



Bureau for Private Postsecondary Education
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Catalog Checklist

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|--|-------------------------------------|
| Name of Institution: Associated Technical College | Application #: |
| Reviewer Name: | Institution Code: 1901191 |

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

1. Under “Catalog Page No.” write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write “N/A.”
2. In your institution’s catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding “Item No.” on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

| Item No. | Catalog Minimum Requirements The Catalog shall contain CEC §94909 (§ references the section of the CEC and 5, CCR) | Review #1 | Review #2 |
|----------|---|------------------|------------------|
| | | DATE | DATE |
| | | Catalog Page No. | Catalog Page No. |
| 1 | Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908) | X | X |

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| 2 | <p>Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. Provide a separate statement confirming your catalog is updated annually.</p> <p>(5, CCR §71810(a))</p> | X | X |
| 3 | <p>Provide a separate statement indicating how you provide your institution's school catalog to a prospective student and any interested person.</p> <p>(CEC §94909(a) and §94909(c))</p> | X | X |
| 4 | <p>The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution.</p> <p>(CEC §94909(a)(1))</p> | 1 | |
| 5 | <p>The catalog shall specify the address or addresses where class sessions will be held.</p> <p>(CEC §94909(a)(4))</p> | 6 | |
| 6 | <p>The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog.</p> <p>(5, CCR §71810(b)(1))</p> | 1 | |
| 7 | <p>The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.</p> <p>(CEC §94909(a)(2) and §94897(l)(1)(2))</p> | 2 | |
| 8 | <p>The catalog shall contain a statement specifying whether or not the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).</p> <p>(CEC §94909(a)(12))</p> | 32 | |

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| 9 | <p>The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B))</p> <p>"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."</p> | 3,32 | |
| 10 | <p>The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5, CCR §70000(q) and (r) and §71810(b)(2))</p> | 4-5 | |
| 11 | <p>The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction that demonstrates compliance with 5, CCR §71735. (5, CCR §71735 and §71810(b)(9))</p> | 6,30 | |
| 12 | <p>The catalog shall contain a description of library and other learning resources and the procedures for student access to those resources that demonstrates compliance with 5, CCR §71740. (5, CCR §71740 and §71810(b)(10))</p> | 32 | |
| 13 | <p>The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A))</p> <p>"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (insert address *), (insert web site address*), (insert telephone and fax numbers*)."</p> <p>*The following may be used for inserts: Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897</p> | 16, 32 | |

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| 14 | <p>The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C))</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (insert toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's internet Web site (insert internet Web site address)."</p> <p>*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov</p> | 16,32 | |
| 15 | <p>The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15))</p> <p>"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR "The transferability of credits you earn at (insert name of institution) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (insert degree, diploma, or certificate) you earn in (insert name of educational program*) is also at the complete discretion of the institution to which you may seek to transfer. If the (insert credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (insert name of institution) to determine if your (insert credits or degree, diploma or certificate) will transfer."</p> <p>*If institution offers more than one educational program, "the educational program" may be inserted.</p> | 9 | |
| 16 | <p>If the institution has received a provisional approval and is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. <i>See 5, CCR §71775(a) for the full text of the law for required language.</i> (5, CCR §71775(c)(1))</p> <p>If an approved unaccredited institution is offering an unaccredited degree program, the catalog shall contain the specific required language regarding the Notice to Prospective Degree Program Students. <i>See 5, CCR §71775.5(a) for the full text of the law for required language.</i> (5, CCR §71775.5(c)(1))</p> | N/A | |

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| 17 | <p>The catalog shall contain: admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests, requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. <i>If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</i> (CEC §94909(a)(8)(A), and 5, CCR §71770)</p> | 3,9 | |
| 18 | <p>The catalog shall contain the institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay. (5, CCR §71810(b)(7) and 5, CCR §71770(c))</p> | 31 | |
| 19 | <p>If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges. (5, CCR §71810(b)(3))</p> | 31 | |
| | <p>The catalog shall contain language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost. (5, CCR §71810(b)(4))</p> | 3,5 | |
| | <p>The catalog shall contain whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted. (5, CCR §71810(b)(5))</p> | 3,5 | |
| 20 | <p>The catalog shall contain: a description of the programs offered and a description of the instruction provided in each of the courses offered by the institution, the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion. (CEC §94909(a)(5))</p> | 19-29 | |

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| 21 | <p>The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.</p> <p>(CEC §94909(a)(6))</p> | 14 | |
| 22 | <p>The catalog shall contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.</p> <p>(CEC §94909(a)(16))</p> <p>If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>(A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.</p> <p>(B) A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.</p> <p>(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.</p> <p>(CEC §94909(a)(16) and §94897(p))</p> | N/A | |
| | | <p>A) N/A</p> <p>B) N/A</p> <p>C) N/A</p> | <p>A)</p> <p>B)</p> <p>C)</p> |
| 23 | <p>The catalog shall contain the schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program. "Total charges" means the sum of institutional and noninstitutional charges.</p> <p>(CEC §94870 and §94909(a)(9))</p> | 30 | |
| 24 | <p>The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF.</p> <p><i>See 5, CCR §76215 for the full text of the law for required language.</i></p> <p>(CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))</p> | 15 | |

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| 25 | The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919). (CEC §94909(a)(8)(B), §94919, §94920, and 5, CCR §71750) | 6,13,16-18 | |
| 26 | The catalog shall contain information regarding the faculty and their qualifications. (CEC §94909(a)(7) and 5, CCR §71720) | 34 | |
| 27 | The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs. (CEC §94909(a)(10)) | 2,6-8, 32 | |
| 28 | The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11)) | 8 | |
| 29 | The catalog shall contain the institution's policies and practices, including required disclosures, regarding ANY form of financial aid. (5, CCR §71810(b)(6)) | 2,6-8,13,16-18 | |
| 30 | The catalog shall contain the institution's standards for student achievement. (5, CCR §71810(b)(8)) | 12,14 | |
| 31 | The catalog shall contain attendance policies. (CEC §94909(a)(8)(D)) | 11 | |
| 32 | The catalog shall contain probation and dismissal policies. (CEC §94909(a)(8)(C)) | 13 | |

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| 33 | The catalog shall contain leave-of-absence policies. (CEC §94909(a)(8)(E)) | 11 | |
| 34 | The catalog shall contain policies on student rights, including the procedure for addressing student grievances. (5, CCR §71810(b)(14)) | 16 | |
| 35 | The catalog shall contain a description of all student services. (5, CCR §71810(b)(12)) | 32 | |
| 36 | The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (CEC §94909(a)(13)) | 5 | |
| 37 | The catalog shall contain housing information to include all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non- residential" does not satisfy this subparagraph. (5, CCR §71810 (b)(13)(A)(B)(C)) | A) 32 | A) |
| | | B) 32 | B) |
| | | C) 32 | C) |
| | | | |
| 38 | The catalog shall contain policies on the retention of student records that demonstrates compliance with CEC §94900 and 5, CCR §71920. (CEC §94900, 5, CCR §71810 (b)(15) and §71920) | 12 | |
| 39 | In order to report gainful employment of its graduates, the institution must identify, in its catalog, the job classification(s) each program prepares its graduates for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3)) | 2,19,22,25,26,28 | |
| 40 | If the institution offers distance education, the catalog shall contain the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation. (5, CCR §71810 (b)(11)) | N/A | |

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| 41 | <p>After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on the homepage of that Internet Web site clear and conspicuous links for all of the following:</p> <p>(1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. (5) The institution's most recent annual report submitted to the bureau.</p> <p>An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913 and 5, CCR §74117)</p> <p>If the institution has received a provisional approval and is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. See 5, CCR §71775 for the full text of the law for required language. (5, CCR §71775(c)(2))</p> <p>If an approved unaccredited institution is offering an unaccredited degree program, the website shall contain the specific required language regarding the Notice to Prospective Degree Program Students. See 5, CCR §71775.5 for the full text of the law for required language. (5, CCR §71775.5(c)(2))</p> | <p>Compliant?</p> <p>1) Yes 2) Yes 3) Yes 4) Yes 5) Yes</p> <p>N/A</p> <p>N/A</p> | <p>Compliant?</p> <p>1) 2) 3) 4) 5)</p> |
| X | <p>Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5, CCR §74112)</p> | <p>Please provide your SPFS</p> | <p>Please provide your SPFS</p> |

To the best of my knowledge, I declare that the information submitted is true and correct.

Christine Preciado

Signature

11/29/2022

Date

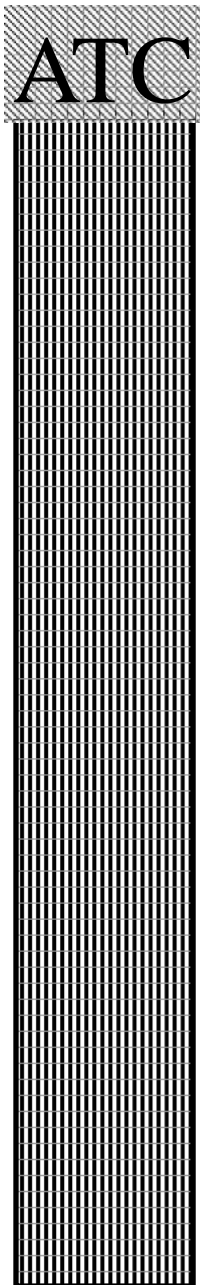
Christine Preciado (Director)





Printed Name and Title

ASSOCIATED TECHNICAL COLLEGE

1670 Wilshire Blvd. Los Angeles, CA 90017 4
 (213) 353-1845 Phone | www.atcla.edu

School Catalog 6
 January 1, 2021 – December 31, 2021



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Accreditation and Approvals Statement

Associated Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Proof of Institutional Eligibility, Licensure, and Accreditation may be reviewed in the office of the Director of the School during regular business hours. 7

Associated Technical College is a private institution is approved to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. ATC under section 94802(a) of CPPEA, will by operation of law, be approved until August 31, 2023. Approved to operate means compliance with state's minimum standards as set forth in this Act. The Act is administered by the Bureau of Private Postsecondary Education. Approval to operate by the bureau, and that approval to operate means compliance with state's standards as set forth in the CEC and 5, CCR. The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Affairs. The Bureau for Private Postsecondary Education can be reached at 1747 N. Market Blvd., Ste. 225 Sacramento, CA 95834, (888) 370-7589.

Associated Technical College is under the terms of California Education Code (CEC) Section 94890(a) (1) will be in operation and it's approved to offer the programs as follow:

Medical Assistant CIP: 51.0801, SOC: 31-9092

Phlebotomy Training CIP: 51.1009, SOC: 31-9097 39

Home Health Care Aide CIP: 51.2602, SOC: 31-1121

Home Health Care Vocational Aide CIP: 51.2602, SOC: 31-1121

Home Health Care Vocational Aide, Certified CIP: 51.2602, SOC: 31-1121

Medical Assistant (MA) is taught in thirty (30) weeks and consists of 720 Clock Hours of lecture and hands-on laboratory practice plus at minimum of 180 hours of required homework. A total of 900 hours consist of lecture, lab and homework as stated above. This course carries 24 Semester Credits Hour. Instruction is in residence with a facility occupancy level accommodating 420 students at any one time.

Phlebotomy Training (Certificate) is taught in (3) weeks is 100 clock hours, 60 of which is conducted at the School and 40 of which is conducted at an externship site. A minimum of 40 hours will be spend in a practical training externship at the conclusion of weeks 3 weeks.

Home Health Care Vocational Aide (HHVCA) is taught in twelve (12) weeks and consists of 288 Clock Hours of lecture and hands-on laboratory practice plus a minimum of 72 hours of required homework. Home Health Care Vocational Aide carries 10 Semester Hour Credits.

Home Health Care Vocational Aide, Certified (HHVCA, Certified) is taught in twelve (12) weeks and consist of 75 lecture, 141 Lab and 72 externship, plus a minimum of 72 hours of required homework Home Health Care Vocational Aide, Certified carries 8 Semester Hours Credits.

Home Health Care Aide (HHCA) is taught in thirty (30) weeks and consist of 720 Clock Hours of lecture and hands-on laboratory practice plus at minimum of 180 hours of required homework. A total of 900 hours consist of lecture, lab and homework as stated above. This course carries 24 Semester Hour Credits.

The School currently has available certain financial aid programs to assist qualified applicants in meeting their tuition expenses. The aid available is discussed under 'Financial Aid' elsewhere in the catalog. 27 29

The Medical Assistant program qualifies for Federal Pell Grants; Federal Supplemental Educational Opportunity Grants, Federal Subsidized and Unsubsidized Direct Student Loans, Federal PLUS loans Extended Payment Plans (RIC).

College Catalog and Enrollment Agreement Statement

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

School History

Associated Technical College, located at 1670 Wilshire Boulevard, Los Angeles, California 90017, was founded in 1967 as the Career Academy. Career Academy was acquired by the National Institute of Arts and Sciences in 1969 and by Associated Colleges of California in 1973. The school was purchased by and became a division of Diversified Education Company on January 1, 1975.

Admission Requirements and Procedures

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Applicants seeking admission to the School must be high school graduates or be in possession of a G.E.D. certificate or be able to pass a Wonderlic Ability-to-Benefit test (ATB). The cut-off score for the ATB test is 200 for verbal, and 210 for math. They must also be beyond the age of compulsory high school attendance (18 or over).

Any documentation that is required for admission (e.g. high school diplomas, school transcripts) which originates from a foreign country will be certified as equivalent to a US high school diploma and translated into English where needed. The Records department will have this performed prior to enrollment and at the School's expense. All non-U.S. transcripts for Phlebotomy Training Program must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). For phlebotomy training program students would need to have high school diploma, GED or Foreign Transcript evaluated.

Employers conduct background checks and use pre-employment screening methods to avoid hiring and training new employees who are not suitable for the job. We have listed a few standard background and screening methods, but there are many more techniques available to employers: Background Check, Criminal Background Check, Credit Report, Standard Screening Tests, Drug Testing, and Driving History Records.

An employment background check may include education verification, review of work history, verification of Social Security number, review of any criminal history, and review of your credit history. Typically, your criminal history and credit reports are the most requested information. Employers who offer jobs with driving requirements may conduct a check of your driving history record. A negative result during the background check, driving history record, or drug test may disqualify you for employment with certain employers. Diversified Education Company, Inc. does not exercise control over any employers' pre-employment screening process or any resulting decision-making process by prospective employers. Please make sure you discuss any negative record with prospective employers. Due to specific industry requirements there may be additional admissions requirements for acceptance into a program. See the description of specific courses for additional details.

The school has no policy requiring vaccinations on certain programs.

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ATC does not offer English as a Second Language Courses. Proficiency in reading and writing in English is required to be able to participate and benefit from the training programs offered, since all classes are conducted in English language. The School establishes this proficiency via the multiple in-person interviews, ability to read and complete enrollment forms and the evidence of completing high school or obtaining a General Education Diploma (GED).

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students or their areas of specialization. Tuition, fees and other charges are also subject to change without notice, but such changes will not be imposed retroactively.

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 9 AM to 6 PM Monday through Friday, or by appointment. One of our Admissions Advisors will guide you through the following steps:

- ◆ Helping you choose from the courses available
- ◆ Showing you our facilities and equipment
- ◆ Arrange for an appointment with a Financial Aid Officer to help you plan for paying for your course.
- ◆ Submit the Enrollment Agreement to the School Director or his/her designee for final approval

The Admissions Process is composed of the following steps:

1. Complete the Entrance Application
2. Meet with an Admissions Advisor
3. Tour the facilities
4. Attend an interview with a Financial Aid Office
5. Sign the Enrollment Agreement
6. Attend an Orientation session

Institutional Philosophy and Mission Statement

10

The school's philosophy is that education needs to be accessible and affordable to all. Our institutional objective is to provide results-oriented training programs to help the student develop the quality job skills needed for success in career areas offering long-range opportunities. Our programs are designed to put the student in the job market as quickly as possible consistent with the amount of training needed to gain employment. We provide hands-on, practical (learn-by-doing) training in fields where there is a demand for qualified entry-level employees. Flexible morning, afternoon and evening schedules allow students to finish their training even if employed before graduation.

The Medical Assistant program's mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the medical field as a medical assistant.

The Home Health Care Aide programs mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the field of home health care.

The Home Health Care Vocational Aide mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the field of home health care.

The Home Health Care Vocational Aide, Certified mission is to provide vocational training to individuals who wish to become gainfully employed as home health aides in assisted living facilities, hospice, and home environments that require certification in order to qualify for Medicare funding.

The Phlebotomy Training mission is provide training to individuals seeking a certification as a "Certified Phlebotomy Technician," which is designed and coordinated to both teach them the technical knowledge, as well as various procedural elements of basic and advanced phlebotomy. This includes both the collection of blood specimens and venipuncture; these are part of the necessary requirements to become a Phlebotomy Technician. This Phlebotomy program is developed for students who want to not only become employed or enhance their careers, but also those interested in entering a new field or beginning a career in the medical field to become a Phlebotomy Technician.

Educational Objectives

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The Medical Assistant graduate will be able to perform front and back office tasks, such as setting up and maintaining medical records, prepare patient files for billing and collections, take vital signs, perform venipuncture, perform EKG's and other related duties that pertain to the medical office. Graduates will also learn home health services, hospice and restorative care. Graduates will be able to work in doctor's offices, hospitals, labs, outpatient clinics, chiropractic offices, acupuncture offices, physical therapy clinics, hospice care, and assisted living communities and in a one-on-one home care setting. Job placement statistics and employer satisfaction surveys are used to measure the effectiveness of these objectives.

The Home Health Care Aide, graduate will be able to perform tasks such as changing occupied/non occupied beds, homemaking services, elder care, infection control, bathing, female perineal care, male perineal care, routine oral hygiene, denture care, applying a transfer or gait belt, positioning bedridden clients, wheelchair transfers, dressing/undressing clients, range of motion exercises, mobility with crutches, walkers and canes, circulatory system treatment, respiratory system treatment, cancer care, administering CPR and nursing care

(taking blood pressure, measuring weight and height, taking pulse, using bed pans, portable commodes, urinary catheter, caring for dentures, finger stick blood sugar, treating terminally ill, dementia and Alzheimer's clients).

The Home Health Care Vocational Aide, graduate will be able to perform tasks such as changing occupied and unoccupied beds, homemaking services, elder care, infection control, bathing, female perineal care, male perineal care, routine oral hygiene, denture care, applying a transfer or gait belt, positioning bedridden clients, wheelchair transfers, dressing/undressing clients, range of motion exercises, assisting clients with the use of mobility aids (e.g. crutches, walkers, and canes), using bed pans/portable commodes, and taking and recording vital signs. An ATC Home Health Care Vocational Aide student will also acquire skills that will assist them in performing a variety of duties that may be assigned to them, under the supervision of a doctor or nurse, including measuring blood pressure or pulse, measuring weight and height, caring for a patient with a urinary catheter, and assisting with finger stick blood sugar tests. The graduates will also be educated in how to work with clients who are terminally ill, or suffering from Alzheimer's.

The Home Health Care Vocational Aide, Certified, graduate will be able to perform task such as changing occupied and unoccupied beds, homemaking services, elder care, infection control, bathing, female perineal care, male perineal care, routine oral hygiene, denture care, applying a transfer or gait belt, positioning bedridden clients, wheelchair transfers, dressing/undressing clients, range of motion exercises, assisting clients with the use of mobility aids (e.g. crutches, walkers, and canes), using bed pans/portable commodes, and taking and recording vital signs. An ATC Home Health Care Aide student will also acquire skills that will assist them in performing a variety of duties that may be assigned to them, under the supervision of a doctor or nurse, including measuring blood pressure or pulse, measuring weight and height, caring for a patient with a urinary catheter, and assisting with finger stick blood sugar tests. The graduates will also be educated in how to work with clients who are terminally ill, or suffering from dementia and Alzheimer's.

The Phlebotomy Training, graduates will be able to perform task such as drawing blood from patients, talk with patients to help them feel less nervous about having their blood drawn, verify patients identity to ensure proper labeling of the blood, Label the drawn blood for testing or processing, enter patient information into a database, assemble and maintain medical instruments such as needles, test tubes, and blood vials and keep work areas clean and sanitary.

Job Placement Assistance Services

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The ultimate goal of your training at ATC is to obtain a job in the field you have chosen. To assist you in this goal, our Job Placement Assistance Department will help you look for a job and prepare you for your job interview. Your job search should begin no less than six weeks prior to your scheduled graduation. The Job Placement Assistance Department will teach you how to search and apply for a job and will assist you in the preparation of a resume which will present you to prospective employers in a professional manner.

As you near graduation, you will be directed to potential employers and job opportunities which have been developed by the Job Placement Assistance Department. Searching for a job must be approached in a positive manner. Your search includes going on interviews set up by the Job Placement Assistance Department and on your own. Finding the right job for you is your responsibility and depends on your effort and commitment to the task. The Job Placement Assistance Department will work with you to assist you with the process. Remember, however, the School cannot guarantee you a job.

You must inform the Job Placement Assistance Department once you have secured employment. From time to time you will receive follow up communication from the Job Placement Assistance Department. Remember that job placement assistance for our graduates is an on-going process with no time limit imposed. All inquiries, questions and concerns regarding job placement and job placement assistance should be directed to the School's Job Placement Assistance Department, or the School's Director.

English as a Second Language (ESL)

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Associated Technical College does not offer English as a Second Language (ESL) Courses. However, if needed, ESL courses can be taken at our sister school, Diversified Vocational College, which is separately accredited and approved.

Student's Right to Cancel 25

You have the right to cancel your enrollment agreement including equipment such as books, materials, and supply, or any other goods related to the instruction offered in the Agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh business day after enrollment, whichever is later.

Cancellation shall occur when you give notice of cancellation at the address of the school shown at the top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or email. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. If you cancel this agreement, the school will not charge institutional charges; however, the school will retain the non-refundable \$75.00 registration fee and you may keep any uniform that you have received.

Cancellation is not possible after the window periods described above. See the Withdrawing from your Course and Tuition Refund Policy sections for information about withdrawal from the school.

Cancelling All or Part of your Direct Loan 27 29

You may cancel all or part of your loan before it is disbursed. After the loan is disbursed within 14 days after the school notifies you that it has credited loan money to your account you may cancel all or part of your loan that was credited to your account. The school will return the cancelled loan amount to the lender. You do not have to pay interest or a cancellation fee if you cancel within this time frame. Obtain the form for making this request from your financial aid officer. The school may refund the loan beyond the 14-day period if it decides that the exception is warranted.

You have 120 days from the date the school credited your account to cancel your loan by paying the amount directly to the lender. Contact the Direct Loan Servicing Center for guidance on how and where to return the money. You do not have to pay interest or the loan fee on the amount returned. Your financial aid officer will assist you in returning the money, if requested.

School Facilities 5 11

The School maintains separate air-conditioned laboratories and classrooms for each of our courses and has both the facilities and the equipment to meet the need for 'hands on' practical experience. Each classroom is equipped with specialized and supportive materials to enrich and broaden your knowledge and training. Classrooms and labs are equipped for a maximum class size of 35 students. Classes are held at 1670 Wilshire Blvd., Los Angeles, CA 90017.

A list of equipment used in each course taught at this campus is provided at the back of this catalog. Consult the Index for page number.

Office Hours

The school's business offices are open from 8:00 a.m. to 6:00 p.m. Monday-Friday and 6:00-10:30 p.m. by appointment only.

Associated Technical College is owned and operated by Diversified Education Company, 1670 Wilshire Blvd., Los Angeles, CA 90017—A California Corporation. Samuel Romano, President; Mercedes Bombino, Vice President; Lena Romano, Board Member. Classes are held at the campus located at 1670 Wilshire Blvd., Los Angeles, CA 90017.

Non-Discrimination Statement/Title IX

Associated Technical College, in compliance with Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, sexual orientation, gender identity or failure to conform to stereotypical notions of masculinity or femininity, part or full-time status, age or handicap in its employment, admissions, or educational programs. Access is provided for the physically handicapped or disabled to attend classes. Access is provided to restrooms and classrooms. A waiver is required to release the School from providing placement in positions where the student is physically unable to perform required duties.

Orientation

You will attend an Orientation session as part of the enrollment process.

Job Certifications

No certification is required to be employed as a Medical Assistant, Home Health Care Aide, Home Health Care

Vocational Aide, Home Health Care Vocational Aide, Certified for which our courses train you. To individuals who wish to become gainfully employed as home health aides in assisted living facilities, hospice, and home environments that require certification in order to qualify for Medicare funding. Almost all employers prefer to hire phlebotomists who have earned professional certification.

Tuition & Other Charges

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The Medical Assistant program is eligible for federal financial aid. The Home Health Care Vocational Aide, Home Health Care Vocational Aide, Certified and Phlebotomy Training program are not eligible for federal financial aid.

Tuition charges may be found with each course description. (Page 24). Tuition includes the cost of books and supplies required for the course. It does not cover room and board, transportation or incidental expenses

Several ways can be arranged for payment of your tuition such as Federal financial aid and private loans for those who qualify; the School's extended payment plan or Diversified Education Company loan.

In addition to Tuition, each accepted applicant pays a \$75.00 Registration fee. This fee is not refundable after the date for a complete refund occurs. (See Refund Policy).

Students may find it desirable to purchase additional, miscellaneous supplies, such as notebooks, paper, pens and pencils, etc. generally not exceeding an additional \$100 in cost. These supplies are not included in tuition and are not sold by the School.

A fee of \$100.00 may be charged when a student re-enters after dropping or being dropped under conditions listed under "Termination." The Director may waive this fee if circumstances warrant.

Room and board and transportation to and from School are not included in the Tuition charge. These costs vary widely depending on the individual student's situation. Typically, a student will incur the same room and board costs as those that exist for him or her prior to enrollment. Apartments in the area around the school are typically \$800 a month, and up. While the school provides information on housing, it does not own or have a dormitory under its control. Transportation costs will vary from approximately \$3 per day for bus fare to the cost of providing transportation by car or other means, including parking fees.

Financial Aid Programs

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The amount of financial aid for which a student qualifies is based on the Education Budget as determined by the institution. For the Medical Assistant program [only] this includes:

- ◆ **Independent** students, the budget used is as follows: Tuition and Fees: \$17,000.; Books and Supplies: \$350; Personal Expenses: \$1,750; Room and Board: \$9,500; Transportation: \$1,440; Total budget \$30,040.00
- ◆ **Dependent** students, the budget used is as follows: Tuition and Fees: \$17,000; Books and Supplies: \$300; Personal Expenses: \$1,750; Room and Board: \$4,200; Transportation: \$1,440.50. Total budget \$24,690.50.

This figure is calculated from information provided by you in the (FAFSA) Free Application for Federal Student Aid. To determine the maximum amount of financial aid that may be awarded, the expected family contribution is deducted from the amount of the budget to determine the amount for which the student is eligible. Eligibility may be greater than the amount of funds actually available.

Associated Technical College is eligible to provide Federal financial assistance for the Medical Assistant program to those who qualify under each of the following programs.

1. **FEDERAL PELL GRANT PROGRAM.** This program awards money to eligible undergraduate students who qualify. The grant does not have to be repaid. Pell Grants are need-based grants. The amounts are determined by the student's expected family contribution (EFC), and the cost of attendance. Students must file the Free Application for Federal Student Aid (FAFSA) to determine the amount of eligibility. The FAFSA is required for all need-based programs.
2. **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG).** This program provides funds for undergraduate students who demonstrate exceptional financial needs. The institution receives a fixed amount each year from the U.S. Dept. of Education which provides 75% of the grant. The institution matches this grant with 25% of its own funds. This need-based program gives priority to students with the lowest expected family contributions (EFC's) and who are already recipients of the full Federal Pell Grant Program. Funds are awarded throughout the fiscal year and the amount available may vary based on variations in Enrollment. Grants usually range from \$200 to \$500 and are distributed in two payments by vouchers credited to the student tuition account. Funds do not need to be repaid. A limited amount of FSEOG funds are made available

to the school yearly. Recipients and amounts are determined by the Financial Aid Office.

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3. William D. Ford Federal Direct Loan Program for eligible students. Direct Loan Programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized, and Direct Plus Loans.

➤ Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U. S. Department of Education. The interest is paid by the federal government while students are in school.

➤ Direct Unsubsidized Loan

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

➤ Direct Parent Loan for Undergraduate Student (PLUS)

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct Plus Loans to eligible borrowers through schools participating in the Direct Loan Program.

4. EXTENDED PAYMENT PLAN. Some students may qualify to participate in the School’s Extended Payment Plan Retail Installment Contract (RIC). Based on the amount of balance owed, students may be scheduled to pay off the balance due prior to graduation on a monthly payment schedule, or will be granted extended a payment plan extending beyond graduation. These payment plans are without interest, however, the School reserves the right to charge up to 5% of the past due amount if payment is not made within 10 days of the due date, not to exceed a total of \$5.00 per defaulted payment. In case of withdrawal, the refund policy will apply and the amount due will be reduced according to the refund calculation. Any balance due will be paid at the rate of \$50.00 per month until paid beginning one month from the date of withdrawal. Monthly payments begin after the student is graduated, or withdraws. Payments are made on the student ledger as they are made.

Applications for assistance under the above Programs may be obtained from the Financial Aid Office. Campus-based awards (for FSEOG funds) are made on an individual basis considering individual needs and resources. Funds for this program are limited.

The Home Health Care Vocational Aide and Home Health Care Vocational Aide, Certified, Phlebotomy Training program does not qualify for federal financial aid.

Method and Frequency by which financial aid is disbursed

ALL FEDERAL RELATED STUDENT AID is disbursed by crediting the student’s tuition account once per semester. Students are notified when accounts are credited.

Requirement to Repay Loans 28

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

Clock Hours and Credit Hours

| Program | Clock Hour | Credit Hour | Credential |
|---|------------|-------------|-------------|
| Home Health Care Aide | 720 | 24 | Diploma |
| Medical Assistant | 720 | 24 | Diploma |
| Home Health Care Vocational Aide | 288 | 10 | Certificate |
| Home Health Care Vocational Aide, Certified | 288 | 8 | Certificate |
| Phlebotomy Training | 100 | 0 | Certificate |

Credit for Prior Training **17**

Associated Technical College will allow transfer of applicable credit which meets the school's criteria. Applicants seeking to transfer credits must provide all documents needed for the school to make a determination. Not all credits earned at another college may be transferrable and limitations are placed on the number of credit hours the school may accept. Please read the entire list of requirements before deciding whether to attempt a transfer.

Transfer credits may be applied toward graduation requirements but the grades earned on those transferred credits are not used in determining the student's final GPA. Only those grades earned at Associated Technical College reflect the final GPA. Only successful completion of courses that apply to the program you have chosen at this school may be transferred. The school does not provide challenge examinations.

Transfer of credit criteria include:

1. The applicant must first meet the school's admissions requirements
2. Credits will only be accepted from a college that is recognized by the state in which it operates, must be accredited by an accrediting body recognized by the Federal Department of Education or from a foreign school operating legally in accordance with government law.
3. Credits earned must be commensurate with Associated Technical College's curriculum.
4. Transcripts must be presented for review; transcripts from foreign schools must be translated into English.
5. No more than 12 semester credits, based on our definition of semester credit hours, may be transferred.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: **15**

The transferability of credits you earn at Associated Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Medical Assistant, Home Health Care Aide, Home Health Care Vocational Aide, Home Health Care Vocational Aide, Certified, and Phlebotomy Training is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Associated Technical College to determine if your diploma, certificate, or credits will transfer.

Continuing Education

ATC does not offer Continuing Education Courses or Avocational education programs.

Articulation Agreement **17**

The school has not entered into any articulation agreements.

Part-Time Training

Associated Technical Colleges does not provide courses for part-time students. All courses require full-time attendance.

School Holidays Observed

Labor Day — Thanksgiving (2 days) -- Christmas — New Year's Day (1 day) — Martin Luther King Day

Memorial Day — Independence Day

If the holiday occurs on a weekend, the weekday before or after the holiday will be observed. This list is subject to change without notice.

School reserves the right to modify programs

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students and/or their areas of specialization.

Class Start Dates

A list of Start Dates on which new students may start classes will be found at the end of the college catalog.

Schedule of Classes

HOME HEALTH CARE VOCATIONALAIDE

MEDICAL ASSISTANT

Monday – Thursday

Monday - Thursday

MORNING: 8:00AM - 1:00 PM

MORNING: 8:00 AM - 1:00 PM

AFTERNOON: 1:30 PM - 6:30 PM

AFTERNOON: 1:30PM - 6:30 PM

EVENING: 6:00-PM - 11:00 PM*

EVENING: 5:00PM - 10:00 PM

*When available

Friday

Friday

MORNING: 8:00 AM - 12:00 Noon

MORNING: 8:00AM - 12:00 Noon

AFTERNOON: 1:30 PM - 5:30 PM

AFTERNOON: 1:30PM - 5:30 PM

EVENING: 5:00 PM - 9:00 PM

EVENING: 5:00PM - 9:00 PM

There are a total of 24 class hours per week. Prior notification will be given if there is a change in this schedule; however, a total of 24 class hours per week will be maintained. Tests are administered on the fifth day of each one-week module.

DIVERSIFIED EDUCATION COMPANY SCHOOLS

Corporate Offices
1670 Wilshire Boulevard
Los Angeles, California 90017

ASSOCIATED TECHNICAL COLLEGE CAMPUSES

(Accredited by ACCSC)

LOS ANGELES

1670 Wilshire Boulevard Los
Angeles, California 90017
www.atcla.edu

SAN DIEGO

2650 Camino Del Rio North, Suite.,100
San Diego, California 92108

DIVERSIFIED VOCATIONAL COLLEGE CAMPUSES

(Teaching Vocational English as a Second Language, Business Office Administration, Transportation and Logistics, and Medical Billing Electronic Systems, separately accredited by ACCET)

LOS ANGELES

1670 Wilshire Boulevard Los
Angeles, California 90017_
www.dvcla.edu

School Rules and Regulations

Attendance 31

You are expected to attend all scheduled classes. It is essential that you notify the School whenever an absence is unavoidable. Notice should be given in advance if you know of a pending absence. If not, you should call the School office and complete an absence slip on your return. Excessive absences may be cause for dismissal, or recycling, as determined by the School Director. When necessary, make-up work will be scheduled following an absence. An overall attendance of 80% is required for graduation.

Instructors will advise you if your attendance is becoming a problem and assist you, where possible, in working out solutions. Poor attendance may cause your grade point average to fall below the acceptable level which could cause you to be placed on probation and eventual termination if improvement is not made. (See 'Satisfactory Progress' for more information.)

If you fail to attend any classes during any period of fourteen (14) consecutive days, you will be terminated automatically on the fourteenth (14) day. An automatic termination does not necessarily bar you from re-entering at a later date; however, a long absence may make it necessary for you to repeat portions of the course you have previously taken.

Leave of Absence (LOA) 33

Although we do not recommend that a student interrupt his or her training, students are allowed to take a leave of absence for specific reasons. A leave of absence may result in a change of class or instructor in order to permit them to make up the work that they have missed because the student has deviated from the previously scheduled course of study.

A leave of absence will also delay the student's graduation. A student who is receiving Federal Financial Aid is strongly encouraged to consult with his or her Financial Aid Officer in order to make certain that their plans do not jeopardize their eligibility. Failure to return from a leave of absence will result in the student's termination from the program.

The period of the leave of absence will not begin until the student has filled out, signed, and submitted a Leave of Absence Request Form (obtained from the Records Office) which is then approved by a Records Officer. An exception can be made in those cases where unforeseen circumstances would prevent a student from submitting a request in advance; in such cases the student must, upon their return, submit the Leave of Absence Request Form and provide documentation explaining why they could not request the leave of absence in advance. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

Leave of absences will only be granted in certain circumstances which impact the student or an immediate family member, such as illness or other medical reasons, military service requirements, jury duty or required court appearances, temporary childcare issues, temporary transportation issues or a death in the family.

The school may grant more than one leave of absence in the event that unforeseen circumstances arise, but the total of all leaves of absence will not exceed 75 days. No leave of absence, regardless of the reason, will be approved that would exceed the 75 day leave of absence cap.

Failure to return from a leave of absence on the scheduled return date will result in the termination of the student, effective on the scheduled return date. The refund policy will be applied as of the last day of attendance; any monies due will be returned according to school's refund policy.

Policy on Tardiness and Leaving Early

Being tardy, or leaving class early, can be disruptive to the instructor and your classmates, and you will be missing a part of your instruction. While there are occasions beyond your control which cause you to be late or require that you to leave early, repeated occurrences may be cause for placing you on **probation** for unprofessional conduct and in severe cases may result in being dismissed for poor conduct. Incidents of being tardy and/or leaving early become a part of your student record and may hinder your chances for employment.

Satisfactory Progress/Financial Aid Warning

All students are expected to maintain satisfactory academic progress throughout their entire course. Satisfactory Academic Progress is defined, in part, as maintaining a grade point average (GPA) of 65% or better during the first fifteen (15) weeks of your Medical Assistant course, during the first six (6) weeks of your Home Health Care Vocational Aide or Home Health Care Vocational Aide, Certified course and 70% or better thereafter until the completion of the course. An overall GPA of 70% or better is required for successful completion. The Director of Education Office determines your GPA (qualitative progress) at the end of weeks 7, 15, 22, and 30 (Medical Assistant) and at the end of weeks 3, 6, 9 and 12 (Home Health Care Vocational Aide or Home Health Care Vocational Aide, Certified).

Satisfactory Academic Progress also requires that you maintain a cumulative attendance of 80% or better (quantitative progress). An overall attendance of 80% or better is required for successful completion of the course. The Director of Education Office determines your GPA (qualitative progress) at the end of weeks 7, 15, 22, and 30 (Medical Assistant) and at the end of weeks 3, 6, 9 and 12 (Home Health Care Vocational Aide or Home Health Care Vocational Aide, Certified).

Timely completion of your program is an additional factor in determining Satisfactory Academic Progress. You must complete your entire program within 1.5 times the normal completion rate, or within a total of 45 weeks (Medical Assistant) or 18 weeks (Home Health Care Vocational Aide or Home Health Care Vocational Aide, Certified), exclusive of any periods of withdrawal. Quantitative progress will be evaluated at the end of the 15th week (Medical Assistant) or at the end of the 6th week (Home Health Care Vocational Aide or Home Health Care Vocational Aide, Certified), by which time you must have completed at least 1/3 of your program. You must complete one-half of your program by the end of week 22 (Medical Assistant) and week 9 (Home Health Care Vocational Aide or Home Health Care Aide, Certified).

Medical Assistant students who fail to meet the above-stated standards at the end of week 7 will be issued a financial aid warning. Students who fail to meet the above-stated standards at the end of week 15 will be placed on probation. Students in good standing at week 15, but who fail to meet the above-stated standards at the end of week 22, will be issued a financial aid warning. Students who receive a financial aid warning are considered to be maintaining satisfactory progress; however, students placed on **probation** will be provided with appropriate counseling and lose eligibility for financial aid until the probationary period is satisfactorily concluded, as explained in the probation policy. A student who does not meet the terms of his or her probation within the probationary period may be dismissed. A student who has been dismissed may appeal the probation using a form available from the School Director or the Education and Records Office. The appeal will be reviewed by the director and instructor.

Students who complete the program with a GPA of less than 70%, or attendance of less than 80% will be recorded as Program Completion/Credit for Graduation Not Met. Such students, as well as students who fall too far behind to continue with their class, may 'recycle' or retake portions of the course. Bear in mind, however, that the total time to complete must not exceed 1 1/2 times the normal length of the course.

Prior to disbursement of financial aid, the Financial Aid Supervisor or Financial Aid Officer must check the file containing the evaluation reports to ensure that the student is maintaining Satisfactory Progress. The Financial Aid Officer may note on the Audit checklist or other like form whether or not the student's GPA is satisfactory. A copy of the report may be placed in the student's file

Make-Up Work

Make-up work will be scheduled by your instructor on an individual basis, as necessary. If you have missed homework assignments or lab assignments due to an absence, you will have until the end of the module (test day) to make it up.

Grading System 30

The School utilizes the following grading system, which is applied to all written examinations and laboratory projects:

| | |
|------------------------|---------------------------|
| 90-100% - A: Excellent | 80-89% - B: Good |
| 70-79% - C: Average | 60-69% - D: Below Average |
| Below 60% - F: Failing | |

Records Retention 38

The School retains all records for a period of not less than five years at its principle place of business within the State of California. However, transcripts are maintained indefinitely. A request for a copy of your records must be made in person, or in writing to the Records Office at the school's address.

Semester Hours

The Semester Hour system of granting credit is utilized for measuring the length of each program and to calculate the educational progress of the student. One semester hour is earned for each 30 clock hours of classroom work, and assigned outside preparation. See individual courses for details.

Probation, Suspension and Termination 32

Any student who is not in compliance with the qualitative and quantitative academic standards stated in the Satisfactory Academic Progress Policy will receive a Financial Aid Warning. You will be given a warning if you are not making satisfactory academic progress and placed on probation if this has not been corrected at the end of the warning period. Once placed on probation, your academic progress will be monitored closely. At the midpoint of your probationary period, you will be advised if you are not meeting the terms of probation. If you should fail to meet the terms of probation, you may be terminated at the end of the probationary period. The School Director may consider extenuating circumstances in determining whether you have complied with the terms of probation.

Probation shall be for a reasonable period of time, not to exceed sixty (60) days. The probationary period will be stated on your Probation Form. During your probationary period, you must correct the deficiencies which led to the probation as outlined in the Probation Form. The Probation Form is completed by the Director, or his designee, and signed by you at the time you are placed on probation.

Suspension or termination may result from failure to follow School Rules, which include, but are not limited to: tardiness, absences, satisfactory progress, make up work, failure to satisfy conditions of probation, and failure to meet financial obligations, including failure to go to required appointments with the Financial Aid Office. If suspended, you may apply for re-entry when the reasons for the suspensions are corrected.

Withdrawing From Your Course 25 29

You may withdraw from your course at any time by completing a withdrawal form obtained at the Education and Records Office, by e-mail from your personal e-mail account or by letter signed by you and mailed to the school address. If you are absent fourteen consecutive days without notifying the school, you will be considered to have withdrawn and the Refund Policy will apply. When you withdraw, you withdraw from the entire course. The Financial Aid Office is informed of the withdrawal and is responsible for completing the refund calculation. If Title IV funds have been disbursed a refund is made within forty-five (45) from the withdrawal date. Any refund not applied to Title IV funds will be refunded to the source of the payment. You will receive a letter informing you of the calculation and the amount of any refunds made and to which funds it was applied. Contact your Financial Aid Officer if you have any questions. If a balance remains in your account after refunds have been calculated and made, you are responsible for paying the balance.

Repeating Tests; Recycling Classes

You are allowed take an examination twice. If you miss an examination due to absence, it will be considered the same as if you had taken the examination and received a grade of zero (0). You will then be allowed one retake for the examination. If you do not make up the test, you will receive a 0% for that portion of the course, which will be averaged into your GPA.

If you receive below 70% on a test you must retake the test within three weeks of receiving the grade; otherwise, the grade becomes permanent. Under certain circumstances, exceptions may be approved by the School Director.

If you fall too far behind, or are maintaining an unsatisfactory GPA, or have taken a Leave of Absence, you may be required to recycle or re-take portions of the course. Recycling is without additional charge to you when it is required by the School.

When you recycle a portion of your program, the original grades received on that portion that is being retaken are replaced with your new grades. You will be required to retake all examinations and complete all classroom projects required during recycling. If you are recycling because of academic reasons (low GPA), you must maintain a 70% or better GPA during the recycling period.

Graduation Requirements**Medical Assistant/ Home Health Care Aide (Diploma)**

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Students who meet the Satisfactory Student Progress Policy and do not have outstanding issues with the school you will receive a Diploma for Medical Assistant or Home Health Care Aide. To receive a diploma the student must have an overall Grade Point Average (GPA) of 70% and overall attendance of 80%.

Graduation Requirements

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Home Health Care Vocational Aide (Certificate)

Students who meet the Satisfactory Student Progress Policy and do not have outstanding issues with the school you will receive a Certificate Home Health Care Vocational Aide. To receive a diploma the student must have an overall Grade Point Average (GPA) of 70% and overall attendance of 80%.

Home Health Care Vocational Aide, Certified (Certificate)

30

Students who have an overall attendance of 80% and a GPA of at least 70% in addition with documented hour requirements as follow: (75 classroom, 72 clinical (externship) and 141 laboratory hours) will graduate from the program. Students who meet the graduation requirements will be awarded a certificate by Associated Technical College. They will also receive a certification document awarded by the California Department Public Health.

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Graduation Requirements

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Phlebotomy Training (Certificate)

In order to graduate from the Phlebotomy Training Program, students must have a minimum 70% GPA and 100% attendance. Additionally, successful completion of 40 hours of clinical externship, including passing the clinical written assessment, and the completion of 10 skin punctures and 50 venipunctures under professional supervision, are requirements of graduation. Student will be eligible to take the National exam with National Healthcareer Association (NHA). Students who meet the graduation requirements will be awarded a certificate by Associated Technical College. They will also receive a license awarded by the California Department Public Health once submission of required documentation.

Rules of Conduct

You are expected to follow all School Rules and Regulations and to conduct yourself within the bounds of acceptable behavior at all times. Observance of the Rules and Regulations and maintaining a professional manner during School attendance will result in your being qualified for recommendation to prospective employers as having conformed to all the requirements placed upon you. This, combined with your assimilation of the course content, will promote success in your chosen profession. Conversely, infractions of the School Rules and Regulations, or improper behavior, including use of obscene language or the placing of graffiti on school property may be cause for Probation, Suspension or Termination.

Smoking in the building is prohibited. Eating, and drinking, other than water, is allowed only in designated areas. Your ID badge must be worn at all times in the classroom and on campus. Students are expected to be in proper attire commencing with the first day of class. Your uniform is provided by the school at no cost to you. Allowed dress code is posted around the campus for your reference.

The school reserves the right to cancel or terminate a student's enrollment for reasons beyond its reasonable control including but not limited to natural disasters, labor disputes, government regulations, acts of terrorism or war, or equipment failure. Students may also be terminated for failure to meet financial obligations to the school, failure to comply with program requirements, or violation of any of the conditions set forth in the Enrollment Agreement.

Alcohol and Drugs Prohibited; Penalties

We are deeply concerned about the dangers associated with drug and alcohol abuse. As an institution of learning, our principle role is to encourage an education which leads toward high standards and respectful conduct. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of the campus. We feel we have a compelling obligation to eliminate illegal drugs and alcohol from our campuses. Possession, using or distributing illegal drugs or alcohol on campus will be grounds for immediate dismissal and you may also suffer legal consequences. Students convicted of possession or sale of drugs may lose their rights to Title IV financial aid funds.

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Orientation or may be obtained on request during regular office hours from any Financial Aid Officer.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under Title IV shall not be eligible to receive any grant, loan or work assistance

under this title from the date of that conviction for possession for at least 1 year to an indefinite period; conviction for sales of a controlled substance shall not be eligible to receive any grant, loan or work assistance under Title IV for at least two years, or longer.

Guidance and Advising

Our experienced Admissions Staff possess a wide variety of formal training, which has prepared each to provide you with guidance. In addition, the instructors and the administrative staff are available to advise you on any problems you may have and to direct you to appropriate community services to assist you in achieving your goals successfully, while you are enrolled as a student.

Student Tuition Recovery Fund (STRF) **24**

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

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

Effective February 8, 2021, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero (\$0) per one thousand dollars (\$1,000) of institutional charges to fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Ste. 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 (888) 370-7589 or (916) 574-8900.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Grievance and Complaint Procedure

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If you have a complaint about any matter relating to the School you should follow this procedure: First, discuss your complaint with your instructor. If you do not receive a satisfactory resolution, discuss the matter with the School Director. If you feel your grievance needs more attention, put your complaint in writing and address it to The President, Diversified Education Company, 1670 Wilshire Boulevard, Los Angeles, California 90017. Your complaint will be addressed within ten (10) working days of receipt.

You may also make complaints, as follows: ACCSC Student Complaint Procedure:

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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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 inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org | complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

A copy of the Commission's Complaint Form may be obtained by contacting the School Director.

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

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

Tuition Refund Policy

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A student has the right to withdraw from a program of instruction at any time. Notification of intent to withdraw must be made to the Director of Education. Tuition is charged by semester and the policy applies to each semester separately. The termination date is the fourteenth day (14) from the last day of recorded attendance and tuition charges stop as of the last date of attendance. Upon withdrawal, the tuition refund is calculated in the following manner:

Medical Assistant/Home Health Care Aide

1. The total tuition cost for the semester is divided by the number of days in the semester to obtain a daily tuition charge for the program.
2. The total number of days from the start of the semester to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1, to determine the amount of tuition owed to the school.
3. The amount of tuition paid by the student is determined.
4. If the amount of the tuition paid by the student is more than the amount owed to the school in step 2, the difference is the amount to be refunded. Refunds are made within 45 days. Note that if the student has completed more than 60% of the semester, no refund is made. Refunds are made within 45 days from the last day of attendance. For academic purposes only, holidays and weekends are not counted in determining completion of the course.

If any portion of the student's tuition was paid with Title IV funds, previously described, the school will calculate the amount of financial aid earned up to the last date of recorded attendance using a formula mandated by the U.S. Department of Education. This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the amount of Federal financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate Title IV programs in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant

The following illustrates the application of the refund policy, per semester, assuming that the full tuition has been paid in advance for the Medical Assistant program.

| Percent of Program Completed: | 10% | 25% | 50% | 60% | Over 60% | 25 | 29 |
|-------------------------------|--------|--------|--------|--------|-----------|----|----|
| Tuition paid | \$8500 | \$8500 | \$8500 | \$8500 | \$8500 | | |
| Tuition owed by the student | \$850 | \$2125 | \$4250 | \$5100 | No refund | | |

Home Health Care Vocational Aide and Home Health Care Vocational Aide, Certified

1. The total tuition cost for the program is divided by the number of days in the entire program to obtain a daily tuition charge for the program.
2. The total number of days from the start of the program to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1, to determine the amount of tuition owed to the school.
3. The amount of tuition paid by the student is determined.
4. If the amount of the tuition paid by the student is more than the amount owed to the school in step 2, the difference is the amount to be refunded. Refunds are made within 45 days. Note that if the student has completed more than 60% of the semester, no refund is made. Refunds are made within 45 days from the last day of attendance. For academic purposes only, holidays and weekends are not counted in determining completion of the course.

The following illustrates the application of the refund policy, for the entire program, assuming that the full tuition has been paid in advance.

| Percent of Program Completed: | 10% | 25% | 50% | 60% | Over 60% |
|-------------------------------|--------|--------|--------|--------|-----------|
| Tuition paid | \$3500 | \$3500 | \$3500 | \$3500 | \$3500 |
| Tuition owed by the student | \$350 | \$875 | \$1750 | \$2100 | No refund |

Phlebotomy Training

1. The total tuition cost for the program is divided by the number of days in the entire program to obtain a daily tuition charge for the program.
2. The total number of days from the start of the program to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1, to determine the amount of tuition owed to the school.
3. The amount of tuition paid by the student is determined.
4. If the amount of the tuition paid by the student is more than the amount owed to the school in step 2, the difference is the amount to be refunded. Refunds are made within 45 days. Note that if the student has completed more than 60% of the semester, no refund is made. Refunds are made within 45 days from the last day of attendance. For academic purposes only, holidays and weekends are not counted in determining completion of the course.

The following illustrates the application of the refund policy, for the entire program, assuming that the full tuition has been paid in advance.

| Percent of Program Completed: | 10% | 25% | 50% | 60% | Over 60% |
|-------------------------------|------------|------------|------------|------------|------------|
| Tuition paid: | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Tuition owed by the student: | \$250.00 | \$625.00 | \$1,250.00 | \$1,500.00 | No refund |

Billing Procedures and Delinquent Tuition

The Business Office will prepare and mail monthly statements to students based upon the terms of their enrollment agreement. Both graduates and drops, with a balance owing, will be billed in the same manner. Dropped students should receive the first bill one month from the drop date.

For students in the Los Angeles main campus, the Business Office will interview students prior to graduation to remind them of their responsibility to make payment and answer students' questions.

If payments are not received, a past-due notice will be sent with the next billing. If payments are still not received, the Business Office will attempt to contact the student to remind them of the promised payments. If the student is unable to pay, the Business Office is authorized to defer payments. This is especially important if the student has not yet been placed. Deferments may also be granted for lost jobs and other financial emergencies.

If payment has not been received and the above efforts have been tried, billing may temporarily be suspended after nine (9) unsuccessful billings.

Notification of Return of Title IV Refund Requirements **25** **29**

The Federal Government requires that a separate refund calculation be made for students receiving Federal Financial Aid (Title IV). This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the student has not attended long enough to ‘earn the amount of financial aid applied to his/her tuition, the difference must be refunded to the Department of Education. If a refund is paid to the Department of Education under this calculation it will be the responsibility of the student to pay this amount to the school. Payment is due within 10 days of withdrawal.

•For example, if the amount of refund calculated is greater than the amount paid, you would own the balance to the school.

ARBITRATION AGREEMENT:

Any and all disputes, losses, and/or claims arising out of and/or relating to this Agreement including, without limitation, those as to the performance of the parties, the terms of this Agreement, its interpretation, its negotiation, or a party’s breach of this Agreement shall be resolved by way of binding arbitration by a single neutral arbitrator by and pursuant to the rules of the American Arbitration Association (or any successor entity thereto) in the City of Los Angeles, County of Los Angeles. In rendering its decision and award, the arbitrator shall follow California law, rules and procedures and shall not modify the provisions of this Enrollment Agreement/Contract. The award entered in such a proceeding shall be fully binding, final and not subject to appeal and may be entered and enforced as a final judgment by any Court of competent jurisdiction. In the event of any arbitration or other proceeding between the parties hereto arising out of or in any manner relating to this Agreement including, without limitation, its negotiation, terms, interpretation, performance and/or breach and in addition to all other recoveries and awards, the prevailing party shall recover from the non-prevailing party any and all reasonable attorneys’ fees incurred including those incurred on appeal, in enforcement proceedings and/or in connection with bankruptcy proceedings. Please read the statement as shown on your enrollment agreement.

Consumer Information

Consumer information appears on the SCHOOL PERFORMANCE FACT SHEET which, by reference, is made a part of this catalog.

If you did not receive a SCHOOL PERFORMANCE FACT SHEET, or have misplaced yours, please ask for a copy. It is important that you examine this sheet before signing an enrollment agreement.

Annual Borrowing Limits for Direct Subsidized and Unsubsidized Loans

| | Maximum Subsidized | Unsubsidized |
|-------------------------------|---------------------------|---------------------|
| Maximum Subsidized and | | |
| Dependent Undergraduate | \$3,500 | \$5,500 |
| Independent Undergraduate | \$3,500 | \$9,500 |

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Medical Assistant

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24 Semester Credits ~ 720 Clock Hours plus approximately 180 hours outside preparation.

A total of 900 Clock Hours which includes lecture, laboratory and homework.

30 Weeks — CIP: 51.0801/SOC: 31-9092

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The Course prepares the graduate for entry level positions in the medical field as Medical Assistants, front and back office and other closely related direct care roles such as hospices, home health service and restorative care. Throughout the course, the participants receive instruction in a wide variety of medical procedures through lecture, laboratory demonstration, and hands-on experience in a clinical and home setting.

Medical Assistant Students are trained to perform basic medical procedures including taking vital signs, perform injections and venipuncture, perform routine laboratory work, ECG configuration and CPR. The Students will also receive training as receptionists in a medical environment, medical records (Medisoft) and customer service/communications skills, nutrition, cultural awareness, infection control, dementia and hospice care as well as terminology and ethical issues of the medical field. Great emphasis is placed on safety procedures protecting both the technician the patient. Students will also be trained to properly record and handle patient information, prepare patient files for billing and collections, and more. Graduates will be able to work in doctor's offices, hospitals, labs, outpatient clinics, chiropractic offices, acupuncture offices, physical therapy clinics, hospice care, assisted living communities, and in a one-on-one home care setting.

The units listed below are each 24 clock hours in length. This, along with the required outside preparation, represents .80 semester credits for each unit.

Medical Terminology - Students learn the meaning of most commonly used terminology in clinical settings thus developing ability to learn and understand medical terms.

Office Procedures/HIPAA – Students learn the different filing systems used in the medical field, methods of documenting patient's visits, and various aspects of proper documentation. Students will learn the basic rules of HIPAA (Health Insurance Portability and Accountability Act of 1996).

Law and Ethics – Students learn about government legislation and regulations, Federal and State guidelines for releasing medical information, the Patient Bill of Rights, the Occupational Safety and Health Act (OSHA) and ethical standards.

Microbiology – The course delivers basic knowledge on categories of different disease causing microorganisms and human defense mechanisms against microbial infections (immunology)

Windows/Internet – Students learn the basics of operating within the Microsoft Windows software program and how to navigate the Internet.

Word – Students obtain basic skills to be able to operate the Microsoft Word program. Particularly, they learn to enter and format text according to given requirements using different tools of the program.

Excel – Students learn how to operate basic Microsoft Excel for various needs in a medical practice. They create tables, apply formulas for basic calculations and represent data in the form of charts.

Anatomy I and II – This 2-week module incorporates the fundamentals of body mechanics and restorative care. An overview of the musculoskeletal system will be reviewed, and various procedures will be practiced during the skills lab to enforce proper handling of patients in various situations. Principles of body mechanics during positioning and transfers will ensure safety for both the provider and patient.

Anatomy III–Students will learn about the nervous system and its various disorders. Many of these are widely common amongst the aging population or in patients living with degenerative diseases such as muscular dystrophy or Parkinson's. An overview of stroke rehabilitation and behaviors and limitations to expect from a patient post stroke will also be discussed

Physical Examination –Students become familiarized with the tools used in the exam room and the protocol that is followed. Student also learn how to prepare a patient based on the type of examination to be performed. Assisting the doctor during physical examinations; preparing the patient, gathering medical history and taking vital signs. Examination protocol.

Dermatology and Gastroenterology (Nutrition) – Students will learn the importance of dermal integrity. They will have an overall understanding of pressure ulcers as one of the most common problems for bedridden or partially immobile patients. Students will be able to identify common pressure points to prevent ulcers from developing in patients. Follow up treatment at home for these will also be addressed. Procedures for bathing, oral hygiene, and grooming will be practiced in the skills lab.

They will also learn the importance of nutrition and be taught an overview of the digestive system and information that will equip them to meet their patient's or client's nutritional goals and restrictions. Special diets, proper eating habits, caloric understanding and common problems of the digestive system are explored. Proper feeding technique will be practiced hands on.

Hematology/Venipuncture/Dermatology – How blood labs are performed and the responsibilities of the medical assistant. How blood cells are used in diagnosis diseases. Drawing blood. Understanding disorders of the Integumentary system (skin), diagnostic procedures, bandaging.

Urology/Urinalysis/Elimination/Incontinence – Anatomy and Physiology of the urinary system; diagnostic uses of urinalysis. Problems relating to elimination such as hemorrhoids will also be covered. Incontinence will be addressed through procedures carried out through hands on practice

Pharmacology – History and background leading to drug sources, names and regulations; mathematical calculations in drug administration; generic/trade names; drug interactions; recognizing drug emergencies.

Orthopedics/Diagnostics, Body Mechanics, Muscle Skeletal System – Diagnostic tests and procedures, common disorders of musculoskeletal system and disorders of upper/lower extremities.

OB/GYN & Male Reproduction/ Maternal Care –Parts and functions of the male and female reproductive system; assisting the doctor in examination. Post baby delivery care for the mother.

ECG Configuration and Holter Stress Test –. Introducing the ECG environment and ECG machine.

CPR- Cardiopulmonary resuscitation. This module follows the guidelines set forth by the American Heart Association. Students who pass CPR will be awarded certification.

Pediatrics-This module deals with child development from infancy to adolescence.

Emergency Procedures – Recognizing emergencies; commonly accepted protocols and emergency procedures.

Geriatrics - Recognizing medical compliance in the older adult, mental health, coping with aging, long-term care, older adult abuse, medication, systemic changes, and diseases of the older adult. Students will learn to apply a transfer or gait belt, “dangling” clients, turning clients in beds and chairs, moving clients using a lift sheet, log rolling a client, positioning a client in a supine, lateral/side lying position or a fowlers position, assisting the client from bed/toilet to wheelchair and vice versa, transfer with pivot disc or mechanical lift, sliding board transfer, caring for casts, dressing and undressing a client, performing active and passive range of motion exercises and assisting clients to walk with crutches, walkers or canes.

Students will learn the symptoms of the Dementia and Alzheimer's diseases, personality changes in patients/clients, responses to challenging behavior, community support systems. Students will be educated on the importance of caring for a patient who is terminally ill and approaching death. The components of the stages of grief, religious and cultural influences that surround these situations will be discussed. The hospice program will be introduced.

Asepsis/ Surgeries & Blood Borne Pathogens. Infection control –Disinfection and sanitation of the surgical room, clinical environments and home environments.

Receptionist and Medical Billing I -- Students will learn real world work skills in answering telephones, taking messages, routing and screening calls, greeting visitors and handling in-company mail and packages. Students will gain knowledge of the basic fundamentals of medical billing.

Office Management– Basic managerial skills, basic accounting and bookkeeping procedures widely used in doctor's office; employee responsibilities.

Healthcare Insurance--Types of health insurance; health insurance basics and reporting.

Customer Service/Communications – Students will learn to identify the principles of good customer service skills in a health care facility and home setting and how to communicate with sensitivity and empathy.

Electronic Medical Records (Medisoft) I & II -- This introduces the students to common financial and administrative procedures necessary in family practice, medical specialty offices, and large medical facilities. Students will learn to input various patient information, submit insurance claims to various companies, schedule office visits, laboratory appointments, and specific diagnostic and procedural testing appointments. The students will be able to run common reports associated with the medical practice.

Career Development– This course is designed to prepare students for the workforce in the field of study. Students are taught skills that are necessary to prepare them for the job search process. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, job application, interview techniques, and other related assignments. Students will polish their resumes with action verbs, tailor them to specific job advertisements, create a portfolio and research companies in the field of training. They will practice applying for positions online, scheduling interviews and conducting follow-ups.

Home Health Care Aide

24 Semester Credits ~ 720 Clock Hours plus approximately 180 hours outside preparation.

A total of 900 Clock Hours which includes lecture, laboratory and homework.

30 Weeks — CIP: 51.2602/SOC: 31-1121

Home Health Care Aides are trained to perform a variety of personal care procedures including taking vital signs, CPR, first aid measures, safety and emergency protocols, homemaking services, care of older adults, infection control, digestion and nutrition management, elimination/incontinence, hygiene care, dermal integrity, body mechanics, restorative care, applying compression/elastic stockings; deep breathing, exercises, oxygen therapy, responding to seizures, caring for hospice patients and clients with Diabetes, Alzheimer's Dementia, Parkinson's and Cancer.

The student will also receive training on the ethical issues of the home health care field, and great emphasis is placed on safety procedures protecting both the health care worker and the patient. Students will also be trained to properly record and handle patient information and more. Graduates will be able to work in a variety of home settings and long term care facilities.

The units listed below are each 24 clock hours in length for each 5-day module. This, along with the required outside preparation represents .80 semester credits for each unit.

Introduction to Home Health Aide- Students are introduced to the types of home care workers and various settings for patients and they will explore the diversity of clients, their circumstances, variations and conditions requiring care.

Law and Ethics- Students will learn about the Home Health Aide's day to day responsibilities. Legal rights as well as law and ethics is also discussed to prepare students in avoiding wrongful action while working with clients.

Communication and Interpersonal Skills – Students will learn the fundamental skills of good interpersonal skills to prepare them for success when working with clients and other medical staff. They will learn about barriers that will prevent the positive flow of communication and how to handle those situations. Effective documentation and gathering feedback for well rounded plans of care will also be covered in this unit.

Safety and Emergency Situations – Students will become familiar with common hazards in the workplace and when handling a client. They will learn about safety protocols and management of equipment such as fire extinguishers and oxygen tanks.

Homemaking Services – This course will prepare students with the knowledge necessary to understand and manage household duties when taking care of a patient at home. Household tasks such as laundry, maintenance of the kitchen, bathroom and common areas will be discussed. Cleaning safety tips for proper maintenance of a clean home environment will be covered. Procedures such as changing an occupied and unoccupied bed will be carried out as well.

Older Adulthood -The focus of this unit will be to explore in depth the characteristics and physical development of older adulthood. Changes in various body systems will be discussed and best practices to manage and handle these situations. The student will learn the aging process and what to expect from it. Practical skills such as medication management and caring for hearing aids will be demonstrated.

Infection Control – The course will cover the fundamentals of infection control. It will teach students about topics such as the infection cycle, infectious diseases and controlling the spread of disease. Principles of handwashing, gloving, and PPE will also be covered.

Vital Signs (2-Weeks) – Students will learn to make tympanic temperature, oral temperature, temporal temperature, radial pulse, counting respirations, taking blood pressure and measuring weight and height.

Digestion and Nutrition – The course discusses the importance of nutrition and gives an overview of the digestive system. Students are offered information that will equip them with the tools necessary to help them meet their clients nutrition goals and restrictions. Special diets, proper eating habits, caloric understanding and common problems of the digestive system are explored. Proper feeding techniques will be practiced hands on.

Elimination/Incontinence- This course will give the student an overall understanding of the urinary system. It will cover

common disorders as well as discuss the gastrointestinal tract in the same manner. Problems relating to elimination such as hemorrhoids will also be covered. Incontinence will be addressed through various skills procedures carried out through hands on practice.

Dermal Integrity (2 Weeks) –Students will learn to apply clean dressing and ointment to unbroken skin, assist with baths or showers, give a bed bath shampoo hair in bed, give female perineal care, assist with routine oral hygiene, care for dentures.

Body Mechanics and Restorative Care (5 Weeks) – Students will learn to apply a transfer or gait belt, “dangling” clients, turning clients in beds and chairs, moving clients using a lift sheet, log rolling a client, positioning a client in a supine, lateral/side lying position or a fowlers position, assisting the client from bed/toilet to wheelchair and vice versa, transfer with pivot disc or mechanical lift, sliding board transfer, caring for casts, dressing and undressing a client, performing active and passive range of motion exercises and assisting clients to walk with crutches, walkers or canes.

Nervous System – Students will learn about the nervous system and its various disorders. Many of these are widely common amongst the aging population or in patients living with degenerative diseases such as muscular dystrophy or Parkinson’s. An overview of stroke rehabilitation and behaviors and limitations to expect from a patient’s post stroke will also be discussed.

Circulatory System and Heart Disorders – The course will cover an overview of the circulatory system and the effects on the body, disorders of the heart and routine diagnostic testing used by providers. Students will be able to identify signs and symptoms of a myocardial infarction and congestive heart failure. The application of compression socks will be practiced during the in class skills lab.

Respiratory System – The course will discuss the respiratory system and give students an understanding of basic functions. Diagnostic testing will be listed to help the student gain an understanding of possible procedures performed on a patient who may have a respiratory disorder. Breathing exercises and the use of oxygen therapy in the home will be practiced in the hands-on skills lab.

Endocrine System and Diabetes – This course will educate the student about the endocrine system and its relation to diabetes in patients. Risk factors, diet and signs and symptoms will be further discussed. Drug therapy and the various conditions that become common in a diabetic patient such as vision impairment and increased risk of infection will be highlighted. Glucose testing via finger stick will be practiced during a hands-on skills lab.

Caring for the Client Who is Terminally Ill – Students will be educated on the importance of caring for a patient who is terminally ill and approaching death. The components of the stages of grief, religious and cultural influences that surround these situations will be discussed. The hospice program will be introduced and terms of importance such as advanced directive will be covered.

Alzheimer’s Dementia, Parkinson’s – Students will learn the symptoms of each disease, the difference between Alzheimer’s and Dementia, personality changes in clients, responses to challenging behavior, community support Systems.

Cancer – Students will learn the role of nutrition, physical activity, dealing with patient anxiety, fear and depression. They will learn how to communicate client needs to the care team and where to find online support. They will learn to keep track of prescriptions and treatments, manage side effects of chemo therapy and the importance of respect for a patient’s need for privacy or to vent their frustrations and fears.

CPR – Cardiopulmonary resuscitation of the patient. This module follows that guidelines set forth by the American Heart Association. CPR certification is included in this training.

Word/Outlook/Internet Navigation – Students obtain basic skills in Microsoft Word in order to enter and format text according to given requirements using different tools in the program. They will also learn to navigate the internet to conduct research on behalf of clients and operate Outlook to assist clients with e-mail and scheduling.

Cultural Awareness – Students will be exposed to the diversity of Los Angeles and southern California, customer

service expectations relative to different ethnic cultures and the LGBTQ community. They will learn about the traits of baby boomers and the generation before them.

Career Development – This course is designed to prepare students to prepare for securing employment in the field of study. Students are taught skills that are necessary to prepare them for the job search process. They are taught to develop career goals and how to prepare for the job-hunting process. Students are required to write a resume, cover letter, job application, interview techniques and other related assignments.

Career Readiness – Students are taken further into the job search process by polishing their resume, creating a portfolio, identifying employers and applying for positions. They also do mock interview to prepare them for this all important aspect of securing jobs.

Phlebotomy Training

100 Clock Hours, 0 Credit Hours
3 Weeks CIP: 51.2602, SOC: 31-9097

The Associated Technical College Phlebotomy Training Program is for students seeking a certification as a “Certified Phlebotomy Technician,” which is designed and coordinated to both teach them the technical knowledge, as well as various procedural elements of basic and advanced phlebotomy. This includes both the collection of blood specimens and venipuncture; these are part of the necessary requirements to become a Phlebotomy Technician. The Phlebotomy Training Program at ATC includes a combination of classroom theory and hands-on instruction using our own in-house Laboratory environment, followed by an externship providing practical experience in a Laboratory Clinical Setting.

Our program will instruct our students on many topics including: an Introduction to Phlebotomy & Infection Control, Legal Issues in the Healthcare arena, an Introduction to Human Anatomy & Physiology, Medical Terminology usage, typical Phlebotomy Equipment and Supplies, various Phlebotomy Clinical Skills/Procedures, and lastly, the Fundamental Essentials of Phlebotomy. This Phlebotomy program is developed for students who want to not only become employed or enhance their careers, but also those interested in entering a new field or beginning a career in the medical field to become a Phlebotomy Technician. This is a fully developed, comprehensive, 60-hour program of Didactic Instruction (basic and advanced Phlebotomy) at ATC, along with 40-hours minimum in an external Laboratory/Clinical Setting.

The structure for our Phlebotomy Training Program is three weeks, established for 4 hours per day, Monday to Friday, for a total of 60 hours (Didactic Instruction). In addition, the Clinical Setting (Laboratory Externship) hours are a minimum of 40 hours, and the number of days involved may vary, based on the availability and requirements of the Lab.

This program includes both a Basic and Advanced Phlebotomy Curriculum.
Module descriptions:

Basic Phlebotomy (Week 1)

Course Topics: Infection control, universal precautions, and safety; basic anatomy and physiology of body systems with emphasis on the Circulatory System, appropriate medical terminology; proper identification of patient and specimens and the importance of accuracy in overall care; proper selection and preparation of skin puncture site(s).

Basic and Advanced Phlebotomy (Week 2)

Course Topics: Selection of antiseptic; blood collection equipment, types of tubes and additives, proper order of draw when additives are required, and special precautions; post puncture care; appropriate disposal of sharps, needles and waste.

Advanced Phlebotomy (Week 3)

Course Topics: Advanced infectious disease control and biohazards; anti-coagulation theory; knowledge of preanalytical sources of error in specimen collection, transport, processing, and storage; anatomical site selection and patient preparation; risk factors and appropriate responses to complications that may arise from phlebotomy; recognition of problems in test requisitions, specimen transport, processing, and corrective actions to take; application of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, and legal implications of phlebotomy; quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results; legal issues related to blood collection.

Clinical/Externship

Phlebotomy Professional Practice Experience in a Clinical Setting

Length (Hours): 40 work site learning hours

Description:

Students will be placed in a clinical setting in order to complete 40 hours of clinical training. Students will complete a minimum of 10 skin punctures and 50 venipunctures that fulfill all sampling requirements as set forth by the CA Department of Health as well as observe arterial punctures. In order to participate in clinical setting training, students must have successfully completed Basic didactic instruction and Advanced didactic instruction with a grade of 'C' or higher.

Students must complete 40 hours of verified, supervised field experience and meet the required competencies through actual on-the-job performance in order to receive a certificate of completion. This is a pass/fail class. Students may repeat through an appeals process.

Competencies/ Outcomes

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

1. Select blood collection equipment appropriate to test requisition
2. Prepare the patient for proper testing procedures using proper infection control guidelines
3. Demonstrate venipunctures and skin punctures for testing purposes from the following:

- a. Well patient
- b. Patient with acute illness
- c. Patient with chronic illness
- d. Patients of all ages including pediatric and geriatric e. Patients of varying cultural backgrounds
- f. Patients with varying diseases and disorders such as obesity
4. Demonstrate post-puncture care procedures
5. Apply appropriate blood processing techniques, including centrifugation
6. Demonstrate proper disposal of needles, sharps, and medical waste
7. Explain arterial blood draws

These competencies are determined and required by the CA Department of Health. <https://www.cdph.ca.gov>

Home Health Care Vocational Aide

20

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10 Semester Credits – 288 Clock Hours plus approximately 72 Hours of outside preparation
12 Weeks/ 3-Months CIP: 51.2602, SOC: 31-1121

The Home Healthcare Vocational Aide program's mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the field of home health care. The graduate will be able to perform tasks such as changing occupied and unoccupied beds, homemaking services, elder care, infection control, bathing, routine oral hygiene, denture care, applying a transfer or gait belt, positioning bedridden clients, wheelchair transfers, dressing/undressing clients, range of motion exercises, assisting clients with the use of mobility aids (e.g. crutches, walkers, and canes), using bed pans/portable commodes, and taking and recording vital signs. An ATC Home Health Care Vocational Aide student will also acquire skills that will assist them in performing a variety of duties that may be assigned to them, under the supervision of a doctor or nurse, including measuring blood pressure or pulse, measuring weight and height, caring for a patient with a urinary catheter, and assisting with finger stick blood sugar tests. The graduates will also be educated in how to work with clients who are terminally ill, or suffering from Alzheimer's.

Module: Introduction to Home Health Aide and Law & Ethics

Course topics: Development of home health services, increase in need for home care services, types of home care workers, the health care team, health care workplaces outside the hospital or long term facility, adult day care centers, assisted living facilities, homemaker/homecare agencies, home health care agencies, self-employed, reimbursement issues influencing health care, Affordable Care Act, Medicare, Medicaid, long term care insurance, managed care, the client.

Skills and qualities of the home health aide, responsibilities of the home health aide, working hours, variety of assignments, variety of settings and equipment, ability to follow instructions, willingness to follow instructions, constructive criticism, legal terms, Health Insurance Portability and Accountability Act of 1996, situations for home health aides to avoid, organizational skills, interpersonal skills, good personal health and hygiene, guidelines for personal appearance of the home health aide, ethical behavior, ethical standards, professional standards, clients rights, home health aide's rights, client abuse.

Module: Communication and Interpersonal Skills/Safety and Emergency Situations

Course topics: Cultural diversity, stressful conditions in the home, communication in the workplace, send a clear message, observation, positive feedback, putting thoughts into words, message delivery, receiving messages, barriers to the communication process, changing the subject, using clichés, giving advice, talking about yourself, asking "why" questions, effective listening skills, active listening behaviors, observing skills, reporting, documenting, answering the phone, assessment and admission, plan of care.

Common hazards, falls and risks, risks for burns, fire, safety checklist, tips for handling oxygen equipment, tips for home safety with client with dementia, safety outside the client's home, do's and don'ts, safety when walking, safety when driving.

Module: Homemaking Services and Digestion & Nutrition

Course topics: Household management, planning and organizing, basic cleaning supplies, combining client care and household tasks, maintaining a clean home environment, client laundry, drying clothes, ironing, cleaning the bathroom, cleaning the kitchen, dishes, cleaning kitchen countertops, cleaning kitchen and bathroom floors, cleaning cabinet exteriors, cleaning safety tips, cleaning tasks if there are pets in the house, daily cleaning tasks, weekly cleaning tasks,

periodic cleaning tasks, variables when changing bed linens, linens, guidelines for bed making, bed terminology.

Digestive system, common disorders, ulcers, hiatal hernia, heartburn/acid reflux, nutrition, dietary guidelines for Americans, food labels, eating a variety of foods, smart eating choice, importance of water, developing good eating habits, empty calorie foods, obesity, malnutrition, general guidelines for meal planning, eating patterns, shopping and meal preparation, menus and shopping lists, purchasing food, meal preparation, food allergies, food preparation and appeal, special diets, feeding the client.

Module: Older Adulthood and Alzheimer's

Course topics: The aging population, increase in number, developmental tasks of older adults, characteristics of aging well, depression, leisure time activities, physical changes due to the aging process, hearing loss, vision changes, common diseases of the eye, digestive system changes, urinary system changes, immune system changes, musculoskeletal changes, reproductive system changes, integumentary system changes, endocrine system changes, respiratory system changes, circulatory system changes, nervous system changes in sleep patterns, pain, medication, special precaution for a client with low vision. Caring for clients with Alzheimer's.

Module: Infection Control

Course topics: Infectious disease, chain of infection, causes of infectious disease, immunizations, agency requirements, infectious control measures, standard precautions, other wastes, transmission based precautions, antibiotic resistant organisms, clostridium difficile (C-diff), bedbugs, tuberculosis, hepatitis, AIDS, caring for the client with AIDS, what a home health aide can and should do.

Module: Vital Signs, Elimination/Incontinence (2 weeks)

Course topics: Taking tympanic temperature, taking oral temperature, taking temporal temperature, taking radial pulse, counting respirations, taking blood pressure, measuring weight and height.

Urinary system, prevention of urinary tract infections, common disorders of the urinary system, types of urinary incontinence, cystitis, kidney stones, renal failure, common disorders of the gastrointestinal tract, hernias, gall bladder disorders, diverticulitis, hemorrhoids, measuring and recording fluids, collecting a urine specimen, caring for urinary catheters, retraining the bladder, bowel movements, enemas and rectal suppositories, bowel regulating programs, adult briefs, collecting a stool specimen, caring for an ostomy bag.

Module: Dermal Integrity

Course topics: Applying clean dressing and ointment to unbroken skin, assisting with bath or shower, giving a bed bath, shampooing hair in bed, giving female perineal care, giving male perineal care, assisting with routine oral hygiene, caring for dentures.

Module: Body Mechanics and Restorative Care (two weeks)

Course topics: Applying a transfer or gait belt, dangling a client, turning the client towards you, moving the client up in bed using a lift sheet, log rolling the client, positioning the client in a supine position, positioning the client in lateral/side lying position, positioning the client in prone position, positioning the client in fowlers position, assisting the client from bed to wheelchair, transfer with pivot disc, assisting the client from wheelchair to bed, transferring the client from wheelchair to toilette/commode, transferring the client using a mechanical lift, sliding board transfer, care for casts, applying a cold application to the client's skin, dressing and undressing the client, performing active range of motion exercises, performing passive range of motion exercises, assisting the client to walk with crutches, walker or cane.

Module: Caring for Hospice Patients (the Terminally Ill) and Cancer

Course topics: Hospice program, advance directives, stages of grief, home health aide responsibilities in caring for the dying client, signs of approaching death, religious and cultural influences.

Nutrition, physical activity, dealing with patient anxiety, fear and depression. Communicating client needs to the care team, awareness of online support. Keeping track of prescriptions and treatments. Managing side effects of chemo therapy. Respect for patient's need for privacy or venting.

Module: CPR

Course topics: Cardiopulmonary resuscitation guidelines as set forth by the American Heart Association. Rescue breath for an infant, when there is no pulse or breathing, pulse but no breathing, chest compressions for infants, children and adults, choking victims (conscious and unconscious), Automated External defibrillator and AED pads, bag-mask.

Home Health Care Vocational Aide, Certified

20

39

8 Semester Credits – 288 Clock Hours plus approximately 72 Externship hours
12 Weeks CIP: 51.2602, SOC: 31-1121

The Home Healthcare Vocational Aide, Certified program's mission is to provide post-secondary educational vocational training to individuals who wish to become gainfully employed in the field of home health care. The graduate will be able to perform tasks such as changing occupied and unoccupied beds, homemaking services, elder care, infection control, bathing, female/male perineal care, routine oral hygiene, denture care, applying a transfer or gait belt, positioning bedridden clients, wheelchair transfers, dressing/undressing clients, range of motion exercises, assisting clients with the use of mobility aids (e.g. crutches, walkers, and canes), using bed pans/portable commodes, and taking and recording vital signs. An ATC Home Health Care Vocational Aide student will also acquire skills that will assist them in performing a variety of duties that may be assigned to them, under the supervision of a doctor or nurse, including measuring blood pressure or pulse, measuring weight and height, caring for a patient with a urinary catheter, and assisting with finger stick blood sugar tests. The graduates will also be educated in how to work with clients who are terminally ill, or suffering from dementia and Alzheimer's.

Module: Introduction to the Aide, Agency Role and Patient Rights

Course topics: The course offers students an introduction to types of home care workers, home health care agencies, and the various settings in which care for patients can be delivered. It goes on to further explore the diversity of clients, their circumstances, and variations in conditions requiring care.

Module: Interpretation of Medical and Social Needs of People Being Served

Course topics: Students will learn the fundamental skills of good interpersonal skills to prepare them for success when working with clients and other medical staff. They will learn about barriers that will prevent the positive flow of communication and how to handle those situations. Effective documentation and gathering feedback for well-rounded plans of care will also be covered in this unit. Social needs of elderly home bound clients will be explored.

Module: Personal Care Services

Course topics: Procedures for bathing, oral hygiene, perineal care and grooming will be practiced in the skills lab. Training will cover the importance of dermal integrity. Students will have an overall understanding of pressure ulcers as one of the most common problems for bedridden or partially immobile patients, and prevention of ulcers from developing.

Module: Nutrition

Course topics: Training will revolve around the importance of nutrition and its effect on health issues and the digestive system. Students are offered information that will equip them to help meet their client's nutritional goals. Special diets, proper eating habits, water intake, food variety, caloric understanding and common problems of the digestive system are explored. Proper feeding techniques will be practiced hands on.

Module: Cleaning and Care Tasks in the Home

Course topics: Students will be prepared with the knowledge necessary to understand and manage household duties when taking care of clients at home. Household tasks such as laundry, maintenance of the kitchen, bathroom and common areas will be discussed. Cleaning safety tips for proper maintenance of clean home environment will be covered. Procedures such as changing an occupied and unoccupied bed will be carried out as well.

Module: CPR Certification

Course topics: This prepares students with the knowledge to understand and perform basic life support for adults, children and infants. On completion of the course the student will be able to provide basic life support for adults, children and infants, provide hands-only CPR, know the different levels of CPR, use a defibrillator and provide relief of choking. Certification is provided by the American Heart Association.

Module: Infection Control

20

Course topics: The course will cover the fundamentals of infection control. It will teach students about topics such as the infection cycle, infectious diseases and controlling the spread of disease. Principles of handwashing, gloving and personal protective equipment will be covered in the lab.

Module: Safety and Emergency Services, Communication Skills, Promotion of Independence

Course topics: This course is designed to introduce the basic skills necessary to be successful in emergency situations. They will learn how to prevent accidents and evaluate falls and accidents. They will learn the types of medical emergencies and how to address them. They will practice communication skills during emergencies and other stressful situations. They will also learn skills in promoting independence with clients who are capable but resistant.

Module: Procedures Skill Testing

Course topics: Students will be in the Lab for most of this module, demonstrating their skills in handwashing, vital signs, dermal care, perineal care, routine hygiene, changing beds, assisting clients with transfers to toilets/commodes, caring for incontinence issues and body mechanics. There are 36 procedures to demonstrate during this module.

Clinical Training (Externship)

Course topics: This training will include training/instruction/evaluation by clinical staff and ATC’s program director. It will incorporate the following subjects: Introduction to Aide and Agency Role, Interpretation of medical and social needs of people being served, Personal Care Services, Nutrition, and Cleaning and care tasks in the home.

Class schedules

Classes are held Monday through Friday. Morning, afternoon and evening schedules are available. See the ‘Class Hours’ heading under general information for times. A schedule showing the dates classes begin will be found at the end of this catalog.

**Tuition & Fees & Terms of Enrollment
Medical Assistant/Home Health Care Aide**

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The Enrollment Agreement covers the entire length of the course. Tuition is charged separately for each semester consisting of 15 weeks each. Tuition includes the cost of books and supplies and uniforms used in class.

| | |
|------------------------------------|-------------|
| Registration Fee (Non-refundable) | \$75.00 |
| First semester tuition | \$8,462.50 |
| 2 nd semester tuition | \$8,462.50 |
| STRF Fee (Non-refundable) | \$8.50 |
| Total tuition and registration fee | \$17,008.50 |

All textbooks and equipment are maintained on campus and are available for classroom instruction and textbooks are handed out at the beginning of each subject matter.

NOTE: For health reasons, stethoscopes may not be returned once they have been used.

**Tuition & Fees & Terms of Enrollment
Home Health Care Vocational Aide &
Home Health Care Vocational Aide, Certified**

The Enrollment Agreement covers the entire length of the course. Tuition is charged for the entire course. Tuition includes the cost of books and supplies and uniforms used in class.

| | |
|------------------------------------|------------|
| Registration Fee (Non-refundable) | \$75.00 |
| Tuition | \$3,425.00 |
| STRF Fee (Non-refundable) | \$2.00 |
| Total tuition and registration fee | \$3,502.00 |

All textbooks and equipment are maintained on campus and are available for classroom instruction and textbooks are handed out at the beginning of each subject matter.

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TOTAL CHARGES FOR PROGRAMS

| Program | Program Length Program hours/Weeks | Tuition | Registration (non-refundable) | STRF (non-refundable) | Uniforms | Equipment Fee | Administrative fee | Supplies | Books | Total Charges |
|---|------------------------------------|----------|-------------------------------|-----------------------|----------|---------------|--------------------|----------|--------|---------------|
| Medical Assistant | 720 /30 | \$16,925 | \$75 | \$8.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,008.50 |
| Home Health Care Aide | 720/30 | \$16,925 | \$75 | \$8.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$17,008.50 |
| Home Health Care Vocational Aide | 288/12 | \$3,425 | \$75 | \$2.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,502 |
| Home Health Care Vocational Aide, Certified | 288/12 | \$3,425 | \$75 | \$2.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,502 |
| Phlebotomy Training | 3 Weeks | \$2,100 | \$100 | \$1.50 | \$17.50 | \$0.00 | \$0.00 | \$186 | \$95 | \$2,500 |

EQUIPMENT USED IN MEDICAL ASSISTANT AND HOME HEALTH CARE VOCATIONAL AIDE

- | | | |
|-------------------------------|--------------------------|-------------------------------------|
| ECG Machine | Echocardiograph | Examination Tables |
| Sphygmomanometers | Stethoscope | Height and Weight Scales |
| Centrifuges | Autoclaves | Computers |
| Syringes and related supplies | Mannequin | Padded Gait Belt |
| Wheelchairs | Walker and Walking canes | Hydraulic patient lift with a sling |
| Crutches | Hospital style bed | Portable commode |

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DISCLOSURES

**The following information is provided in compliance with various state and federal regulations.
Family Educational Rights and Privacy Act (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: a) School officials with legitimate educational interest; b) Other schools to which a student is transferring; c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student; e) Organizations conducting certain studies for or on behalf of the school; f) Accrediting organizations; g) to comply with a judicial order or lawfully issued subpoena; h) Appropriate officials in cases of health and safety emergencies; and i) State and local authorities within a juvenile justice system, pursuant to specific State law. ATC follows the above procedures

Students may request to review records in person at the ATC Records Office. Giving a 2-4 day advanced notice is desirable to avoid having to wait while files are retrieved from storage.

Associated Technical College does not maintain a student directory. Further information, or complaints on adherence to this policy may be obtained by calling (202) 260-3887.

Review of the School's Accreditation, Approval and/or Licensing

Examination of the school's accreditation documents and state approval may be had by making an appointment with the School Director during regular daytime business hours Monday-Friday, except holidays.

Unlawful copying or sharing of Copyright Material

The downloading or copying of copyright material, including computer programs for personal use or distribution is prohibited both by ATC and by federal law. Persons found to be violating this prohibition are subject to dismissal as well as criminal penalties. A person who violates federal copyright law under Chapter 12, Section 1201 or 1201 shall be fined not more than \$500,000 or be imprisoned for not more than five years, or both for a first offense and not more than \$1,000,000 or be imprisoned for not more than 10 years, or both for each subsequent offense.

National Student Loan Data System (NSLDS)

The borrower or recipient of federal financial aid (Grants and Loans) will be submitted to the National Student Loan Data System which is accessible to all guarantee agencies, lenders and institutions authorized to be users of the system. In other words, the type and amount of financial aid which you receive here will be known to anyone having legitimate access to the system.

Vaccinations

ATC does not have a policy requiring vaccinations of any kind. However, we advise students in attendance during fall and winter months to obtain the current flu vaccine.

Prior Experiential Learning 18

Associated Technical College does not grant credit for prior experiential learning.

Student Visas 19

The school does not enroll students from other countries.

12**-Learning Resource Center**

The school's Learning Resource Center, is located in the administrative offices. The library houses books, magazines and other literature relating to the programs offered by the school. The Resource Center has several computers sufficient in number to serve the student population. Students have access to any of the in-house materials by showing their Student ID. Students are provided with user and password by instructor to access LIRN (Library & Information Resource Network). The hours of operation are 9 a.m. to 5 p.m. Monday-Friday.

Student Services**35****37**

Our student services department provides information for you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. Student services is part of the Job Placement Assistance Department. Admissions Advisors also have access to this information. While the school provides information on housing, it does not own or have a dormitory under its control. There are many housing facilities available within a five-mile radius of the school with varying range of cost options varying from \$800 and up per month. The school is not responsible for securing housing for its students. While the school provides information on housing, it does not own or have a dormitory under its control. The extent of our service is to provide very limited information assistance only.

Financial Stability Statement**8**

Diversified Education Company, parent company of Associated Technical College, has never filed a petition in bankruptcy and is not operating as a debtor in possession. The Company has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Bankruptcy /Financial Stability Statement**8**

The school is not operating under bankruptcy or other financial insolvency protection of law. Diversified Education Company, parent company of Associated Technical College, has not filed a petition in bankruptcy and is not operating as a debtor in possession.

Prior to Signing the Enrollment Agreement**9**

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

Have Additional Questions?**13**

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

Public Complaints**14**

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

Financial Aid Programs**27**

The school currently has programs available to help pay for portions of a student's tuition and fees, for those who qualify. Applications are available at the Financial Aid Office and assistance will be provided in filing the applications, if needed. All need-based programs require the student to file an official application. Programs currently available will be found on Page 6-7.

Campus Security and Drug and Alcohol Policy

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Financial Aid Clearance or may be obtained on request during regular office hours from any Financial Aid Officer.

Title IX Non Discrimination Policy

Title IX originated in 1972 as part of the educational amendments of the U.S. Department of Education, since updated to now include barring discrimination on the basis of sex, gender, identity, or failure to conform to stereotypical notions of masculinity or femininity, race, disability, full or part-time status, or national origin in all activities. The non-discriminatory policy applies to both students and employees in education and all other activities that take place on campus. Also barred are all forms of sexual harassment, abuse, or assault. Discrimination is also barred because of parental status, nor can parental status be required as a requirement for enrollment.

Any student, or employee who feels that he/she has been subjected to discrimination, harassment or assault should report the incident(s) to Lorraine Bauchiero, Title IX Coordinator. Telephone (213) 235-9046, email: TitleIXCoordinator@atcla.edu. The Coordinator recommends appropriate action to the school administration and records the outcome of any action taken, or reasons for rejecting the complaint, and maintains a record of complaints, action recommended, and resolution of the conflict. All information given is confidential and can only be accessed by persons with a need to know or by government order.

Associated Technical College has no athletic programs, nor does it provide school owned residential facilities.

Information provided in this catalog is accurate as of the date of publication. Revisions are made throughout the year, as needed.

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FACULTY AND STAFF, **26**

ATC, 1670 Wilshire Blvd., Los Angeles, CA 90017

SAMUEL ROMANO, President of DEC, Supervising Director, 213 353-1838 decatc@earthlink.net**CHRISTINE PRECIADO**, School Director, 213-353-1823, christine.preciado@dvcla.edu**JACQUELINE VENTURA**, Financial Aid Director/Financial Aid Officer, 213 353-1815,
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Friday, January 01, 2021

Monday, July 05, 2021

Friday, November 26, 2021

Monday, January 18, 2021

Monday, September 06, 2021 Thursday, November 25, 2021

Friday, December 24, 2021

Monday, May 31, 2021

| Start Date | 1st Semester End | End Date |
|------------------------------|-------------------------------|-------------------------------|
| Monday, January 04, 2021 | Monday, April 19, 2021 | Wednesday, August 04, 2021 |
| Monday, January 11, 2021 | Monday, April 26, 2021 | Wednesday, August 11, 2021 |
| Tuesday, January 19, 2021 | Monday, May 03, 2021 | Wednesday, August 18, 2021 |
| Tuesday, January 26, 2021 | Monday, May 10, 2021 | Wednesday, August 25, 2021 |
| Tuesday, February 02, 2021 | Monday, May 17, 2021 | Wednesday, September 01, 2021 |
| Tuesday, February 09, 2021 | Monday, May 24, 2021 | Thursday, September 09, 2021 |
| Tuesday, February 16, 2021 | Tuesday, June 01, 2021 | Thursday, September 16, 2021 |
| Tuesday, February 23, 2021 | Tuesday, June 08, 2021 | Thursday, September 23, 2021 |
| Tuesday, March 02, 2021 | Tuesday, June 15, 2021 | Thursday, September 30, 2021 |
| Tuesday, March 09, 2021 | Tuesday, June 22, 2021 | Thursday, October 07, 2021 |
| Tuesday, March 16, 2021 | Tuesday, June 29, 2021 | Thursday, October 14, 2021 |
| Tuesday, March 23, 2021 | Wednesday, July 07, 2021 | Thursday, October 21, 2021 |
| Tuesday, March 30, 2021 | Wednesday, July 14, 2021 | Thursday, October 28, 2021 |
| Tuesday, April 06, 2021 | Wednesday, July 21, 2021 | Thursday, November 04, 2021 |
| Tuesday, April 13, 2021 | Wednesday, July 28, 2021 | Thursday, November 11, 2021 |
| Tuesday, April 20, 2021 | Wednesday, August 04, 2021 | Thursday, November 18, 2021 |
| Tuesday, April 27, 2021 | Wednesday, August 11, 2021 | Monday, November 29, 2021 |
| Tuesday, May 04, 2021 | Wednesday, August 18, 2021 | Monday, December 06, 2021 |
| Tuesday, May 11, 2021 | Wednesday, August 25, 2021 | Monday, December 13, 2021 |
| Tuesday, May 18, 2021 | Wednesday, September 01, 2021 | Monday, December 20, 2021 |
| Tuesday, May 25, 2021 | Thursday, September 09, 2021 | Tuesday, December 28, 2021 |
| Wednesday, June 02, 2021 | Thursday, September 16, 2021 | Wednesday, January 05, 2022 |
| Wednesday, June 09, 2021 | Thursday, September 23, 2021 | Wednesday, January 12, 2022 |
| Wednesday, June 16, 2021 | Thursday, September 30, 2021 | Thursday, January 20, 2022 |
| Wednesday, June 23, 2021 | Thursday, October 07, 2021 | Thursday, January 27, 2022 |
| Wednesday, June 30, 2021 | Thursday, October 14, 2021 | Thursday, February 03, 2022 |
| Thursday, July 08, 2021 | Thursday, October 21, 2021 | Thursday, February 10, 2022 |
| Thursday, July 15, 2021 | Thursday, October 28, 2021 | Thursday, February 17, 2022 |
| Thursday, July 22, 2021 | Thursday, November 04, 2021 | Thursday, February 24, 2022 |
| Thursday, July 29, 2021 | Thursday, November 11, 2021 | Thursday, March 03, 2022 |
| Thursday, August 05, 2021 | Thursday, November 18, 2021 | Thursday, March 10, 2022 |
| Thursday, August 12, 2021 | Monday, November 29, 2021 | Thursday, March 17, 2022 |
| Thursday, August 19, 2021 | Monday, December 06, 2021 | Thursday, March 24, 2022 |
| Thursday, August 26, 2021 | Monday, December 13, 2021 | Thursday, March 31, 2022 |
| Thursday, September 02, 2021 | Monday, December 20, 2021 | Thursday, April 07, 2022 |
| Friday, September 10, 2021 | Tuesday, December 28, 2021 | Thursday, April 14, 2022 |
| Friday, September 17, 2021 | Wednesday, January 05, 2022 | Thursday, April 21, 2022 |
| Friday, September 24, 2021 | Wednesday, January 12, 2022 | Thursday, April 28, 2022 |
| Friday, October 01, 2021 | Thursday, January 20, 2022 | Thursday, May 05, 2022 |
| Friday, October 08, 2021 | Thursday, January 27, 2022 | Thursday, May 12, 2022 |
| Friday, October 15, 2021 | Thursday, February 03, 2022 | Thursday, May 19, 2022 |
| Friday, October 22, 2021 | Thursday, February 10, 2022 | Thursday, May 26, 2022 |
| Friday, October 29, 2021 | Thursday, February 17, 2022 | Friday, June 03, 2022 |
| Friday, November 05, 2021 | Thursday, February 24, 2022 | Friday, June 10, 2022 |
| Friday, November 12, 2021 | Thursday, March 03, 2022 | Friday, June 17, 2022 |
| Friday, November 19, 2021 | Thursday, March 10, 2022 | Friday, June 24, 2022 |
| Tuesday, November 30, 2021 | Thursday, March 17, 2022 | Friday, July 01, 2022 |
| Tuesday, December 07, 2021 | Thursday, March 24, 2022 | Monday, July 11, 2022 |
| Tuesday, December 14, 2021 | Thursday, March 31, 2022 | Monday, July 18, 2022 |
| Tuesday, December 21, 2021 | Thursday, April 07, 2022 | Monday, July 25, 2022 |
| Wednesday, December 29, 2021 | Thursday, April 14, 2022 | Monday, August 01, 2022 |

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