ProMED Career Institute

5300 Santa Monica Blvd. S. 415

Los Angeles, CA 90029

Phone: (323) 570-4127

www.promedci.com

CATALOG - 2025

January 1st 2025 until December 31st 2025

(updated annually)

TABLE OF CONTENTS

MISSION AND OBJECTIVE, EDUCATIONAL PHILOSOPHY 4
- Objectives 4
- Educational Philosophy 4
- Class and Facilities Information 4
- Learning Resources 5
- Non-Discrimination Policy 5
- Programs Offered 5
- Payment Policy 5
- Disclosure Statements 6
- Notice concerning transferability of credits and credentials earned at our institution 10

ADMISSIONS POLICIES 11
- Procedures for Admissions 11
- Wonderlic Test 12
- English Language Proficiency Policy 12

ACADEMIC POLICIES 13
- Attendance Policies 13
- Satisfactory Academic Progress Standards 13
- Grading System 13
- Incomplete Grades 13
- Clinical Grade 13
- Academic probation 14
- Repeats Courses 14
- Make-up Time 14
- Excused Absences 14
- Tardiness 15
- Leave Of Absence 15
- Suspension and Termination 15
- Graduation Requirements 16

STUDENT SERVICES 17
- Placement Services 17
- Dress Code 17
- General Conduct 17
- Liability 18
- Retention of Records 18
- Transcripts 18

Student Grievance Procedure 19
SCHEDULE OF CHARGES 20
*Student Tuition Recovery Fund 20
CANCELLATION AND REFUND POLICY 21
Students Right to Cancel 21
Refund Policy 22
PROGRAMS 24
CERTIFIED PHLEBOTOMY TECHNICIAN 1 PROGRAM 24
ECG/EKG TECHNICIAN PROGRAM 28
MEDICAL ASSISTANT PROGRAM 30
LICENSURE REQUIREMENTS 35
Staff 36
Faculty 36
Class Schedules 37
Hours of Operation 37

MISSION AND OBJECTIVE, EDUCATIONAL PHILOSOPHY

The mission of ProMED Career Institute is to provide a unique educational experience, helping each student grow professionally and personally, becoming highly skilled professionals and health care leaders and to respond to the needs of the community by educating students to perform professional and related procedures and prepare these students to perform competently as phlebotomists, ECG/EKG technicians and medical assistants upon program completion. It is ProMED Career Institute' goal to make our society a better place by providing a transformative life experience through empowering those who study with us to think and learn in progressive, innovative ways, including those we have not yet imagined.

OBJECTIVES

Programs are designed to provide students with:

- the technical skills needed to competently and safely collect and handle blood specimens from a variety of patients, front and back office functions and prepare students for healthcare field;
- the interpersonal skills needed to interact with others;
- the knowledge base needed to pass national certification exams. An introduction to health care professions with emphasis on clinical laboratory science.
- the ability to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.

EDUCATIONAL PHILOSOPHY

ProMED Career Institute is dedicated to provide trade and technical training relevant to the needs of the communities it serves. The school's educational philosophy is to:

- Offer technical programs so that students can achieve their career, educational, and personal goals;
- Provide training using actual on-the-job situations so graduates can have the skills and competencies needed for entry-level employment;
- Ensure only relevant equipment and materials are used in the training of students;
- Hire highly professional qualified instructors.
- Foster a love of life-long learning

CLASS AND FACILITIES INFORMATION

ProMED Career Institute is located at 5300 Santa Monica Blvd., Los Angeles, CA 90029 suite 415 on the fourth floor where all didactic class are held. Students will have hands-on training on modern medical equipment and informative lectures. Contact#: 323-570-4127; Website: www.promedci.com

School Catalog is available to prospective students in person and on our website www. promedci.com/home page

Teaching labs for all medical programs contain workstations to augment the student's acclimation to patient care and other such needs that will be encountered in the professional setting. Students also have access to current study resources such as textbooks, handouts, flash cards to supplement their training. The facilities have adequate lighting and are air-conditioned. Students receive instruction on institute-owned equipment, hardware and software. Our lab provides an EKG machine, mannequins and the latest in nursing school technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

LEARNING RESOURCES

ProMED Career Institute has a resource center consisting of textbooks and periodicals providing information in the various allied health disciplines offered by the institution. The institute subscribes to the several periodicals. The resource center provides students with access to current publications. Student may sign out books or periodicals for a period of 2 weeks. Books may be renewed only twice. Students are limited to two (2) books to be checked out at one time. Students are held responsible for any book checked out on a check out card maintain by the institute.

NON-DISCRIMINATION POLICY

ProMED Career Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.

PROGRAMS OFFERED

ProMED Career Institute offers the following programs:

ECK/EKG Technician	50 clock hours
Certified Phlebotomy Technician 1	88 clock hours
Medical Assistant	800 clock hours

PAYMENT POLICY

ProMED Career Institute is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment. No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. The School accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks and money order.

DISCLOSURE STATEMENTS

ProMED Career Institute is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the State standards and the minimum standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

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) or the following address **1747 North Market Blvd., Suite 225, Sacramento, California, 95834**

5 CCR §76215(a) "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

5 CCR §76215(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out

plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Ed. Code §94909(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

(3) (A) "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, toll-free telephone number (888) 370-7589; (916)-574-8900 or by fax (916) 263-1897.

Ed. Code §94909(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

(3) (B) "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."

Ed. Code §94909(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

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

§94909 (8) (B) Cancellation policy: student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

(c) The institution will also provide a pro rata refund of paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

(d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($200), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

School will refund 100% of all charges (including textbooks, uniforms, etc, that becomes “student property”) to the student if they exercise their Right to Cancel. The Right to Cancel period is the first class session, or the seventh day after enrollment, whichever is later.

ProMED Career Institute is not accredited by an accrediting agency recognized by the United States Department of Education and students are not eligible for Federal or State Student Aid programs.

The reason ProMED Career Institute is unaccredited is that it is a new institution and will not qualify for accreditation until has been operating for at least two years.

A student enrolled in an unaccredited institution is not eligible for federal financial aid.

ProMED Career Institute is not approved to participate in the Federal or State Student Aid programs.

ProMED Career Institute does not offer loan programs.

ProMED Career Institute does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).

ProMED Career Institute does not recognize acquired life experience as a consideration for enrollment or granting credit towards any programs.

ProMED Career Institute does not accept hours or credits through challenge examinations, achievement test or experiential learning.

ProMED Career Institute does not have an articulation agreement or transfer agreement with any other school or university.

ProMED Career Institute does not offer distance education courses.

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

ProMED Career Institute does not admit students from other countries and does not provide visa services or English language services to prospective students and will not vouch for a student's status.

ProMED Career Institute does not offer English as a Second Language.

ProMED Career Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

English language proficiency is documented by the admission interview and receipt of prior education documentation or the successfully completion of the ability to benefit test as stated in the admission process.

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.

It is the policy of the ProMED Career Institute institution to update the CATALOG annually and always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students. ProMED Career Institute provides school Catalog to all prospective students and any interested person.

The catalog is updated at least once a year or whenever charges to policies take place.

Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. www.bppe.ca.gov

The Statement regarding the Office of Student Assistance and Relief (OSAR):

The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov

The Statement on Housing Information

ProMED Career Institute does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. ProMED Career Institute has no responsibility to find or assist a student in finding housing.

ProMED Career Institute does not provide housing assistance services to the students. ProMED Career Institute has no responsibility to find or assist a student in finding housing or transportation to attend the programs.

The average cost for a room or apartment rental varying from between $1,500 for a room per month to $3,250 per month for a 2 bedroom apartment. Students will find rental information on Craig's List at https://santamonica.craigslist.org/search/eby/apa

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits a student earns at ProMED Career Institute is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns in the ECK/EKG Technician, Certified Phlebotomy Technician 1, and Medical Assistant program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate that earned at ProMED Career Institute is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending ProMED Career Institute, in order to determine if credits or a certificate will transfer.

ProMED Career Institute does not offer the award of credit for prior experiential learning. The student does not require to pay any prerequisite learning fees.

ADMISSIONS POLICIES

To be eligible for admission to the school, a prospective applicant must meet the following requirements:

1. All applicants are required to complete a potential-student questionnaire form.
2. All applicants must attend an initial personal interview with School Director.
3. All applicants must be at least 18 years of age to be considered for admission.
4. All applicants must pay a $200 non-refundable applicant fee to apply.
5. All applicants must be able to read, write, speak and understand English language;
6. All applicants for the ECK/EKG Technician and Medical Assistant must provide proof of their High School Diploma or G.E.D; or pass the admissions test.

To provide proof a prospective applicant must submit an original high school diploma or original transcript indicating that the student graduated from an accredited high school. All non-English transcripts must be translated into English and be officially certified.

To be eligible for admission to the Certified Phlebotomy Technician 1 Program, a prospective applicant must also meet the following requirements:

1. All applicants **must** have a High School Diploma or GED, and proof must be presented to the institute.
2. All applicants must possess a current American Heart Association CPR/BLS Card.
3. All applicants must show proof of a negative TB (Tuberculosis) Skin Test or negative chest x-ray administered within three months prior to the class.
4. All applicants must show proof of current MMR (Mumps, Measles, & Rubella) and Varicella Immunization or Titer and proof of Hepatitis B Vaccination.
5. All applicants must present a Background Report and Professional Liability Insurance.
6. All applicants must undergo a physical exam and present a letter from their physician stating the applicant is fit to work.

PROCEDURES FOR ADMISSIONS

The application and enrollment process begins with the completion of a general questionnaire and an interview with School Director. A prospective student is encouraged to call the school and make an appointment to discuss the program they are interested in and inspect the school's facilities. The interview usually lasts approximately an hour. During that time, the School Director will discuss the various aspects of the training programs offered, tuition, entrance requirements and a payment plan. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are

encouraged to observe classes if they desire. Applications require the written approval of the School Director.

The School Director will review the information of the required documents for admission, and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

WONDERLIC TEST

Classes are taught in English. All learning material is in English. Instruction is in English so all students are expected to speak English. An applicant without a High School Diploma or GED must pass an independently administrated Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.

ENGLISH LANGUAGE PROFICIENCY POLICY

All applicants whose first language is not English must demonstrate competence in the English Language. The requirement relates to understanding the Enrollment Agreement, Disclosures and Statements. Competency can be satisfied if the applicant is a high school graduate in the United States or submits a diploma from a secondary school system in which English is the official language of instruction. If English is not the applicant's first language, the applicant must meet the minimum acceptable proof of English Language Proficiency standard through one of the following:

- Submission of an official minimum score on a written Test of English as a Foreign Language (TOEFL) or it's TOEFL Internet (iBT) equivalent. A minimum score of 500 on written TOEFL or 61 on the TOEFL iBT is required for admission to all programs. Applicants may also meet the minimum English Language Proficiency Testing System (IELTS) test.

- Submission of a letter or certificate of completion from an English as a Second Language (ESL) Program that has been approved by the BPPE at the intermediate level.

- For students that have sufficiently mastered the English Language but do not have the test scores or a letter or certificate of completion from an English Proficiency Program, an individual interview will be conducted with the School Director. During this interview verbal and written ability will be assessed to determine whether the English skills of the applicant are sufficient for academic success and the School Director will provide the written approval that will serve in lieu of a test score.

ATTENDANCE POLICIES

Students must maintain 70% cumulative attendance for the Medical Assistant program. The Phlebotomy Technician program must meet 100% and the ECK/EKG program must meet 100% attendance. Both ECK/EKG program and Phlebotomy Technician program must meet 100% attendance of externship hours, in order to graduate.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory progress is defined as maintaining a 2.0 grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments, and acceptable performance of required skills.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	0
B	=	80 – 89%	3.0	I	=	Incomplete	0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (GPA).

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 14 calendar days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

CLINICAL GRADE

To receive credit in the clinical practicum, the student must have a satisfactory grade based on the skills checklist and must meet the guidelines for the objectives and the criteria in the student clinical practicum evaluation administered by their clinical supervisor/instructor.

ACADEMIC PROBATION

If a student fails to meet satisfactory academic progress standards, he/she will be placed on academic probation for next module. Students must meet the satisfactory academic progress standards by the end of the probationary period in order to remain in the program. If the student fails to meet the satisfactory academic progress standards (grade of 70% or better) by the end of the probationary period, the student will be terminated from the institute.

REPEATS COURSES

A student who fails a course will be required to repeat it. A course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript. Make-up work may be required for any absence.

MAKE-UP TIME

This policy applies to making up absences and module exams in all programs. Students are strongly advised not to miss class unless absolutely necessary, as make-up work cannot fully replace direct instruction and classroom participation. To sit for a module final exam for full credit, all required absences must be made up no later than the day before the exam. Therefore, students should make every effort to request a make-up log for time or assignment(s) as soon as possible. Missed quizzes cannot be made up; in such cases, a zero point value will be applied to the grading criteria. In most instances, missed time will be made up by assignment, as a student cannot make up attendance by sitting in another class or module.

If class is missed, it is the student's responsibility to acquire any assignments issued. Any work assigned during a module (e.g., homework, projects, etc.) that is not completed and submitted to the instructor by the due date will be recorded as a zero and calculated accordingly in the student's final grade for the module. To make-up scheduled class hours by time or assignment, the student must submit the Petition Request form to the School Director for a makeup log.

Students in the ECK/EKG and Certified Phlebotomy Technician 1 programs must make up their time missed time at the next session which covers the same material that was missed.

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the institute premises. Make-up assignments and/or tests will be given for those who need to make up for academic grade. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the instructor.

EXCUSED ABSENCES

30% of the program hours are the total amount allowed for absences from Medical Assistant program. Excused absences are not automatic. You must call in the absence and be prepared to make-up your hours. Vacations are not considered excused absences.

TARDINESS

Students are expected to be on time for each class session. A student is considered tardy for class if he/she arrives later than 15 minutes after the scheduled within the maximum time frame.

LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

SUSPENSION AND TERMINATION

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites;
- Manifests violent behavior;
- Fails to maintain satisfactory academic progress;
- Fails to meet satisfactory clinical standards;
- Fails to meet school’s attendance policy or standards.

GRADUATION REQUIREMENTS

Upon successful completion of the ECG/EKG Technician Program, a student will earn a Certificate of Completion provided the student meets all of the following conditions:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent);
- Meet all applicable classroom and laboratory skill-proficiency standards.
- Complete all 50 hours of the program and
- Satisfy all financial obligations to the institute.

Upon successful completion of the Medical Assistant Program, a student will earn a Certificate of Completion provided the student meets all of the following conditions:

- Complete all classes with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent);
- Achieves a minimum cumulative attendance percentage of 80%;
- Meet all applicable clinical, classroom and laboratory skill-proficiency standards;
- Complete all theory, clinical and externship requirements and hours, and receive satisfactory evaluations and
- Satisfy all financial obligations to the institute.

Upon successful completion of the Certified Phlebotomy Technician 1 Program, a student will earn a Certificate of Completion provided the student meets all of the following conditions:

- Complete all classes with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent);
- Complete 80 hours of the program;
- Meet all applicable clinical, classroom and laboratory skill-proficiency standards;
- Complete all theory, clinical and externship requirements and hours, and receive satisfactory evaluations and perform at least 50 venipunctures and 10 skin punctures and
- Satisfies all financial obligations to the institute.

Upon completion of the program students will receive a certificate of completion and **become eligible to sit for the for licensure exam in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Public Health, Laboratory Field Services.**

To obtain a license from the California Department of Public Health, Laboratory Field Services graduates of the Certified Phlebotomy Technician 1 program must take the Certified Phlebotomy Technician Examination through National Healthcareer Administration NHA or NCCT testing agencies.

STUDENT SERVICES

STUDENT SERVICES INCLUDE: ADMISSION SERVICES, SERVICE WITH A LEARNING RESORSES, RESUME DEVELOPING, SEARCH FOR A JOB WITH A KEY WORDS AND JOB ASSISTANCE SERVICE.

PLACEMENT SERVICES

ProMED Career Institute does not guarantee employment for its graduates. The School Director assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation, key word searching and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement assistance process.

Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice. The dress code is as follows:

- ✓ ProMED Career Institute students will wear the school-designated uniform/scrubs and a school-provided nametag to campus, clinical sites and externship sites.
- ✓ Students will use non-skid nursing or sport shoes.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings or jewelry (with the exception of small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

GENERAL CONDUCT

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. ProMED Career Institute defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.The school reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

LIABILITY

ProMED Career Institute assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the school grounds or at a clinical site.

RETENTION OF RECORDS

ProMED Career Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student.

Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student.

Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student academic records and transcripts of completed courses for ProMED Career Institute's certificate programs are electronically maintained (computer copy). Hard copies maintained in the student's file.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is $25.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintain indefinitely. Transcripts will be provided to students upon written request.

Notice of Student Rights

Right to cancel-student can cancel the agreement in writing at any time up to and until of the seventh business day from signing the agreement. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

1. All payments shell be refunded except $200 registration fee within 30 days of cancellation notice.
2. If the institution closes before student completes the program, you may be entitled to a refund
3. California law prohibits discrimination based on sex, gender identity, sexual orientation, race, color, national origin, and disability, ensuring a fair and equitable learning environment for all students.
4. Students have the right to inspect and review their education records, as well as the right to request amendments if they believe the information is inaccurate or misleading, according to FERPA.
5. Students have the right to attend schools that are safe, secure, and free from violence, harassment, and intimidation, according to state law.
6. Students have the right to a free public education and the opportunity to participate in any program or activity offered by the school without discrimination.

STUDENT GRIEVANCE PROCEDURE

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

An effort to define the problem;

1) An effort to identify acceptable options for resolution; and
2) An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's chief academic officer who will work to resolve the matter. The School Director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The Chief Academic Officer will notify the student of the decision reached.
If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,
1747 North Market Blvd., Suite 225, Sacramento, CA 95834 **www.bppe.ca.gov Mailing address is: P. O. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: (888) 370-7589 Telephone Number: (916) 574-8900- Fax: (916) 263-1897 By E-mail to: bppe@dca.ca.gov**

SCHEDULE OF CHARGES

Program of Study	STRF Rate	Registration	Tuition	Supplies/Bo	Total Cost
	Nonrefundable	*Nonrefundabl*	*Refundable*	*Refundable*	
Certified Phlebotomy Technician 1	**$0**	**$200.00**	**$2,000.00**	**included**	**$2200.00**
Medical Assistant	**$0**	**$200.00**	**$11, 800.00**	**included**	**$12,000.00**
ECG/EKG Technician	**$0**	**$200.00**	**$1000.00**	**included**	**$1200.00**

**These are the total charges for the period of attendance and are the total charges for the entire program.

*STUDENT TUITION RECOVERY FUND

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students. STRF collected from each student in an educational program who is California resident or is enrolled in residency program.

76215. Student Tuition Recovery Fund Disclosures. (a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."
(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an

educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

CANCELLATION AND REFUND POLICY

STUDENTS RIGHT TO CANCEL

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written 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 your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If you cancel the agreement, the school will refund any money that you paid, within 30 days after your notice of cancellation is received.

School will refund 100% of all charges (including textbooks, uniforms, etc, that becomes "student property") to the student if they exercise their Right to Cancel. The Right to Cancel period is the first class session, or the seventh day after enrollment, whichever is later.

REFUND POLICY

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee and the STRF fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

Refund Calculation Guide:

(A) Deduct a registration fee and STRF fee from the total tuition charge.

(B) Divide this figure by the number of days in the course.

(C) The quotient is the daily charge for the course.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

If you receive federal student financial aid funds, you are entitled to a refund of monies not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled, to reduce the balance owed on the loan.

(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

The institute reserves (and will publish a schedule of changes that will itemize all charges.), the right to change tuition and fees, make curricular changes when necessary, and make substitutions

in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Enrollment fees are not refundable.

Institution's Standards For Student Achievement

ProMED Career Institute establish institution-set standards for student achievement, assess performance on student outcomes and use assessment to set goals for improvement when the standards are not being met. Institution-set standards are established for: course success rates, certificate completion, licensure exam pass rates (for those programs for which students must pass a licensure exam to work in their field of study).

The results of the assessment activities help to build common understanding strengths and weaknesses of training. Institution-set standards (ISS) are the minimum level of performance set internally by the institution to meet educational quality and institutional effectiveness expectations. Standards are the baseline levels (minimum level) of satisfactory performance of student learning and achievement, in which the institution does not want to fall below those standards.

Assessment includes:

- reviewing the passing rates for each quiz and final tests for didactic and skills part
- number of students enrolled and number of students graduate the program
- passing rate of Licensure exam

CERTIFIED PHLEBOTOMY TECHNICIAN 1 PROGRAM

Job Classification; CPT 1, Phlebotomy Technician

Standard Occupational Classification Code: 31-9097

88 Clock Hours Certificate Program (under college level)

Program Description:

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 38-hours classroom instruction, 10 hours of lab with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes a minimum of 50 successful venipunctures and 10 skin punctures. In California, it is required to be state certified to work as a phlebotomist. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

Admission Requirements:

Applicants must possess a high school diploma or GED certificate.

Program Prerequisites:

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Must attend the ProMED Career Institute orientation (1st day of class)

Upon completion of this program, the student will be able to:

- ✓ Have a basic understanding of the background on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ✓ Have the skills necessary in providing continued high-quality service.
- ✓ Have a basic understanding of anatomy and physiology with a focus on the circulatory system.

- ✓ Be able to apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.
- ✓ Be able to perform the necessary clerical functions associated with phlebotomy.
- ✓ Be able to utilize blood collection equipment.
- ✓ Be able to collect a quality blood specimen for laboratory diagnostic purposes.
- ✓ Have information that will expand their skills within the clinical laboratory.

Program Outline

Course Number	Course Title	Clock Hours	Lab Hours	Total Hours
Module A	Introduction to Phlebotomy, Safety and First Aid	8	0	8
Module B	Basic Anatomy and Physiology of Circulatory System	6	2	8
Module C	Patient Identification/ Infection Control/ Waste Disposal	6	2	8
Module D	Blood Collection Techniques/ Post puncture Care and Equipment	6	2	8
Module E	Anticoagulant Theory Specimen Processing and Transport	6	2	8
Module F	Quality Assurance Communication Skills. Risk Factors and Legal Issues of Phlebotomy	6	2	8
Module G	Externship	0	0	40
	Program Totals	38	10	88

Clinical

Externships are held at designated affiliate healthcare locations. Here, students will work with actual patients under the supervision of experienced medical healthcare professionals. Session times will vary.

Method of Instruction

Lecture, practicum and clinical. The instructor provides assistance by integrating technology into instruction, and emphasizes student-centered learning by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Technician program must take the Registered Phlebotomy Technician Examination through the AMT American Medical Technologists and administrated by Pearson VUE Testing Center. Upon completion of the program graduates will receive information on how and where to take the test from their instructor.

Course Descriptions: ALL COURSES MUST BE TAKEN IN SEQUENCE

Module A Introduction to Phlebotomy, Safety and First Aid

Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

Module B Basic Anatomy and Physiology of Circulatory System

Students will learn the basic root words, prefixes and suffixes used in the field of Phlebotomy, the correct laboratory test names and abbreviations used for blood drawing and the correct terminology for documentation of the technique for the patient. Students will be exposed to the anatomical region, structural organization, and the major organs system. Students will learn the functions and tests related to the organ system, circulatory system and functions of all cellular components of the blood and hemoglobin.

Module C Patient Identification/ Infection Control/ Waste Disposal

Students will learn the infection sources, chain of infection, The OSHA standards for occupational exposure to blood borne pathogens, standard precautions, the use of standard precautions, the isolation techniques, Nosocomial Infections. Patient identification and waste disposal techniques will be emphasized in this module.

Module D Blood Collection Techniques/ Post puncture Care and Equipment

Students will begin to identify the equipment and become familiar with needed sterile equipment and the proper procedures used for blood drawing, labeling and documenting system. The student will learn the skills of actual venipuncture and blood drawing.

Module E Anticoagulant Theory Specimen Processing and Transport

Students will learn the anticoagulant theory. They will also be taught specimen handling, processing and transportation.

Module F Quality Assurance Communication Skills. Risk Factors and Legal Issues of Phlebotomy

Students will work in the lab using interpersonal communication with patient care role playing to understand the patient they will work with in the industry. The student will learn and use the legal aspects of the Phlebotomist and the responsibility and respect for the patient.

Module G Externship

The final module of this program allows student after successfully completing the desired skills of this course to be placed within the industry to continue to use the skills and prepare for employment in Doctors' offices, Hospitals and labs and have the required venipuncture needed for the certification exam.

Graduation Requirements

Upon successful completion with a (GPA) of at least 70% (on a scale of 1-100 percent) in theoretical and 90% attendance and 100% attendance in the clinical components of the Phlebotomy program (80 clock hours) and if all financial obligations are met a certificate of completion is issued to the graduate.

Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.

ECG/EKG TECHNICIAN PROGRAM

Job Classification for gainful employment: EKG Technician, Monitor Technician, Unit Secretary

Standard Occupational Classification Code: 29-2031

50 clock hours/ 2.64 Credit units Certificate Program (under college level)

Program Description:

EKG course trains individuals to perform electrocardiogram tests including basic 12-lead EKG's and basic arrhythmias. The hands-on training introduces the student to the function and proper use of the EKG machine, 12 lead placement and interpretation. Students will be introduced to Holter Monitor procedure. Holter Monitors are portable recording devices worn by patients. The device records data and analyze its inputs. EKG technicians can then further study the results and forward them to the physician to assist them in diagnosing heart ailments, such as heart rhythm abnormalities or problems with pacemakers. It also equips and prepares students to take national exam-National Center for Competency Testing/Multi skilled Medical Certifications Institute. This course requires the student to have a High School diploma or GED.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units	Total Hours	Credit
Module A	Anatomy and Physiology of the cardiovascular System/ Medical Terminology/ Indication and History	7. 33	1	8. 33	0. 52
Module B	EKG Fundamentals. EKG Performance: Obtaining Rhythm Strips Normal Sinus Rhythm	5. 30	3	8. 33	0. 46
Module C	Atrial & Junctional Rhythm	3. 33	5	8. 33	0. 38
Module D	Ventricular Rhythms & Heart Blocks	3. 33	5	8. 33	0. 38
Module E	Artificial Pacemakers, Angina Pectoris, CHF	4. 33	4	8. 33	0. 42
Module F	Myocardial Infarction, Edema, Electrolyte abnormalities on EKG strips, introduction to Holter	5. 33	3	8. 33	0. 46
	Totals	29	21	50	2.64

Course Descriptions: ALL COURSES MUST BE TAKEN IN SEQUENCE

Module A Anatomy and Physiology of the cardiovascular System/ Medical Terminology/ Indication and History of EKG

Students will learn the basic medical terminologies, root words, prefixes and suffixes used in the field of cardiology. They will learn about the anatomy and physiology of the cardiovascular system.

Module B EKG Fundamentals. EKG Performance: Obtaining Rhythm Strips Normal Sinus Rhythm

Students will learn the basics of electrocardiography. They will be able to describe the electro physiologic basis of cardiac arrhythmias, illustrate the electrical conduction system through the heart, and the process of recording an electrocardiogram. Students will perform 12-Lead Electrocardiography and obtain rhythm strips and interpret an ECG strip.

Module C Atrial & Junctional Rhythm

Students will learn to recognize arrhythmias that originate within the atria, outline the identifying features specific to each of the arrhythmias originating within the atria, recognize arrhythmias that originate in the AV junction, and outline the identifying features specific to each of the arrhythmias originating in the AV junction.

Module D Ventricular Rhythms & Heart Blocks

Students will learn to recognize arrhythmias that originate in the ventricles, outline the identifying features specific to each of the arrhythmias originating within the ventricles, recognize arrhythmias that are manifestations of conduction defects at the AV node, describe the characteristics of the category of arrhythmias known as AV heart blocks, and outline the identifying features specific to each of the arrhythmias included in the heart block category.

Module E Ventricular Rhythms & Heart Blocks

Students will learn to describe Pacemakers, name the chambers of the heart that pacemaker may pace, explain the ways in which pacemakers can initiate impulses, assess pacemaker function, name and describe common types of pacemaker malfunctions, and explain how pacemaker malfunction is treated.

Module F Myocardial Infarction, Edema, Electrolyte abnormalities on EKG strips, introduction to Holter Monitoring.

Students will learn about cardiovascular emergencies and introduce to the Holter Monitoring. They will be able to explain functions of a Holter Monitor, lead placement and reading of strips.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill-proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.

Job Classification: Medical Assistant, Clinical Medical Assistant

Standard Occupational Classification Code: 31-9092

800 clock hours; 47 Credit units Certificate Program (under college level)

Program Description:

The Medical Assistant Program (certificate) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back-office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This certificate program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, students participate in a 200-hour externship.

Objectives:

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Educational Objectives:

The objective of the Medical Assisting Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Course Objectives:

Upon completion of this program, the student will be able to:

- ✓ Upon successful completion of this program, the graduate will be able to:
- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- ✓ Apply principles of infection control and use appropriate aseptic technique.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Implement current procedural terminology and ICD-9 coding.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Demonstrate acceptable speed and accuracy in computer keyboarding.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Clock Hours	Credit Units
Module 110	Administrative Medical Assisting Duties	90	6
Module 120	Introduction to Anatomy and Physiology	90	6
Module 130	Office Environment Safety Infection Control and Laboratory	80	5
Module 140	Psychology and Special Senses	80	5
Module 150	Medical Management	90	6
Module 160	Clinical Medical Assisting Duties	90	6
Module 170	Pharmacology and Office Emergencies	80	5
Module 180	Externship	200	8
	Program Total	800	47

Course Descriptions: ALL COURSES MUST BE TAKEN IN SEQUENCE

Module 110 Administrative Medical Assisting Duties

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In addition, the module presents professionalism by describing the concepts of making a commitment to your job.

Module 120 Introduction to Anatomy and Physiology

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 130 Office Environment Safety Infection Control and Laboratory

This module covers the concepts relating to the office environment safety and measures that includes discussion of blood borne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical

laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 140 Psychology and Special Senses

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 150 Medical Management

This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 160 Clinical Medical Assisting Duties

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties and their relationship to lifespans, and nutrition. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 170 Pharmacology and Office Emergencies

This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Module 180 Medical Assisting Externship

Upon successful completion of Modules A through G, Medical Assisting students participate in a 200 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 100 and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Graduation Requirement:

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.

Licensure Disclosure

Although Medical Assistants are not licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the Medical Assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

Certified Phlebotomy Technician 1

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1. With passage of the exam graduate must submit an application. Applications will not be reviewed unless the proper $100 fee is submitted. This fee is non-refundable.

A valid social security number is mandatory for certification by the State of California. Please contact the U.S. Social Security Administration for further information on how to obtain a social security number. It is the applicant's responsibility to make sure that the application and all other supporting documents are submitted in a timely manner. You must have all correspondence specify: "Attention: Phlebotomy Program". This will reduce the likelihood of receipt of the documents by other programs which in turn may cause a delay in the processing of your application. Documents include official transcripts, verification of training and experience and certificate of completion of training course, two passport size photos and state approved examination.

Medical Assistant

Although medical assistants are not licensed, certified, or registered by the State of California, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

ECK/EKG Technician

There are no regulations requiring a person who uses an EKG machine to be certified. Most professionals already have healthcare training and education, which usually involves training in how to use an EKG machine. However, certification is becoming an employer-based requirement for cardiographic technicians. Upon graduation a student may seek EKG certification from various organizations, including the National Center for Competency Testing (NCCT) and the National Healthcareer Association (NHA).

The NCCT offers the National Certified ECG Technician (NCET) designation. The NCCT is an independent organization that offers various certifications for professionals within the medical field. The NCET exam is developed through a process that involves a job analysis and gathering information from schools, employers and those working in the field.

The NHA offers you the chance to earn the Certified EKG Technician (CET) designation. The NHA is an organization that offers certification options and resources to healthcare professionals. Certification exams from the NHA are developed by a research and test development team.

To be eligible to take the CET exam, you must earn a high school diploma or equivalent and have documented proof of the performance of 10 EKG tests through a training program or work experience. The exam has 100 questions and covers topics including the cardiovascular system, medical terminology, EKG interpretation, EKG equipment, patient rights and professionalism. To recertify, you must show proof of at least 10 continuing education credits every two years.

STAFF

IRODAKHON YULDASHEVA, BSN
CHIEF EXECUTIVE OFFICER & CHIEF ACADEMIC OFFICER
California Phlebotomy Technician 1, Certificate of EKG Instructor from ASPT, California EKG Monitor Technician Certification CPR/BLS Instructor Certification. Professor and clinical instructor at Tashkent State Medical University 1988 to 1994.

FACULTY

ZAFAR SAIDKARIEV, RN CLINICAL DIRECTOR/INSTRUCTOR
California Registered Nursing License, New York Registered Nursing License, C.P.R./BLS Certification Tashkent Pediatric University Tashkent, Uzbekistan from 1990 to 1996.

Iroda Yuldasheva BSN PHLEBOTOMY INSTRUCTOR
California Phlebotomy Technician 1, National Certified Phlebotomy Technician, teaching since Phlebotomy 2009.

IRODA YULDASHEVA, BSN ECG/EKG INSTRUCTOR
California RN License
California Phlebotomy Technician1, Certificate of EKG Instructor from ASPT, California EKG Monitor Technician Certification CPR/BLS Instructor Certification. Professor and clinical instructor at Tashkent State Medical University 1988 to 1994

NOZIMA NIYOZOVA Admission Representative/Student Services

SHEILA FACIOLAN Data Entry Specialist

CLASS SCHEDULES

PHLEBOTOMY TECHNICIAN:

MON-FRI 8 am to 5 pm

Sat/Sun 8 am to 5 pm

MEDICAL ASSISTANT:

Morning Session: 8 AM to 2 PM Monday – Friday
Evening Session: 6:00 PM to 10:00 PM Monday-Friday
Externship may be up to 40 hours per week

ECK/EKG TECHNICIAN

Sat/Sun 9am to 5 pm; Mon/Thu 9 am-5 pm

HOURS OF OPERATION

OFFICE

9:00 AM to 5:00 PM Monday through Thursday
9:00 AM to 5:00 PM Friday
9:00 AM to 5:00 PM Saturday
9:00 AM to 5:00 PM Sunday

Attachment 1

ProMED Career Institute does not offer Degree Programs

71775.5 Pre-Enrollment Disclosure; Notice to Prospective Degree Program Students; Institutions with Existing Approvals to Operate.

(a) An approved unaccredited institution enrolling a student in a degree program shall, prior to execution of an enrollment agreement, provide the student with the following notice, which shall be in at least 12-point type in the same font as the enrollment agreement:

"Notice to Prospective Degree Program Students

This institution is approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer degree programs, this institution must meet the following requirements: • Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program. • Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by July 1, 2017, and full accreditation by July 1, 2020. If this institution stops pursuing accreditation, it must: • Stop all enrollment in its degree programs, and • Provide a teach-out to finish the educational program or provide a refund. An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials:_____ Date: _____

Student Initials:_____ Date: _____

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following; admissions requirements, length of program, courses offered or areas of focus.

Such notice shall be included, at a minimum, in the following locations:

(1) The institution's catalog where each degree program is described.

(2) The institution's website where each degree program is described.

(3) The institution's degree program brochures