

ASSOCIATED TECHNICAL COLLEGE

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School Catalog
January 1, 2024 – December 31, 2024

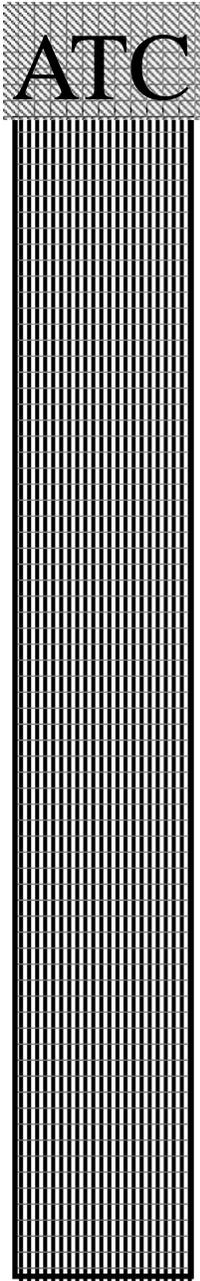



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Accreditation and Approvals Statement

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.

Associated Technical College is a private institution is licensed to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 which is effective January 1, 2010. ATC under section 94802(a) of CPPEA, will by operation of law. Associated Technical College is approved to operate by the Bureau of Private Postsecondary Education and that approval to operate means compliance with state's minimum standards set forth in the Education Code in the CEC and 5, CCR. The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau for Private Postsecondary Education can be reached at 1747 N. Market Blvd., Ste. 225 Sacramento, CA 95834, Telephone: (916) 574-8900 or (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

Nurse Assistant CIP: 51.3902, SOC: 31-1131.00

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

Medical Assistant (Diploma)(MA) is taught in thirty (30) weeks and consists of 720 Clock Hours of lecture and hands -on laboratory practice. A total of 720 hours consists of lecture, and lab 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) (PHL) is taught in approximately (4) 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 spent in a practical training externship at the conclusion of approximately 4 weeks with (0) zero semester credit hours. Each class session includes 4 hours instruction or lab and 1-hour of breaks for students.

Home Health Care Vocational Aide, Certified (Certificate) (HHCVA, Certified) is taught in twelve (12) weeks and consist of 75 lecture, 141 Lab and 72 externships, plus a minimum of 72 hours of required homework Home Health Care Vocational Aide, Certified carries 8 semester credits hours.

Nurse Assistant (Certificate) (NA), The hour count of each portion of the Nurse Assistant Training Program at ATC is arranged in alignment with the requirements of the California Department of Public Health. The program is 175-clock hours, consisting of 60 didactic training hours, 100 clinical training hours, and 15 lab hours with (0) zero semester credit hours. The required length of the didactic and clinical portions of the program were established by California Health and Safety Code, Title 22, Section 1337.3(c)(2). Program consist of 5 ½ -6 weeks.

Prospective enrollees must visit the School to discuss personal educational and occupational goals with School personnel prior to enrolling or signing enrollment agreements.

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.

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

College Catalog and Enrollment Agreement Statement

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

Applicants seeking admission to the School must be high school graduates or be in possession of a General Education Diploma (GED). 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 a high school diploma, GED or Foreign Transcript. The official Transcripts must be mailed directly to Laboratory Field Services – Phlebotomy Program, 850 Marina Bay Parkway Building P, 1st Floor, Richmond, CA 94804 this includes those from Foreign countries.

The Nurse Assistant Training Program has additional admissions requirements, in compliance with California law. Prospective students must complete and submit CDPH form 283b, and a criminal record clearance form. Prospective applicants are advised that any conviction, excluding minor traffic violations may be disqualifying. A complete list of disqualifying crimes is available in the Nurse Assistant Training Program Criminal History Disclaimer. A disclaimer must be signed and returned to the Admissions Department before enrollment can be completed. A LiveScan background check is mandatory before any clinical training may commence, although didactic (classroom) training may be initiated before the LiveScan results are in. Both form CDPH 283b and the LiveScan results will be submitted to the California Department of Public Health.

The Nurse Assistant requires 100 hours of clinical hours conducted on a premises of a real working hospice, rehabilitation center, assisted living facility, hospital, or other related facility. In order to ensure the safety of the patients at these facilities Associated Technical College clinical students are required to have a doctor's examination and clearance to work in a healthcare facility. Applicants must therefore provide proof of examination prior to clinicals. Furthermore, applicants must demonstrate that they have a full collection of vaccinations, in order to ensure the safety of the clinical site's patients. The vaccines that are required include the flu, T-DAP, Mumps and Rubella. Additionally, a negative TB test result is required. Clinical sites may vary in their specific requirements; if additional vaccinations or steps are required at a clinical site, the applicant will be advised.

Home Health Care Vocational Aide, Certified must complete a background check (criminal screening process), and have taken a tuberculin (TB skin test (PPD) or chest X-ray. Examination results (signed by the individual doing the examination) must indicate that the student does not have any health condition that would interfere with the student's ability to perform care duties and that the student is free from signs and symptoms of infectious disease. A physical examination form is provided to the applicant.

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 such as 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 for the Medical Assistant program. Please see requirements for Phlebotomy Training, Home Health Care Vocational Aide, Certified, and Nurse Assistant 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 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 Advisor 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 Advisor
5. Sign the Enrollment Agreement
6. Attend an Orientation session

Institutional Philosophy and Mission Statement

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 (when available) 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 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 to provide training to individuals seeking a certification as a "Certified Phlebotomy Technician, I" 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 I.

The Nurse Assistant mission is to provide training to individuals seeking a certification as a “Certified Nurse Assistant”, which is designed to demonstrate specific skills on real patients while doing clinical training at facilities. Students will work under supervision of an instructor at the clinical portion of the training. The Nurse Assistant program is developed for students who wish to become gainfully employed as Certified Nurse Assistant in Nursing Care Facilities such as skilled nursing, hospice, hospital, continuing care retirement communities, assisted living facilities for the elderly and home healthcare services.

Educational Objectives

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 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.

The Nurse Assistant, graduate will be able to perform tasks such as basic care and help patients with activities of daily living, transport patients, clean treatments, clean, and bathe patients, help patients use the toilet and dress, turn reposition, transfer patients between beds and wheelchairs, listen to and record patients health concerns and report that information to nurses, measure patients vital signs, such as blood pressure and temperature, serve meals and help patients eat, help patient’s to move around the facility, such as pushing their wheelchairs, clean equipment and facilities, change linens, maintain proper hygiene, ensuring the patient/resident take their medication and stock supplies.

Job Placement Assistance Services

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 two 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. They will also prepare you to present yourself in professional manner to prospective employers.

When you are 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. 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)

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). Associated Technical College does not offer English as a Second Language (ESL) Courses.

Student's Right to Cancel

You have the right to cancel your enrollment agreement including equipment such as books, materials, and supplies, 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. You will be provided with a specific date to exercise your rights to cancel.

Class schedule 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 or \$100 registration fee depending on the program 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

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 the 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 advisor. 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 advisor will assist you in returning the money, if requested.

School Facility

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 30 students. The Phlebotomy Training and Nurse Assistant training program classes, lab and clinical training are limited to a maximum of 15 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 in the 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 6:00-8:00 p.m. by appointment only.

Associated Technical College is owned and operated by Diversified Education Company, Inc., 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 for which our courses train you. For Home Health Care Vocational Aide, Certified, Phlebotomy Training and Nurse Assistant do require Certification/Licensing. 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 and Nurse Assistant (Certified Nurse Assistant) who have earned a professional certification/License.

Tuition & Other Charges

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

Tuition charges may be found with each course description. (Page 35-36). 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, Inc loan.

In addition to Tuition, each accepted applicant pays a \$75.00 or \$100 Registration fee (depending on program). 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.

Cost of Education

The Cost of Education will include direct expenses such as tuition, fees, books, and supplies. There are also indirect costs such as room and board, transportation, and personal expenses. The following standardized budgets reflect the estimated indirect costs associated with the courses offered at Associated Technical College. You may find that your expenses differ, but these standard budgets should assist you with planning. Figures are shown at a cost per year.

Financial Aid Programs

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: \$17,000.00.; Books and Supplies: \$200.00; Personal Expenses: \$3,500.00; Room and Board: \$12,450.00; Transportation: \$1,950.00; Total budget \$35,100.
- **Dependent** students, the budget used is as follows: Tuition and Fees: \$17,000; Books and Supplies: \$200; Personal Expenses: \$3,000; Room and Board: \$6,450; Transportation: \$1,950. Total budget \$28,600.

This institution participates in federal financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. We do not participate in any state financial aid programs. Students enrolled in eligible programs may apply for federal financial assistance, including Pell Grants, Direct Loans, and other Title IV aid, subject to federal eligibility requirements. In compliance with federal regulations, all required consumer information such as financial aid eligibility criteria, types of federal aid available, application procedures, student rights and responsibilities, institutional policies, cost of attendance, refund and return of Title IV funds policies, academic programs, accreditation, completion and placement rates, and campus safety is presented to all students during the enrollment and financial aid application process. Printed copies are available upon request. Students are encouraged to review this information carefully and to consult with a financial aid representative with any questions

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 \$800 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.

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.

Please Note: The Home Health Care Vocational Aide, Certified, Phlebotomy Training, and Nurse Assistant 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

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

Program	Clock Hour	Credit Hour	Credential
Medical Assistant	720	24	Diploma
Home Health Care Vocational Aide, Certified	288	8	Certificate
Phlebotomy Training	100	0	Certificate
Nurse Assistant	175	0	Certificate

Credit for Prior Training

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 and achievement test.

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:

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 Vocational Aide, Certified, Phlebotomy Training and Nurse Assistant 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

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. Some programs are short programs.

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

MEDICAL ASSISTANT

MONDAY-THURSDAY		FRIDAY	
MORNING:	8:00 AM – 1:00 PM	MORNING:	8:00 AM – 12:00 PM
AFTERNOON:	1:30 PM – 6:30 PM	AFTERNOON:	1:30 PM – 5:30 PM
EVENING:	5:00 PM – 10:00 PM*	EVENING:	5:00 PM- 9:00 PM*

***When available**

There is 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.

PHLEBOTOMY TRAINING

MONDAY-FRIDAY MORNING SESSION 8:00 AM-1:00 PM.

For the first 3 weeks, 25 hours a week, established for 5 hours per day, Monday through Friday, 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 facility. Please note: each class session includes 4 hours of instruction or lab and 1 hour of breaks for students.

NURSE ASSISTANT

MONDAY-FRIDAY MORNING SESSION 8:00 AM – 1:00 PM

CLINICALS VARY 8 HOURS A DAY FIRST 10 DAYS, 3 DAYS TOTAL OF 20 HOURS

Students will spend 25 hours per week (5 hours per day) in class for the first 15 days of the training – the on-campus, didactic portion of the program and the lab portion. **Please Note:** Students will be working in the clinical site for 13 days; the first ten days will be 40 hours per week, 8 hours a day. The final three days will total up to 20 hours. The clinical site portion of the program is 13 days long.

AFFILIATED SCHOOLS

DIVERSIFIED EDUCATION COMPANY INC.,

Corporate Office
1670 Wilshire Boulevard
Los Angeles, California 90017

ASSOCIATED TECHNICAL COLLEGE CAMPUSES

(Accredited by ACCSC)

LOS ANGELES

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

SAN DIEGO

2650 Camino Del Rio North, Suite.,100
San Diego, California 92108
atcsd.edu| (619) 234-2181

DIVERSIFIED VOCATIONAL COLLEGE CAMPUSES

(Teaching Vocational English as a Second Language, Business Office Administration, Transportation and

Logistics Technology, and Medical Billing Electronic Systems, separately

(Accredited by ACCET), LOS ANGELES

1670 Wilshire Boulevard
Los Angeles, California 90017
www.dvcla.edu | (213) 413-6714

School Rules and Regulations

Attendance

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 for Medical Assistant, and Home Health Care Vocational Aide, Certified. Please see requirement on attendance for Phlebotomy Training, and Nurse Assistant below.

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.

NOTE: Phlebotomy Training, and Nurse Assistant, 100% attendance is required.

Leave of Absence (LOA)

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 Advisor 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 or authorized employee. 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 first school day immediately following 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.

Please Note: Due to the scheduling of the Nurse Assistant, Home Health Care Vocational Aide, Certified and Phlebotomy Training course, students are not allowed to take a Leave of Absence.

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.

Marked Present/Tardy/Leaving Early:

Students who are 1 to 15 minutes late for class are reported as present. Students who are late from 16-30 minutes of instructions are reported as tardy. Students who miss 31 minutes or more – whether they arrive late or leave early are counted as absent.

Satisfactory Academic Progress Policy

To be eligible for graduation, students enrolled in the Medical Assistant and Home Health Care Vocational Aide, Certified must complete the program with a minimum of 80% attendance, a final grade of 70% or greater, and the program must be completed within a maximum time frame – equal to 150% of the published program length. The progress of each student is evaluated at set points throughout the course of their program to ensure that they are on track to meet the graduation eligibility requirements – i.e., that they are making Satisfactory Academic Progress. Maintaining Satisfactory Academic Progress is required for financial aid disbursements and, if completion of the program becomes mathematically impossible, termination will result.

This policy is applied equally to Title IV recipients, non-Title IV recipients, students from all programs, and all categories of students enrolled at the School.

Satisfactory Academic Progress Evaluation Schedule

For academic purposes, Satisfactory Academic Progress is evaluated for each program as listed below.

Medical Assistant		
End of 7 th week	65% grade percentage	80% attendance
End of 15 th week	70% grade percentage	80% attendance
End of 22 nd week	70% grade percentage	80% attendance

Home Health Care Vocational Aide, Certified		
End of 3 rd week	65% grade percentage	80% attendance
End of 6 th week	70% grade percentage	80% attendance
End of 9 th week	70% grade percentage	80% attendance

Phlebotomy Training		
End of 1 st week	70% grade percentage	100% attendance
End of 2 nd week	70% grade percentage	100% attendance

Nurse Assistant		
End of 1 st week	70% grade percentage	100% attendance
End of 3 rd week	70% grade percentage	100% attendance

Satisfactory Academic Progress in the Medical Assistant program is evaluated for Financial Aid Purposes at the end of the 15th week, which coincides with the end of the payment period. In order to successfully meet the Satisfactory Academic Progress requirement for financial aid purposes, the student's grade percentage must be a minimum of 70% at the 15th week. The required attendance percentage at the 15th week is 80%.

Qualitative SAP Measure: Cumulative Grade Percentage

The School's programs are graded on a percentage scale. Each module of the program is scored between 0% – 100%. Scores between 70% - 100% are passing and 0% - 69% are failing. The cumulative grade percentage is the total percentage score for all completed modules up to that point. Maintaining Satisfactory Academic Progress requires that students maintain a minimum cumulative percentage grade at the point of evaluation.

Cumulative Grade Percentage and Make-Up Policy

Students who wish to make-up modules in order to improve their grade in the program are permitted to do so, with prior authorization of the School (See make-up Policy). The make-up grades affect the Satisfactory Academic Progress qualitative grade percentage metric if courses are made up prior to any of the three SAP evaluation points, as the make-up grades replace the grade of the module that was repeated.

Quantitative SAP Measure: Attendance Percentage

For the Medical Assistant and Home Health Care Vocational Aide, Certified programs, students must have a total of 80% attendance in order to graduate and to meet the Satisfactory Academic Progress requirement at each evaluation point. Attendance percentage is determined by dividing the number of days the student was marked present in the attendance record up to the point of evaluation by the total number of class days to that point. The following chart illustrates the required attendance days at each evaluation point.

Medical Assistant		
Satisfactory Academic Progress (SAP) Evaluation Week	Total Course Days Up to SAP Evaluation Point	Minimum Days of Attendance to meet 80% SAP Requirement
7	35	28
15	75	60
22	110	88

Home Health Care Vocational Aide, Certified		
Satisfactory Academic Progress (SAP) Evaluation Week	Total Course Days Up to SAP Evaluation Point	Minimum Days of Attendance to meet 80% SAP Requirement
3	15	12
6	30	24
9	45	36

The Phlebotomy Training program and the Nurse Assistant program requires 100% attendance at each evaluation point in order to meet SAP requirements.

Attendance Percentage and Make-Up Policy**Medical Assistant and Home Health Care Vocational Aide, Certified**

Students who repeat (make-up) modules have the attendance percentage calculation modified to add the number of additional days of attendance to the denominator of the percentage calculation. For example, in the case of a student who takes a class with 150 total class days and repeats one additional five (5) day module, the attendance percentage will be determined with the following calculation: $\frac{x}{155}$, with x being the number of actual days of attendance (marked present). A minimum of 80% attendance is still required to be considered making Satisfactory Academic Progress and for graduation.

Phlebotomy Training

The Phlebotomy Training program requires 100% attendance in order to meet SAP requirements. Up to two non-consecutive days can be made-up. All class time, assignments, tests, etc. must be completely made-up within a narrow window, as specially arranged with the school. As the make-up opportunity is limited in scope and availability, and requires a full completion of any missed material, successful make-up is considered to eliminate the marked absence, restoring the student's attendance percentage to 100%.

Nurse Assistant

The Nurse Assistant Training program allows a maximum of three days of make-up for the didactic portion of the program only. All hours of didactic training must be completed before the student may start the clinical portion of the program and there are a limited number of hours in the instructor's schedule for make-up opportunities, so a student's ability to make-up miss class hours cannot be guaranteed. All make-up is approved by the program director. The Nurse Assistant Training Program requires an hour for hour make-up for missed class, overseen by the instructor. The make-up must cover the same content that was missed, following the Module lesson plan.

Maximum Time Frame for Completion**Medical Assistant and Home Health Care Vocational Aide, Certified**

The School's make-up policy allows students with prior authorization from the School, retake modules in which they scored grades below 70%. Taking advantage of this option allows students to improve their cumulative percentage grade in the course but also increased the length of time to complete the course beyond the published program length (See Make-Up Policy). Therefore, timely completion of the training program is an additional factor in determining Satisfactory Academic Progress.

The entire program must be completed within 150% of the normal program length. That is, 150% of 150 days for Medical Assistant, or within a total of 225 days (45 weeks). For the 60-day Home Health Care Vocational Aide, Certified program, the maximum time frame for completion is 90-days. This period is exclusive of periods of leave of absence or intervals between a student's withdrawal and re-entry of a program.

Satisfactory Academic Progress for maximum time frame for completion will be evaluated at the end of the 15th week and 22nd week for Medical Assistant and at the end of the 6th and 9th weeks for Home Health Care Vocational Aide, Certified. The student's attendance will be reviewed and the number of days required to successfully complete will be determined and then compared to the number of days remaining for the student to complete the program within the maximum time frame.

Phlebotomy Training

The Phlebotomy Training Program includes 15 days of didactic training and no more than two days can be made up. Therefore, the maximum time frame for completion of the didactic portion is 17 days. The clinical training portion is a 40-hour minimum but may take longer to allow student to meet all sampling requirements. The maximum time frame for completing the minimum of 40-hours and all sampling requirements is 180 calendar days, starting the day after the final day of didactic training.

Nurse Assistant

The Nurse Assistant Training program allows makeup for didactic portion of the program by instructor or program Director. This program include a 100% attendance requirement for the didactic portion of the program. Therefore, the maximum time frame for completion of the Nurse Assistant Training program is concurrent with the length of the program – 28 days.

Financial Aid Warning – Medical Assistant program

Medical Assistant students who fail to meet the above-stated standards for Satisfactory Academic Progress at the end of weeks 7 and 22 will be issued a Financial Aid Warning. A Financial Aid Warning form will be issued to all students below the qualitative or quantitative metrics. The form will identify the area or areas where the required Satisfactory Academic Progress metrics are not met, identify the conditions that are required to be met by the next evaluation period, and identify the possible outcomes if Satisfactory Academic Progress is not achieved. Medical Assistant students who receive a Financial Aid Warning continue to be eligible for financial aid.

Appeal & Probation

Students who fail to meet the Satisfactory Academic Progress standards at any of the various evaluation points may be terminated from the training program. Students faced with this situation will be advised of their option to submit a Satisfactory Academic Progress Appeal. If successful, the appeal process will result in the student being placed on probation and, if applicable, restoring their financial aid eligibility.

The appeal process is as follows: The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet the Satisfactory Academic Progress requirements, for example, an extenuating circumstance, such as an illness or accident. The appeal must explain how the circumstance that affected their academic performance has been

resolved so that the student will be able to maintain Satisfactory Academic Progress, going forward. Additional documentation may be required.

A final determination will be issued to the student within seven (7) calendar days of the School's receipt of their appeal. The decision of the college is final and may not be further appealed. If the appeal is accepted, the student is placed on probation. Once placed on probation, the student's academic progress will be monitored closely. At the midpoint of the probationary period, the student will be advised if they are not meeting the terms of probation. If the student fails to meet the terms of probation, they may be terminated at the end of the probationary period.

Probation shall be for a reasonable period of time, not to exceed sixty (60) days. The probationary period will be stated on the Probation Form, issued to the student. The Probation Form also details the deficiencies that need to be resolved during the probationary period. Form. The Probation Form is completed by the Director, or their designee, and signed by the student at the start of the probation.

Termination

A student who does not meet the Satisfactory Academic Progress requirements and who does not submit an appeal or whose appeal is rejected will be terminated from the training program. Termination will also result if, at any point, the student's graduation becomes mathematically impossible due to the 150% requirement. Students are informed in writing if they are terminated as a result of failure to maintain Satisfactory Academic Progress.

Termination may also 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.

Suspension

Suspension may be applied as an alternative to termination in cases when a student fails to follow school rules. Students who are suspended are not allowed to attend class or to be on campus, except when attending a meeting arranged by the School Director or their designee. A maximum of 15 days of suspension are permitted for a student throughout their training program. Any days in which a student is suspended will extend the total period of attendance by that number of days. Days suspended are not included in the attendance percentage calculation.

Withdrawals or Incomplete Grades

The School does not issue final grades of "incomplete," nor does it allow course withdrawal. Such cases result in a categorization of Drop.

Transfer of Credits

Transfer credit awarded by the college has no effect on grade calculations for Satisfactory Academic Progress but it does affect the 150% maximum time frame.

Documentation

Evaluation of Satisfactory Academic Progress quantitative and qualitative metrics are included on each student's grade sheet. Prior to disbursement of any financial aid funds the Financial Aid Supervisor or Financial Aid Advisor must check the file containing the evaluation reports to ensure that the student is maintaining Satisfactory Academic Progress.

Make-Up Work

Make-up work will be scheduled by your instructor on an individual basis, as necessary for Medical Assistant, Home Health Care Vocational Aide, Certified, Phlebotomy and Nurse Assistant. If you have missed lab assignments due to an absence, you will have until the end of the module (test day) to make it up. Phlebotomy Training, Nurse Assistant and Home Health Care Vocational Aide, Certified may have other requirements.

Grading System Medical Assistant

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	

Phlebotomy Training/Nurse Assistant/Home Health Care Vocational Aide, Certified

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	Less than 70% - Fail

Clinical Grades:
(PASS) OR (FAIL)

A student earning of “C” grade or above is considered to have passed the course. A failed course must be repeated and passed to meet Associated Technical College graduation requirements. In the event a course is repeated, the original grade is replaced with the most current grade earned. The original grade will not be included in calculating the cumulative GPA (CGPA) and is noted on the permanent transcript.

Grades are based on students passing all examinations for that program, including assignments, quizzes, externship or clinical evaluations (performance both in skills lab and the clinical settings). The student must earn and maintain a “C” grade to their current enrolled course. Students meeting clinical objectives shall receive a satisfactory “Pass” grade. Students unable to meet clinical objectives will receive and Unsatisfactory “Fail” final clinical evaluation, regardless of the grade earned in theory (didactic). Students must earn satisfactory grade in clinical and a minimum final grade for theory of at least a “C”. Students failing theory must repeat the clinical portion regardless of if they received a passing grade in the clinical component.

Records Retention

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. See individual courses for details.

Withdrawing from Your Course

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) days 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 Advisor 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. The institution will calculate a prorated tuition refund for students who have completed less than 60% of their period of attendance, regardless of whether or not the student received Title IV funds. Students who have completed more than 60% no refund is made.

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 (Diploma)

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. To receive a diploma the student must have an overall Grade Point Average (GPA) of 70% and overall attendance of 80%.

Graduation Requirements --Home Health Care Vocational Aide, Certified (Certificate)

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.

Graduation Requirements--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 of Public Health once submitted the required documentation, have met all requirements and successfully passing NHA exam.

Graduation Requirements--Nurse Assistant (Certificate)

100% attendance is required for graduation. All modules required hours must be fully completed, for both clinical and didactic training. As required by the California Department of Public Health, completion of didactic (classroom) training hours and module-topics must be verified by the instructor or program coordinator by using CDPH 276C, the Nurse Assistant Certification Training Program Individual Student Record. Similarly, clinical hours and module topics must be verified with CDPH 276A form, the Nurse Assistant Skills Checklist. Completion of each segment is confirmed by instructor initial, completed and initialed by the instructor or program coordinator.

A GPA of 70% for the didactic portion of the course must be attained in order for students to graduate. Students who successful complete the Nurse Assistant will be awarded a certificate from Associated Technical College. Note: final certification as a Nurse Assistant is awarded by the California Department of Public Health. Completion of the training program at Associated Technical College is one of the requirements for certification, the certification is not awarded by the school. Associated Technical College Nurse Assistant includes 100 hours of clinical training that are required to completed. These clinical hours are conducted off-site, and are supervised by the instructor or the program coordinator.

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. The 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 Advisor.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance 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 of time; 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 and 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)

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 prepaid 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 April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate changed from two-dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars and fifty cents (\$2.50) 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Grievance and Complaint Procedure

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.

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.**

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

Tuition refund policy and calculation applies during any of the following conditions;

- Student has canceled enrollment
- Students has stopped attending
- Student does not meet the program performance requirements
- Student has completed the program

A student has the right to withdraw from a program of instruction at any time. Students wishing to officially withdraw must provide notification of their intent to withdraw to the Director of Education. The withdrawal date for students who officially withdraw will be the last date of attendance.

A student who ceases attendance without official notification of their intent to withdraw will be terminated automatically fourteen (14) days after the last day of recorded attendance. The withdrawal date for students who unofficially withdraw will be the last date of attendance. An automatic termination does not necessarily bar a student from re-entering at a later date. Students may also be terminated by the institution if the code of conduct is not met or the minimum required performance is not achieved.

When student reaches the end of the enrollment or the 150% allowable time, a review of the ledger is conducted to determine if any refund is due or if the student has any remaining financial responsibilities to the institution.

The Medical Assistant program is divided into two semesters; tuition charges are applied to each semester separately. The Home Health Vocational Aide, Certified and Phlebotomy Training programs are not divided into separate terms and tuition charges are applied to the full term.

Upon withdrawal (beyond the cancelation period), the tuition refund is calculated in the following manner:

1. The total tuition cost for the term (semester for Medical Assistant, or the full program for Phlebotomy Training program and Home Health Care Vocational Aide, Certified) is divided by the number of days in the term to obtain a daily tuition charge for the program
2. The total number of days from the start of the term to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1.
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 is paid with Title IV funds, as 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 program as soon as possible, and but no later than 45 days after the withdrawal. The funds will be returned in the following order:

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

Note: Only the Medical Assistant program is eligible for Title IV.

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

Medical Assistant

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
Tuition owed by the student	\$850.00	\$2,125.00	\$4,250.00	\$5,100.00	No refund

Home Health Care Vocational Aid, Certified

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Tuition owed by the student	\$350.00	\$875.00	\$1,750.00	\$2,100.00	No refund

Phlebotomy Training

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

Nurse Assistant

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$2,205.00	\$2,205.00	\$2,205.00	\$2,205.00	\$2,205.00
Tuition owed by the student	\$220.50	\$551.25	\$1,102.50	\$1,323.00	No refund

If the amount calculated as earned by the school is more than the amount that has been paid, the student is responsible for the balance. Upon the return of the Title IV funds, the student is entitled to a refund of funds paid cash if the total charges are less than total funds paid. Please check with your Financial Aid Advisor to determine the amount you may owe or be due. **If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.**

Credit Balances

If the refund calculation results in a credit balance on the students account, the balance will be paid as soon as possible, but no later than ten (10) days after the date of the refund calculation.

Post-withdrawal Disbursements

The School disburses title IV funds only as a credit to student ledger accounts and not directly to students. Therefore, the school does not make post-withdrawal disbursements.

Notification of Return of Title IV Refund Requirements (R2T4)

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.

Return of Unearned Aid

For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

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

M **aximum**
Subsidized

Maximum Subsidized		and Unsu bsidiz ed
Dependent Undergraduate	\$3,500	\$5,500
Independent Undergraduate	\$3,500	\$9,500

Medical Assistant

(Diploma)

24 Semester Credits Hours ~ 720 Clock Hours which includes lecture, and laboratory
30 Weeks — CIP: 51.0801/SOC: 31-9092

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.

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.

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.

Phlebotomy Training

(Certificate)

100 Clock Hours, 0 Semester Credit Hours

4 Weeks CIP: 51.1009, SOC: 31-9097

REQUIREMENTS:

- 1) High School Diplomas, GED or Foreign Transcript (Must be translated in English please see Admissions Requirements) for Phlebotomy Training Program.
- 2) 100 % Attendance and 70% for didactic portion of the course.
- 3) 100 Clock Hours (60 Hours of Didactic Training, minimum of 40 hours of clinical externship)
- 4) Must complete a minimum of 50 venipunctures and 10 patient skin punctures and observed a minimum of 2 arterial punctures pursuant to California Code of Regulations, Title 17, Section 1034 (a) (2).
- 5) Must successfully pass exam with National Healthcareer Association (NHA).
- 6) The certificate of completion of a phlebotomy training program provided by Associated Technical College, the California Statement of Phlebotomy Practical Training, the Letter of Phlebotomy Experience for California Certification, and copy of national certification must be uploaded during the online application process. Additionally, transcripts must be original documents bearing the school, college, or university registrar's seal, sent directly to Laboratory Field Services (LFS) from the office of the school, college, or university registrar.
- 7) **Official Transcripts (Sealed) mail to:** Laboratory Field Services – Phlebotomy Program 850 Marina Bay Parkway Bldg. P, 1st Floor, Richmond, CA 94804

The Associated Technical College Phlebotomy Training Program is for students seeking a certification as a “Certified Phlebotomy Technician I,” 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. Graduates who meet all graduation requirements, will be eligible to take the National Healthcareer Association exam. They will also receive a license awarded by the California Department Public Health once submission of required documentation and successfully pass the NHA exam and meet all the requirements.

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 about 4 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. 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, Certified

(Certificate)

8 Semester Credit Hours – 288 Clock Hours, Approximately (75 Classroom, 72 Externship/Clinical hours and 141 Laboratory Hours and 72 Outside Preparation Hours)
 12 Weeks CIP: 51.2602, SOC: 31-1121

REQUIREMENTS:

- 1) Physical Health Form includes (Tuberculosis (TB) skin test (PPD) or Chest X-Ray. Examination results signed by the individual doing the examination must indicate that the student does not have any health condition that would interfere with the student's ability to perform care duties and that the student is free from signs and symptoms of infectious disease.
- 2) Completed a background check (criminal screening process).
- 3) Must have an overall attendance of 80% and a GPA of at least 70%.
- 4) Students who meet the graduation requirements will be awarded a certificate of completion by Associated Technical College. They will also receive a certification document awarded by the California Department of Public Health.

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

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/commodos, caring for incontinence issues and body mechanics. There are 36 procedures to demonstrate during this module.

Clinical Training (Externship)6

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.

Nurse Assistant

(Certificate)

Didactic 60 hours, Supervised Laboratory 15, and Externship 100 a total of 175 Clock Hours; 0 Semester Hours

5 ½-6 Weeks CIP: 51.3902, SOC: 31-1131

REQUIREMENTS:

- 1) Complete/Submit CHPH Form 283b and BCIA8016 Request for Live Scan Service will be submitted to CDPH
- 2) Submit a Physical Health Form prior to Clinicals. Form will be provided by School and must be complete. Clinical Sites may vary in their specific requirements.
- 3) 100 % Attendance and 70% for didactic portion of the course.
- 4) Nurse Assistant Training Program Skills Checklist CDPH 276 A Form and Nurse Assistant Certification Training Program Individual Student Record CDPH 276 C Form must successfully be performed by student. On each form every module and its included topic or skills is identified with the date and number of hours completed by the student if satisfactory or unsatisfactory. Completion of each segment is confirmed by instructor initial.
- 5) Final certification as a Nurse Assistant is awarded by the California Department of Health completion of the training program at Associated Technical College is one of the requirements for certification, but the certification is not awarded by the school. Once you have completed the CDPH-approved training program, you will need to successfully pass the Competency Evaluation Examination, which includes an examination to test the graduate's knowledge and skills related to basic patient care services.
- 6) Competency Evaluation Examination is through Regional Testing Center (RTC) @ <http://regionaltestingcenter.org/>.

The Nurse Assistant prepares the graduate for certification and an entry level positions in the medical field as a Certified Nurse Assistant (CNA). CNAs serve a critical role in hospices, assisted living facilities, hospitals, rehabilitation centers, and home health services.

Nurse Assistant students participate in clinical training in real medical facilities, and encounter and work with real patients, under the supervision of the instructor. A successful graduate of the training program is qualified to take the Nurse Assistant certification examination, which will qualify them for certification as a Certified Nurse Assistant – CNA.

Module 1: Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Module 2: Patient/Resident Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient/resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3: Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with patients/residents, patient's/residents' families and guests, and other members of the health care team.

Module 4: Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the patient's/resident's safety including environmental emergency issues The Nurse Assistant 's role in creating a safe environment for the

patient/resident is discussed.

Module 5: Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting patients/residents and will implement these principles when providing patient/resident care.

Module 6: Medical and Surgical Asepsis

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect patient/patients/residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

Module 7: Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Module 8: Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the patient/resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when patients/residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the patient/resident.

Module 9: Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the patient/resident in meeting physical care needs that cannot be performed independently.

Module 10: Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Module 11: Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a patient/resident to meet nutrition and hydration needs.

Module 12: Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13: Long Term Care Patient/Resident

The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Module 14: Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the patient/resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15: Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the patient/resident during this period to understand coping mechanisms and provide support to the patient/resident and family members.

Module 17: Patient/Resident Abuse

The purpose of this unit is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

**Tuition & Fees & Terms of Enrollment
Medical Assistant**

The Enrollment Agreement covers the entire length of the course. Tuition is charged separately for each semester consisting of 15 weeks each.

Registration Fee (Non-refundable)	\$75.00
1 st Semester Tuition	\$8,362.50
1 st Semester Supplies	\$100.00
2 nd Semester Tuition	\$8,362.50
2 nd Semester Supplies	\$100.00
STRF Fee (Non-refundable)	\$ 0.00
Total tuition and registration fee	<u>\$17,000.00</u>

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, Certified**

The Enrollment Agreement covers the entire length of the course. Tuition is charged for the entire course.

Registration Fee (Non-refundable)	\$75.00
Tuition	\$6,000.00
STRF Fee (Non-refundable)	<u>\$ 0.00</u>
Total tuition and registration fee	\$6,075.00

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.

**Tuition & Fees & Terms of Enrollment
Phlebotomy Training**

The Enrollment Agreement covers the entire length of the course. Tuition is charged for the entire course.

Registration Fee (Non-refundable)	\$100.00
Tuition	\$2,100.00
STRF Fee (Non-refundable)	\$0.00
Uniform	\$17.50
Supplies/Books	<u>\$281.00</u>
Total tuition and registration fee	\$2,498.50

All equipment are maintained on campus and are available for classroom instruction.

**Tuition & Fees & Terms of Enrollment
Nurse Assistant**

The Enrollment Agreement covers the entire length of the course. Tuition is charged for the entire course.

Registration Fee (Non-refundable)	\$100.00
Tuition	\$2,100.00
STRF Fee (Non-refundable)	\$ 0.00
Total tuition and registration fee	\$2,200.00

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.

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	\$16,725	\$75	\$ 0.00	\$0.00	\$0.00	\$0.00	\$200	\$0.00	\$17,000
Home Health Care Vocational Aide, Certified	288/12	\$6,000	\$75	\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,075
Phlebotomy Training	100/4	\$2,100	\$100	\$ 0.00	\$17.50	\$0.00	\$0.00	\$186	\$95	\$2,498.50
Nurse Assistant	175/6	\$2,100	\$100	\$ 0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00

EQUIPMENT USED IN MEDICAL ASSISTANT, HOME HEALTH CARE VOCATIONAL AIDE, CERTIFIED, AND PHLEBOTOMY TRAINING AND NURSE ASSISTANT

- | | | |
|-------------------------------|--------------------------|-------------------------------------|
| 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 |
| Phlebotomy Chairs | | |

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 5-10 business -days in 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. For Nurse Assistant or Home Health Care Vocational Aide, certified may require vaccines in order to do clinicals.

Prior Experiential Learning

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

Student Visas

The school does not enroll students from other countries.

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. The school has LIRN (Library and Information Resources Network) online resources available for students a user and password are provided. Students have access to any of the in-house materials by showing their Student ID. The hours of operation are 9 a.m. to 5 p.m. Monday-Friday.

Student Services

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. Student Services is located in the first floor next to resource center hours of business is Monday-Friday from 9:00 a.m. -5:00 p.m.

Bankruptcy/ Financial Stability Statement

Diversified Education Company, Inc. 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.)

Prior to Signing the Enrollment Agreement

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?

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, or by fax (916) 263-1897.

Public Complaints

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

This institution participates in federal financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. We do not participate in any state financial aid programs. Students enrolled in eligible programs may apply for federal financial assistance, including Pell Grants, Direct Loans, and other Title IV aid, subject to federal eligibility requirements. In compliance with federal regulations, all required consumer information—such as financial aid eligibility criteria, types of federal aid available, application procedures, student rights and responsibilities, institutional policies, cost of attendance, refund and return of Title IV funds policies, academic programs, accreditation, completion and placement rates, and campus safety—is presented to all students during the enrollment and financial aid application process. Printed copies are available upon request. Students are encouraged to review this information carefully and to consult with a financial aid representative with any questions

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

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 Advisor.

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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ROSTAMNEJAD, JAVAD (Medical Assistant Instructor), 7 years of experience, Master of Science, Human Genetics -BU 2018-2020, and Bachelor of Science, Medical Laboratory Science (MLS) 2008-2012

HAMBARZAMYAN, ARPINE (Program Director for Nurse Assistant and Phlebotomy Training), Medical Assistant 5 years, Yerevan State Medical Institute

ZINAIDA AVANESYAN (Phlebotomy Instructor), Phlebotomy Technician 5 years, Phlebotomy Technician; Horizon Learning Connection; Boston.

SCHOOL HOLIDAYS

New Years (Observed)	Monday, January 1, 2024	Labor Day	Monday, September 2, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024	Thanksgiving	Thursday, November 28, 2024
Memorial Day	Monday, May 27, 2024	Black Friday	Friday, November 29, 2024
Independence Day	Thursday, July 4, 2024	Christmas	Wednesday, December 25, 2024

First Semester		Second Semester	
Start	End	Start	End
Friday, January 5, 2024	Friday, April 19, 2024	Monday, April 22, 2024	Tuesday, August 6, 2024
Friday, January 12, 2024	Friday, April 26, 2024	Monday, April 29, 2024	Tuesday, August 13, 2024
Monday, January 22, 2024	Friday, May 3, 2024	Monday, May 6, 2024	Tuesday, August 20, 2024
Monday, January 29, 2024	Friday, May 10, 2024	Monday, May 13, 2024	Tuesday, August 27, 2024
Monday, February 5, 2024	Friday, May 17, 2024	Monday, May 20, 2024	Wednesday, September 4, 2024
Monday, February 12, 2024	Friday, May 24, 2024	Tuesday, May 28, 2024	Wednesday, September 11, 2024
Monday, February 19, 2024	Monday, June 3, 2024	Tuesday, June 4, 2024	Wednesday, September 18, 2024
Monday, February 26, 2024	Monday, June 10, 2024	Tuesday, June 11, 2024	Wednesday, September 25, 2024
Monday, March 4, 2024	Monday, June 17, 2024	Tuesday, June 18, 2024	Wednesday, October 2, 2024
Monday, March 11, 2024	Monday, June 24, 2024	Tuesday, June 25, 2024	Wednesday, October 9, 2024
Monday, March 18, 2024	Monday, July 1, 2024	Tuesday, July 2, 2024	Wednesday, October 16, 2024
Monday, March 25, 2024	Tuesday, July 9, 2024	Wednesday, July 10, 2024	Wednesday, October 23, 2024
Monday, April 1, 2024	Tuesday, July 16, 2024	Wednesday, July 17, 2024	Wednesday, October 30, 2024
Monday, April 8, 2024	Tuesday, July 23, 2024	Wednesday, July 24, 2024	Wednesday, November 6, 2024
Monday, April 15, 2024	Tuesday, July 30, 2024	Wednesday, July 31, 2024	Wednesday, November 13, 2024
Monday, April 22, 2024	Tuesday, August 6, 2024	Wednesday, August 7, 2024	Wednesday, November 20, 2024
Monday, April 29, 2024	Tuesday, August 13, 2024	Wednesday, August 14, 2024	Wednesday, November 27, 2024
Monday, May 6, 2024	Tuesday, August 20, 2024	Wednesday, August 21, 2024	Friday, December 6, 2024
Monday, May 13, 2024	Tuesday, August 27, 2024	Wednesday, August 28, 2024	Friday, December 13, 2024
Monday, May 20, 2024	Wednesday, September 4, 2024	Thursday, September 5, 2024	Friday, December 20, 2024
Tuesday, May 28, 2024	Wednesday, September 11, 2024	Thursday, September 12, 2024	Monday, December 30, 2024
Tuesday, June 4, 2024	Wednesday, September 18, 2024	Thursday, September 19, 2024	Monday, January 6, 2025
Tuesday, June 11, 2024	Wednesday, September 25, 2024	Thursday, September 26, 2024	Monday, January 13, 2025
Tuesday, June 18, 2024	Wednesday, October 2, 2024	Thursday, October 3, 2024	Monday, January 20, 2025
Tuesday, June 25, 2024	Wednesday, October 9, 2024	Thursday, October 10, 2024	Monday, January 27, 2025
Tuesday, July 2, 2024	Wednesday, October 16, 2024	Thursday, October 17, 2024	Monday, February 3, 2025
Wednesday, July 10, 2024	Wednesday, October 23, 2024	Thursday, October 24, 2024	Monday, February 10, 2025
Wednesday, July 17, 2024	Wednesday, October 30, 2024	Thursday, October 31, 2024	Monday, February 17, 2025
Wednesday, July 24, 2024	Wednesday, November 6, 2024	Thursday, November 7, 2024	Monday, February 24, 2025
Wednesday, July 31, 2024	Wednesday, November 13, 2024	Thursday, November 14, 2024	Monday, March 3, 2025
Wednesday, August 7, 2024	Wednesday, November 20, 2024	Thursday, November 21, 2024	Monday, March 10, 2025
Wednesday, August 14, 2024	Wednesday, November 27, 2024	Monday, December 2, 2024	Monday, March 17, 2025
Wednesday, August 21, 2024	Friday, December 6, 2024	Monday, December 9, 2024	Monday, March 24, 2025
Wednesday, August 28, 2024	Friday, December 13, 2024	Monday, December 16, 2024	Monday, March 31, 2025
Thursday, September 5, 2024	Friday, December 20, 2024	Monday, December 23, 2024	Monday, April 7, 2025
Thursday, September 12, 2024	Monday, December 30, 2024	Tuesday, December 31, 2024	Monday, April 14, 2025
Thursday, September 19, 2024	Monday, January 6, 2025	Tuesday, January 7, 2025	Monday, April 21, 2025
Thursday, September 26, 2024	Monday, January 13, 2025	Tuesday, January 14, 2025	Monday, April 28, 2025
Thursday, October 3, 2024	Monday, January 20, 2025	Tuesday, January 21, 2025	Monday, May 5, 2025
Thursday, October 10, 2024	Monday, January 27, 2025	Tuesday, January 28, 2025	Monday, May 12, 2025
Thursday, October 17, 2024	Monday, February 3, 2025	Tuesday, February 4, 2025	Monday, May 19, 2025
Thursday, October 24, 2024	Monday, February 10, 2025	Tuesday, February 11, 2025	Monday, May 26, 2025
Thursday, October 31, 2024	Monday, February 17, 2025	Tuesday, February 18, 2025	Monday, June 2, 2025
Thursday, November 7, 2024	Monday, February 24, 2025	Tuesday, February 25, 2025	Monday, June 9, 2025
Thursday, November 14, 2024	Monday, March 3, 2025	Tuesday, March 4, 2025	Monday, June 16, 2025
Thursday, November 21, 2024	Monday, March 10, 2025	Tuesday, March 11, 2025	Monday, June 23, 2025
Monday, December 2, 2024	Monday, March 17, 2025	Tuesday, March 18, 2025	Monday, June 30, 2025
Monday, December 9, 2024	Monday, March 24, 2025	Tuesday, March 25, 2025	Monday, July 7, 2025
Monday, December 16, 2024	Monday, March 31, 2025	Tuesday, April 1, 2025	Monday, July 14, 2025
Monday, December 23, 2024	Monday, April 7, 2025	Tuesday, April 8, 2025	Monday, July 21, 2025
Tuesday, December 31, 2024	Monday, April 14, 2025	Tuesday, April 15, 2025	Monday, July 28, 2025

Phlebotomy Training Calendar

Start Date

Thursday, January 18, 2024
 Thursday, February 8, 2024
 Thursday, February 29, 2024
 Thursday, March 21, 2024
 Thursday, April 11, 2024
 Thursday, May 2, 2024
 Thursday, May 23, 2024
 Friday, June 14, 2024
 Monday, July 8, 2024
 Monday, July 29, 2024
 Monday, August 19, 2024
 Tuesday, September 10, 2024
 Tuesday, October 1, 2024
 Tuesday, October 22, 2024
 Tuesday, November 12, 2024
 Thursday, December 5, 2024

End Date

Wednesday, February 7, 2024
 Wednesday, February 28, 2024
 Wednesday, March 20, 2024
 Wednesday, April 10, 2024
 Wednesday, May 1, 2024
 Wednesday, May 22, 2024
 Thursday, June 13, 2024
 Friday, July 5, 2024
 Friday, July 26, 2024
 Friday, August 16, 2024
 Monday, September 9, 2024
 Monday, September 30, 2024
 Monday, October 21, 2024
 Monday, November 11, 2024
 Wednesday, December 4, 2024
 Thursday, December 26, 2024

SCHOOL HOLIDAYS

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr.
Monday, May 27, 2024	Memorial Day
Thursday, July 04, 2024	Independence Day
Monday, September 02, 2024	Labor Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Black Friday
Wednesday, December 25, 2024	Christmas Day

Nurse Assistant Calendar

Start Date	End Date
Friday, January 19, 2024	Tuesday, February 27, 2024
Wednesday, February 28, 2024	Friday, April 5, 2024
Monday, April 8, 2024	Wednesday, May 15, 2024
Thursday, May 16, 2024	Tuesday, June 25, 2024
Wednesday, June 26, 2024	Friday, August 2, 2024
Monday, August 5, 2024	Thursday, September 12, 2024
Friday, September 13, 2024	Tuesday, October 22, 2024
Wednesday, October 23, 2024	Tuesday, December 3, 2024
Wednesday, December 4, 2024	Monday, January 13, 2025

SCHOOL HOLIDAYS

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr.
Monday, May 27, 2024	Memorial Day
Thursday, July 04, 2024	Independence Day
Monday, September 02, 2024	Labor Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	Black Friday
Wednesday, December 25, 2024	Christmas Day

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