide the student with a general overview of human anatomy & basic medical terminology. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation related to x-ray. This course will also provide the student with the knowledge of ethical and legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented. This course will provide the student with methodologies of patient care. Routine and emergency patient care procedures are discussed.

Anatomy & Physiology: 20 clock hours 1.00 quarter credit hour
General basic human anatomy and physiology are presented in this course. Emphasis is put on the respiratory, and skeletal systems plus the other basic body systems are discussed.

Chest Radiography: 10 clock hours .5 quarter credit hour
This course will provide the student with the knowledge of the structure and function of the respiratory system and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed. There are lab. sessions held for Positioning Techniques.

Extremity Radiography: 30 clock hours 1.5 quarter credit hours
This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and related terminology are discussed. There are lab. sessions held for Positioning Techniques.

Torso-skeletal Radiography: 30 clock hours 1.5 quarter credit hours
This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified. There are lab. sessions held for Positioning.

General X-ray Laboratory: 38 clock hours 1.5 quarter credit hours

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of methods to reducing dose per exposure to patient, to personnel and to the general population; the student will learn effects of kilovoltage, milliamperage, filtration, distance and heel effect on radiographic contrast and detail ; plus will learn chemical image processing, use of step wedge, densitometer and sensitometer, digital image processing, appropriate menu selection, body part placement, pre & post processing, image receptor care including erasing and cleaning receptors. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety: 50 clock hours 3 credit hours

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radio biology and the effects of radiation are discussed. There is a computer lab. Involved in this section for exercises to be completed in some of the theory. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments. Specific topics included within the module are radiation biology, operator protection, maximum permissible dose, personnel monitoring, patient protection including pregnancy situations, and California radiation control regulations.

Radiological Physics: 20 clock hours 1 quarter credit hours

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

Principles of Radiographic Exposure 30 clock hours 2 quarter credit hours

This course will provide the student with knowledge of the factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is also covered. This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Equipment Operation, Q.A. and Q.C. 10 clock hours .5 quarter credit hour

Presented in the course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components on x-ray technical factors and radiographic quality is presented. Processor quality assurance/control is discussed.

Image Processing 10 clock hours .5 quarter credit hour

This course will provide the student with the knowledge to process radiographic film. Chemicals used with automatic film processing are presented and explained. Requirements for the processing area are identified. Processor quality assurance/control is discussed.

Pediatric, Geriatric Radiography & Image Eval. 10 clock hours .5 quarter credit hour

This course will provide radiographic exams that pertain to the pediatric patient and or geriatric patient. Also, provides the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs ,types and causes of artifacts, and procedure for performing retake analysis.

(Certificate in) **X-ray Technician/Medical Assistant**
Program Description
CIP Codes: 29-2034 and 31-9092

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in radiographic examinations to be performed under the scope of the permits of Chest, Torso skeletal, and Extremities categories, to train students to acquire satisfactory medical assisting skills, and demonstrate competence of clinical skills in injections, venipuncture and electrocardiography. Upon successful completion, the student will be qualified to assume an entry-level position of an X-ray Technician/Medical Assistant in a health care facility, Clinical Medical Assistant or Tech. Assistant. The graduate will be eligible to (1) to sit for the National Certifying Board for Medical Assistant Examination and, (2) to sit for the examination administered by The California Department of Public Health, Radiologic Health Branch for X-ray Technician in the categories of Chest, Extremities and Torso skeletal.

Medical Assisting Health Care Education: 220 clock hours 14.5 quarter credit hours

This course includes clinical medical assisting procedures for the health care assistant. Emphasis within the patient treatment setting of a health care facility is the focus. Basic Life Support from the American Heart Association (CPR) is included. The student will be prepared and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. The Infection Control section includes OSHA's Universal Precautions and Guidelines. A concentrated introduction to medical terminology arranged by systems of the body is included. The student will know the prefix, suffix and combining forms of words and identification for anatomical structures and their functions. Theory and practical application of procedures for administering injections, venipuncture, collection of specimens, capillary draws, blood glucose monitoring and urinalysis tests are also included.

X-ray Med. Terms., Med Ethics., & Patient Care 20 clock hours 1.00 quarter credit hour

This course will provide the student with a general overview of human anatomy & basic medical terminology. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation related to x-ray. This course will also provide the student with the knowledge of ethical and legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented. This course will provide the student with methodologies of patient care. Routine and emergency patient care procedures are discussed.

Anatomy & Physiology 20 clock hours 1.00 quarter credit hour

General basic human anatomy and physiology are presented in this course. Emphasis is put on the respiratory, and skeletal systems plus the other basic body systems are discussed.

Chest Radiography: 10 clock hours .5 quarter credit hour

This course will provide the student with the knowledge of the structure and function of the respiratory system and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed. There are lab. sessions held for Positioning Techniques.

Extremity Radiography: 30 clock hours 1.5 quarter credit hours

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and related terminology are discussed. There are lab. sessions held for Positioning Techniques.

Torso-skeletal Radiography: 30 clock hours 1.5 quarter credit hours

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified. There are lab. sessions held for Positioning.

General X-ray Laboratory: 38 clock hours 1.5 quarter credit hours

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of methods to reducing dose per exposure to patient, to personnel and to the general population; the student will learn effects of kilovoltage, milliamperage, filtration, distance and heel effect on radiographic contrast and detail ; plus will learn chemical image processing, use of step wedge, densitometer and sensitometer, digital image processing, appropriate menu selection, body part placement, pre & post processing, image receptor care including erasing and cleaning receptors. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

Radiation Protection and Safety: 50 clock hours 3 quarter credit hours

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radio biology and the effects of radiation are discussed. There is a computer lab. Involved in this section for exercises to be completed in some of the theory. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments. Specific topics included within the module are radiation biology, operator protection, maximum permissible dose, personnel monitoring, patient protection including pregnancy situations, and California radiation control regulations.

Radiological Physics: 20 clock hours 1 quarter credit hours

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

Principles of Radiographic Exposure 30 clock hours 2 quarter credit hours

This course will provide the student with knowledge of the factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is also covered. This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Equipment Operation, QA and QC 10 clock hours .5 quarter credit hour

Presented in the course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components on x-ray technical factors and radiographic quality is presented. Processor quality assurance/control is discussed.

Image Processing 10 clock hours .5 quarter credit hour

This course will provide the student with the knowledge to process radiographic film. Chemicals used with automatic film processing are presented and explained. Requirements for the processing area are identified. Processor quality assurance/control is discussed.

Pediatric, Geriatric Radiography & Image Evaluation
10 clock hours

.5 quarter credit hour

This course will provide radiographic exams that pertain to the pediatric patient and or to the geriatric patient. Also, this course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

Digital Radiography

20 clock hours

1 quarter credit hour

Digital Radiography is covered within this module, specific subjects covered are basic principles, image acquisition and errors, software, fundamentals of exposures, image evaluation, quality assurance and image display. Equipment care and quality assurance control are covered.

Clinical Extern ship:

712 clock hours

21 quarter credit hours

This consists of practical application to patient care within a health care facility. The student will complete practical training in a health care facility, using skills that have been learned and performed during his/her didactic training. This course also involves clinical training in a radiographic setting, allowing the student practical experience working with real patient situations that involve exposures of the human body. Quality assurance and quality control are emphasized by this extern ship training. Training is conducted Monday through Sunday. The student serves extern ship in medical facilities concurrent with classroom sessions.

California Department of Public Health - Radiologic Health Branch Certification, Requirement: to sit for State Board Examination, All students need to complete the following

Chest:	50 Radiographic Studies
Extremities:	100 Radiographic Studies (upper/lower 50 each)
Torso-skeletal:	200 Radiographic Studies

Graduates will receive a Certificate stating they have successfully fulfilled the requirements pursuant to the California Department of Public Health, Radiologic Health Branch, California Code of Regulations (CCR), Title 17, Section 30424 for Limited License X-ray Technician. The school will provide the application and supporting documents, the application does not ask for any criminal background information. First time test fees are included in your tuition. All students complete a review session with review exams and a review final. In order to be processed for the State Board Exam, students need to pass these with 85%.

Training is conducted Monday through Sunday. The student serves extern ship in a medical facility concurrent with classroom sessions. Students need to plan on traveling approximately 150 miles from San Luis Obispo County or from their home to fulfill the clinical X-ray requirements, **if applicable.**

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table are utilized. High quality cassettes, intensifying screens and film are used for the radiographic laboratory. A processing room, dark room with simulated wet processor, appropriate safe light, identification printer and new functional digital processor utilized. for labs. Additionally, there are a variety of radiographic phantoms utilized for positioning and exposure purposes. Full description would include energized x-ray machines, with buckys. including cassette holders for upright film, positioning blocks, sandbags, technique charts, calipers, x-ray view boxes, lead aprons, gonadal shields, other radiation protection devices, and densitometers for measuring density accuracy. During training students also have access to a computerized autoclave, EKG machines, automatic urinalysis machine, venipuncture training arms, defibrillator for advanced life support and fully equipped patient treatment simulation rooms.

Certificate Requirements: Satisfactorily complete the academic and competency portions with no less than 75% "GPA" and fulfill the clinical requirements.

Certificate(s) awarded: 1. X-ray Technician / Medical Assistant Program Completion
 2. Certificate of completion of permit categories
 3. Individual proficiency certificate awarded for "Injection/Venipuncture" upon completion of program

Program Total Quarter Credit Hours: 51 Quarter Credit Hours (1230 clock hrs)
Program Length: 12 Months (52 weeks) or 365 days (Calendar days)
Maximum completion time: 1½ x = 18 Months (78 weeks) 547 days

Program Fee: Reference Fee Schedule

Students may need to travel a minimum of 75 - 150 miles for clinical rotation for x-ray sites.

For statistical information please visit our web site at ccsce.org

(Certificate in) DIAGNOSTIC MEDICAL ULTRASOUND
CIP Code: 29-2032
Program Description

Educational Objective: To provide the didactic and scanning skills to enable the student to perform the duties and responsibilities of an entry-level diagnostic medical ultrasound technician in general abdominal and ob/gyn ultrasound, Clinical Medical Assistant or Tech. Assistant. The graduate should assume a responsible position as a medical sonographer and a member of the health care team in imaging centers, private physicians' offices, industry and government service. Upon graduation, the student will be qualified as an entry-level diagnostic medical ultrasound technician, clinical medical assistant or tech assistant. The graduate is also eligible to sit for the National Certifying Board for Medical Assistant Examination .

US.1 Medical Assisting Health Care Education. This section consist of the following:

Introduction to Health Care Profession	60 clock hours	4 quarter credit hours
Human Anatomy, Physiology & Medical Terminology	60 clock hours	4 quarter credit hours
Clinical Procedures & Lab. Application	130 clock hours	7.5 quarter credit hours
Health care Externship	180 clock hours	6.50 quarter credit hours

**US.2 Introduction to
Ultrasound Imaging: 128 clock hours 8 quarter credit hours**

The student will learn elementary principles, propagation of ultrasound through tissues, transducer construction and characteristics, utilization of pulse echo instrumentation principles of imaging, and how to store images for display. Lab. Included

**US.3 Theory of Physics Utilized in Ultrasound
Wave Imaging and Quality Control: 128 clock hours 8 quarter credit hours**

The student will be able to understand the physical principles of Doppler ultrasound and will be able to detect features and artifacts for interpretation and performance of routine examinations. The student will understand the components of quality. Lab. Included

US.4 Theory of Abdominal Images 128 clock hours 8 quarter credit hours

The student will gain an understanding of pathology involving normal compared to abnormal for the organs within the abdominal region specifically, liver, biliary tree, pancreas, urinary tract, spleen, retro peritoneum. The student will become familiar with the anatomy, tumors, cysts, abscesses, laboratory values, hematomas and generalized situations. Lab. Included

**US.5 Theory of Small Body
Parts and Images 128 Clock hours 8 quarter credit hours**

The student will gain understanding of pathology, and images involved for the small body parts of the thyroid, prostate gland, and breast areas. The student will become familiar with anatomy of this area, tumors, cysts and abscesses as they appear in this section. Lab. Included

US. 6 Theory of Obstetrical Images 128 clock hours 8 quarter credit hours

The student will learn and understand anomalies that are related to the pelvic anatomy and physiology, first trimester, gestational sac, placenta, pregnancy failure, masses and lesions and will understand the assessment of gestational age/maturity. Lab. Included

US. 7 Theory of Gynecological Images 128 clock hours 8 quarter credit hours

The student will learn the identification of pathology complications in relationship to intrauterine growth and understand gynecology in relationship to uterine masses, ovarian disorders, endometriosis, inflammatory disease and trophoblastic disease. Lab. Included

**US. 8 Ultrasound Clinical Scanning & Lab. This section consist of the following:
Beginner, Intermediate and Advanced performance of**

Ultrasound Clinical Scanning Lab.- Abdomen	100 clock hours	5 quarter credit hours
Ultrasound Clinical Scanning Lab.- Obstetrical	100 clock hours	5 quarter credit hours
Ultrasound Clinical Scanning Lab.- Gynecology	100 clock hours	5 quarter credit hours
Ultrasound Clinical Scanning Lab.- Small Body	100 clock hours	5 quarter credit hours

US. 9 Cross Sectional Anatomy 128 clock hours 8 quarter credit hours

This course involves basic, cross sectional , sonographic anatomy plus terminology associated with this section. This allows the student to view findings from the perspective of computerized cross sectional images and relate them to standard and sonographic anatomical positions of the organs in the body.

US.10 Pathology 128 clock hours 8 quarter credit hours

This course includes basic general anatomy with pathology of the human body. General and basic anatomical / pathological terms are presented to give the student an understanding of location for normal anatomical organs. This course covers in-depth study of diseases that can be distinguished by ultrasound imaging in sections of Abdominal, Small Body Parts, Ob. And Gyn areas.

Equipment that can be utilized at the school : There are full diagnostic imaging units with image printers available for student training. During training students also have access to a computerized Autoclave, EKG machines, venipuncture training arms, defibrillator for advanced life support and fully equipped patient treatment simulation rooms.

Certificate Requirements: complete the training program with a minimum of 75% "GPA".

Certificate(s) Awarded: *Diagnostic Medical Ultrasound
*Individual proficiency certificate for Injection/Venipuncture" awarded upon completion of program.

Program Total Quarter Credit Hours: 106 Quarter Credit Hours (1854 total clock hrs)

Length of Program: 18 Months (72 weeks) 547 days

Maximum time for completion: 1½ x = 27 Months (108 weeks) 820 days
(Calendar days)

Program Fees: Reference Fee Schedule. Training is conducted Monday thru Sunday.
(Medical Assisting Externship)

Within the 18 month period students should expect to have 463 hours of outside work, this amounts to 231 hours per 9 month periods. Each 9 month period equals an academic year .

*******Completion of this program does not qualify the graduate to immediately sit for the ARDMS Examination Category section...**

Please reference the ARDMS Website for specifics on applications and requirements

Students are eligible to take the Physics or SPI part of the ARDMS exam, when they have completed the Physics module of this program with a grade of 75% or better

Taking the ARDMS exam is voluntary and the fee is NOT part of the program tuition.

Students can also sit for the National Certifying Medical Assistant exam, (clinical and basic sections). This is voluntary the fee is NOT part of the program tuition.

The same program is taught at the Coalinga Branch location.

For statistical information please visit our web site at ccsce.org

**VUS. 8 Arterial Hemodynamics, Anatomy, and Physiology 5 quarter credit hours
80 clock hours**

This modular component includes Fluid Dynamics and Physical Principles, Arterial Anatomy of the Lower Extremities, A Hemodynamic Primer, and Arteriosclerosis.

**VUS. 9 Physiologic Arterial Testing-Lower Extremity 5 quarter credit hours
80 clock hours**

This modular component includes Lower Extremity Physiologic Testing, Patient History, Segmental Systolic Limb pressures, Ankle to Brachial Index (AHA) protocol, Pulse Volume Recording, PVR and VPR, Doppler Waveform Analysis, Exercise Stress Testing, Post Occlusive Reactive Hyperemia, and Abbreviated Efficient Arterial Protocols.

**VUS.10 Color Duplex Imaging: Lower Extremity Arteries 5 quarter credit hours
80 clock hours**

This modular component includes Goals of Imaging, Aorto-Iliac Segment, Femoral-Popliteal Segment, SFA-Popliteal Interpretation Criteria, Tibial Artery Segment, Aneurysms, Pseudoaneurysms and Arterial Bypass Grafts /Stents.

**VUS.11 Arterial Evaluation of the Upper Extremity 5 quarter credit hours
80 clock hours**

This modular component includes Upper Arterial Anatomy, Disease Processes, Baseline Exam, Thoracic Outlet Test, Cold Immersion Test-Raynaud's, Allen test for Palmer Arch Patency, Color Duplex Imaging-Subclavian and Hemodialysis Access Fistulas/ Grafts.

**VUS.12 Abdominal Doppler Fundamentals 5 quarter credit hours
80 clock hours**

This modular component includes The abdominal Vascular System, Abdominal Aorta, Imaging Methods, Renal Doppler, Renal Vascular Anatomy, Direct and Indirect Technique, Renal Fibromuscular Dysplasia, Renal Doppler, Transplants, Mesenteric Doppler, Mesenteric Anatomy, Portal System, Portal Hypertension, Hepatic Veins, Budd-Chiari Syndrome.

VUS.13 Other Imaging Modalities 60 clock hours 3.5 quarter credit hours

This modular component includes Quality Assurance, and Other Imaging Modalities that can be used to study Vascular Diseases and Conditions..

Certificate Requirements: complete the training program with a minimum of 75% "GPA"
Certificate Awarded: Diagnostic Medical Vascular Ultrasound

Program Total Quarter Credit Hours: 60 Quarter Credit Hours (Total clock hours 966)
Length of Program 9 Months (36 weeks) 252 days (Calendar days)
Maximum time for completion: 1 ½ = 13.5 Months (54 weeks) 378 days

Note: Prerequisite: Students need to have completed the Diagnostic Medical Ultrasound program. Limited capacity enrollment .

Program Fees: Reference the fee schedule. Training is conducted Monday thru Saturday.

Branch Location , offers the same programs. 139 N. 5th St. Coalinga, Ca.,

For statistical information please visit our web site at ccsce.org

Central California School of Continuing Education
2021 Veterans Addendum

Instructional Schedule: All programs must be completed within their originally contracted length of time.

Credit Evaluation Policy: CCSCE will evaluate all previous education and training. Credit will be granted when appropriate.

Credits allowed will be recorded on the enrollment agreement and the length of the course shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process within their file.

Each student must provide the school with (1.) An official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form in a timely fashion not to exceed 25% of the program.

Progress Policy: Progress will be monitored monthly for student receiving veterans benefits. If the cumulative grade falls below 75% at the end of any given evaluation period, the student will be placed on probation for a period of one month. If the student's cumulative grade is not raised to above 75% by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

Conditions for Re-entrance: If the school director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Signature of School Official: _____

Date: _____

Name and Title of School Official (Printed)

Student:

I received and understand the Policies Stated Above:

Student Name: _____ Printed

Student Signature: _____

Date: _____

Copy of this page will be kept in the student's file.

Student Tuition Recovery Fund

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

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

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

To be eligible you for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid 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 chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or location of the institution within 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 location of the institution more than 120 days before 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 the 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 or 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 the recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than (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."

School Catalog

The school's policy for providing a prospective student with a catalog is when the student attends the "mandatory" orientation meeting. CCSCE's policy for updating the catalog is any new changes implemented prior to publication date will be announced to the student body as soon as the school receives notice. Addendums subsequent to catalog publication will have a revision date. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school's "Performance Fact Sheet", which must be provided to you prior to signing an enrollment agreement.

2021 FEE SCHEDULE

Registration Fee \$75.00 Non refundable

<u>PROGRAM</u>	<u>FEE</u>
Certificate in Dental Assistant	\$9,800.00
Certificate in Medical Assistant	\$9,800.00
Certificate in X-ray Technician /Med Assistant	\$14,000.00
Certificate in X-ray Technician	\$13,000.00
Certificate in Diagnostic Medical Ultrasound (2 Parts)	\$18,240.00 (\$9,120.00 per 9 mo. part)
Certificate in Diagnostic Medical Vascular Ultrasound	\$12,000.00

Registration dates will be provided at orientation

THE SCHOOL'S LIST OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE AND THE ESTIMATED SCHOOL ENROLLMENT OR TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE THE SAME.

Certified Medical Assistant Exam, add to the Medical Assistant Program	\$ 100.00
X-ray State Board, add to the X-ray Technician Program	\$ 500.00
X-ray Technician/Medical Assistant Program add both testing fees	\$ 600.00

ADDITIONAL FEES THAT ARE OPTIONAL TO THE STUDENTS TAKING EITHER DIAGNOSTIC MEDICAL ULTRASOUND OR DIAGNOSTIC MEDICAL VASCULAR ULTRASOUND PROGRAMS:

ARDMS Physic or SPI exam (if applicable) \$ 200.00

This fee is approximate, the agency administering the exam can change the fee at any time. Please contact them for exact fees.

THE FOLLOWING APPLIES:

1. REPLACEMENT OR REPAIR OF NAME BADGE ADDITIONAL FEE IS \$25
2. REPLACEMENT RADIATION BADGE FOR X-RAY SECTION FEE IS \$75
3. REPLACEMENT RADIATION MARKERS FEE IS \$75

