TABLE OF CONTENTS

This catalog is updated annually; the dates for this catalog: **January 1, 2025, to December 31, 2025**

APPROVAL DISCLOSURE STATEMENT 3

MISSION STATEMENT 4

HISTORY 4

OFFICERS & BOARD OF DIRECTORS 4

STATEMENT OF OWNERSHIP 4

ACCREDITATION & LICENSES… 5

OCCUPATIONAL CODES 5

CAMPUS INFO & MAP 6

OFFICE HOURS 6

HOURS OF INSTRUCTION 6

TITLE IX COORDINATOR 8

ADMISSIONS PROCEDURE 9-10

PROGRAMS OFFERED:

Medical Office Assistant / Back Office 11-14

X-Ray Technician / Medical Assistant 15-18

Diagnostic Medical Ultrasound / Vascular Technology 19-22

CLINICAL INTERNSHIP INFORMATION… 23-25

CONTINUING EDUCATION INFORMATION 26

 All Rights Reserved ©

GRADUATION REQUIREMENTS.....**27**

FINANCIAL AID CONSUMER INFORMATION **28-31**

ADMINISTRATIVE POLICIES.....**32-36**

FERPA - BUCKLEY AMENDMENT **37-39**

STUDENT SERVICES POLICIES **40-42**

ACADEMIC POLICIES **43-47**

FINANCIAL POLICIES & TUITION **48-49**

GAINFUL EMPLOYMENT INFORMATION. **49**

STUDENTS' RIGHT TO KNOW INFORMATION...... **50**

REFUND POLICY.....**51-53**

STUDENT TUITION RECOVERY FUND.....**54**

PROCEDURES FOR REQUESTING ACADEMIC ACCOMMODATIONS **55**

HOLIDAYS **55**

FACULTY PROFESSIONAL PROFILES.....**56-58**

SAMPLE PROGRAM CALENDAR **59-60**

PROGRAM COURSE DESCRIPTIONS.....**61-66**

CATALOG SIGNATURE SHEET **67**

Last updated: October 9, 2025

 All Rights Reserved ©

Publication Title: Modern Technology School Catalog 2025

APPROVAL DISCLOSURE STATEMENT:

C*EC§ 94909(a)(2): "Except as provided by subdivision (d) before enrolling, an institute shall provide, at minimum, all of the following: (2) Except as specified in Article 2 (commencing with Section 94802), a statement that the institution is a private institution and that it is approved to operate by the bureau."*

M*odern Technology School* is a private institution, and it is approved to operate as a private postsecondary institution in the State of California, based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Educational Code, Title 3, Division 10, Part 59, Chapter 8), which was effective January 1, 2010.

The following courses are licensed and currently offered*:*

PROGRAM	Total Weeks	Instructional Hours
MEDICAL OFFICE ASSISTANT / BACK OFFICE	30 WKS	600
X-RAY TECHNICIAN / MEDICAL ASSISTANT	44 WKS	1155
DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY	76 WKS	2172

Instruction is in residence with facility occupancy level accommodating a maximum of **6-12 students** at any one time for the Medical Office Assistant/Back Office, X-Ray Technician/Medical Assistant Program, or the Diagnostic Medical Ultrasound/Vascular Technology Program, depending on the program.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Modern Technology School awards diplomas.

Before enrolling or signing enrollment agreements, prospective students are encouraged to visit the facilities and discuss personal, educational, and occupational plans with school personnel. The school currently participates in sponsored programs, government or otherwise, which provide grants or pay portions of tuition and fees, such as the Federal Pell Grant and Federal Supplemental Educational Opportunity Grants—FSEOG.

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

Modern Technology School does not have a pending petition in bankruptcy, is not operating as a debtor & has not filed a petition for the preceding five years. This institution has not filed a petition for bankruptcy resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 USC Sec. 1101). Modern Technology School is a private institution licensed to operate by the bureau.

 All Rights Reserved ©

Mission Statement

***MODERN TECHNOLOGY SCHOOL* is passionate about equipping our students for exceptional contributions in the diagnostic and health care field.**

History

***M**odern Technology School of X-ray* enrolled its first students in September of 1981 in North Hollywood. *MTS's* first program was Limited Permit X-Ray Technician; then added Medical Office Assistant / Back Office to enable its graduates to qualify for starting positions in a contemporary job market. A Diagnostic Medical Sonography program was added to this campus in September 1988.

In order to meet the educational needs of other communities in Southern California, *Modern Technology School* established a satellite campus in Anaheim on Euclid Avenue in 1986. The campus soon moved to Katella in Anaheim and became incorporated that same year. The Anaheim campus also added diagnostic ultrasound to its curriculum in September 1990. In May of 1991, the Anaheim campus became an independent campus from North Hollywood. The Anaheim campus further expanded its facilities in December 1992.

In July 1993, the North Hollywood campus was sold, leaving the Anaheim campus the only *Modern Technology School* campus in Southern California. In its continuing efforts to bring forth quality educational opportunities, ultrasound vascular technology was added and combined into the general ultrasound program in November 1995. The ultrasound / vascular course was increased to an 18-month program during that time.

***M**odern Technology School* relocated to Fountain Valley, CA. in October 2005, where we are today.

SCHOOL OFFICERS

Donna Juds-Caplan,CRT, ARRT (retired)..... President, Secretary

Harvey S. Caplan.....Vice-President

STATEMENT OF OWNERSHIP

***M**odern Technology School* is owned and controlled by M.T. X-RAY, INC. The school is headquartered at 16560 Harbor Blvd., Suite K, Fountain Valley, CA 92708, www.mtschool.edu.

The information contained in this catalog is true and correct in content and policy. All class sessions are held at *Modern Technology School* 16560 Harbor Blvd, Fountain Valley, CA. 92708.

Donna Juds-Caplan, President
School Official

 All Rights Reserved ©

ACCREDITATION AND LICENSES

- ***M**odern Technology School* is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- **T**he Accrediting Commission of Career Schools and Colleges is a recognized accrediting agency by the US Department of Education.
- ***M**odern Technology School was* licensed to operate as a Private Postsecondary Educational Institute by the State of California, Bureau for Private Post-secondary Education.
- **A**pproved to offer Limited Permit X-Ray Technology didactic courses and clinical education by the California Department of Public Health, Radiologic Health Branch.
- **R**ecognized by the National Center for Competency Testing in Medical Assisting/Back Office.
- **E**ligible institution to provide training services for the California Department of Vocational Rehabilitation and the Eligible Training Programs List (ETPL) for California EDD.
- **E**ligible institution under the Federal Stafford Loan, Federal PLUS, Federal PELL Grant, and Federal SEOG programs.
- **A**pproved for the training of veterans and eligible persons under provisions of Title 38, United States Code.
- **A**merican Heart Association BLS/CPR and First Aid training facility.

OCCUPATIONAL CODES

CIP Codes—Classification of Instructional Program Codes for IPEDS/DOE
SOC/OC/CA Codes—Standard Occupational Classification for EDD, Orange County, California

MEDICAL OFFICE ASSISTANT/BACK OFFICE
CIP Code: 51.0801, SOC/OC/CA Code: 31-9092

X-RAY TECHNICIAN/MEDICAL ASSISTANT
CIP Code: 51.0911, SOC/OC/CA Code: 29-2034

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY
CIP Code: 51.0910, SOC/OC/CA Code: 29-2032

 All Rights Reserved ©

MTS Campus

16560 Harbor Blvd. Ste. K
Fountain Valley, CA 92708
Phone: 714.418.9100 ◆ Fax: 714.418.9109
www.mtschool.edu



BUSINESS OFFICE HOURS:
Monday – Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 4:00 p.m.

HOURS OF INSTRUCTION:
Classroom instruction is between 8:00 am and 10:00 pm Monday through Thursday and Friday 8:00 am - 4:00 pm. All classes are held following the school calendar and class schedules.

THE CAMPUS:
Modern Technology School occupies 11,000 square feet of space in a multi-use office park. The school has nine classrooms, two live x-ray labs, a film processing room, two Ultrasound scanning labs with live ultrasound units similar to ones found in the field, and two medical labs for the Medical Assistant program. Our campus is in Fountain Valley near Mile Square Park; it is accessible by several local freeways.

All Rights Reserved ©

ADMINISTRATION & FACULTY

ADMINISTRATION

Susan Shannon, MS, CRT, ARRT (R)(M) ..... *Campus Director*

Jan-Michael Taylor, BS ..... *Asst. Campus Director/Controller*

Bobby R. Pepito, BA ..... *Financial Aid Director*

Quynh Truong, BA ..... *Financial Aid Officer*

Cynthia Moore, ... *Custodian of Records / Registrar*

Natalie Chiriboga, BA ..... *Student Services*

Karen K Dokes, BS ..... *Admissions Representative*

Maria Garces Jones ..... *Receptionist*

MEDICAL ASSISTANT DIVISION — Academic Staff

Angelica Perez, CMA ..... *Medical Assisting Director*

Mike Cost, CRT (R)(F) ..... *Instructor*

Jafet Hernandez, CMA, XT ..... *Instructor*

Angelica Perez, CMA ..... *Medical Assisting Clinical Coordinator*

X-RAY TECHNICIAN DIVISION — Academic Staff

Susan Shannon, MS, CRT (ARRT) (R)(M). ..... *X-Ray Program Director*

Chel Lumayno, BSRT, CRT(R)(F) ..... *Instructor, Clinical Coordinator*

Alina Kane, AS, CRT (ARRT) (R) ..... *Instructor*

Mike Cost, CRT(R)(F) ..... *Instructor*

Susan Shannon, CRT ..... *Radiation Safety Officer*

 All Rights Reserved ©

ADMINISTRATION & FACULTY continued . . .

ULTRASOUND/VAS DIVISION — Academic Staff

Lani Coates, RVT, RDMS ..... *US Program Director*

Cynthia Maynard ..... *Instructor*

Steve Shannon, AS, CRT (R) ..... *Instructor*

Shanaz Foroozanfar, RDMS..... *Instructor*

Jill Delucio, BS RDMS…..... *Instructor*

Julie Barksdale, RDMS…… *Instructor*

Destiny Fletcher……*Ultrasound Clinical Placement*

CAMPUS SAFETY OFFICER — Staff

Angelica Perez (day)…… avicencio@mtschool.edu

Chel Lumayno (evn)…… xrayclinical@mtschool.edu

TITLE IX OFFICERS

Contact Phone number: 714-418-9100.

Natalie Chiriboga……nchiriboga@mtschool.edu

Jan-Michael Taylor ..... jtaylor@mtschool.edu

 All Rights Reserved ©

ADMISSION POLICIES & PROCEDURES

POLICIES & PROCEDURES:
Policies & procedures may be amended at any time, following regulations by the school Campus Director and Board of Directors.

Admission applications may be submitted to an admissions representative. At the time of application, official transcripts from high school, GED, or California High School Proficiency Exam (CAHSPE) and any post-secondary institutions the applicant attended should be sent directly to the school Registrar. Foreign documents must be translated into English and may be required to be notarized on translated documents. Translated documents must indicate it is an equivalent US high-school diploma.

Upon receipt of the application, the passage of the entrance exam, acceptance by the review committee, application for or receipt of official transcripts, and any other required documents, the applicant will be notified regarding acceptance for admission by mail.

In order for a potential student to be considered a *regular student,* they must meet all the admission requirements and be enrolled or accepted for enrollment in one of our eligible programs. They must also be at least 18 years of age & possess a high school diploma, California High School Proficiency Exam (CAHSPE), or equivalent GED.

ENGLISH ONLY INSTRUCTION
Modern Technology School does not provide visa services nor vouch for student status. Applicants must be proficient in English at a High School Level. All courses are taught in English; all clinical internship sites are English-speaking.

The recommended English language proficiency level should be the Professional Working Proficiency or the fourth level of five in the Interagency Language Roundtable (ILR) scale of language proficiency, formerly called the Foreign Service Institute (FSI) scale. Proficiency in the English language must be that of a High School level.

This level is sometimes referred to as S-3 or Level 3. A person at this level is described as follows:

- able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, & professional topics,
- can discuss interests & special fields of competence with reasonable ease,
- has comprehension, which is quite complete for an average rate of speech,
- has a general vocabulary that is broad enough that they rarely must fumble for a word,
- has an accent that may be foreign; has reasonable control of grammar; & whose errors virtually never interfere with understanding & rarely disturb the native speaker.

ADMISSION REQUIREMENTS FOR ALL PROGRAMS:

- Must be proficient in the English language at a High School Level,
- High School Diploma, official transcript verifying High School graduation, California. High School Proficiency Exam (CAHSPE) or GED,
- Passing score on the Wonderlic assessment, (MA:15, X-ray:16, US/Vas:19)
- Health screening documents,
- Financial arrangements must be completed before admission,
- Two reference forms, and
- Approval of admissions committee based on personal interview.

 All Rights Reserved ©

ADMISSIONS PROCEDURE Continued….

PROGRAM SCHEDULES:
MTS reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled start date.

PROGRAM CHANGES:
MTS reserves the right to change or modify program contents, equipment, staff, or materials as it deems necessary. Such changes may be required to keep pace with technological advances and improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

GRANTING PREVIOUS CREDIT
MTS reserves the right to make the final determination regarding the transfer of credits. Transfer credits are accepted for a Medical Assisting waiver into the MA/X-ray program for students who were graduates of the Medical Assistant program at MTS and want to continue into the X-ray program. Outside diplomas are not accepted.

Transfer credits are accepted for Ultrasound/Vascular and are determined on a case-by-case basis. Credit must be granted before enrollment and only by the Ultrasound/Vascular Director or Campus Director. Official Transcripts will be required to determine eligibility of equal instructional hours for courses requested.

The acceptance of credit for transfer is primarily based on the competencies achieved by the student in previously completed coursework and whether the competencies align with the coursework and the program into which the credit is to be transferred.

Advanced standing, waiver of course requirements, and credit will be given to students who have previously and satisfactorily completed courses equivalent to those required in specific curricula by Modern Technology School.

Such credit is determined upon evaluation of official transcripts or certification of completion/ diploma. The school's policy is not to grant credit for courses taken more than three years before enrollment. Transfer students must complete a minimum of seventy percent (75%) of the required credit units for graduation at MTS.

 All Rights Reserved ©

PROGRAMS OFFERED

MEDICAL OFFICE ASSISTANT/BACK OFFICE

THE PROGRAM:

The didactic portion of the program will cover medical terminology, practical math for healthcare workers, OSHA & CDC healthcare requirements and regulations, medical law & ethics, HIPAA requirements, primary human anatomy/physiology/pathology, and clinical diagnostic examinations.

Clinical/laboratory medical office procedures included in the Medical Office Assistant/ Back Office program:

- Medical and Surgical Asepsis Training
- Office Management
- Proper Use of Body Mechanics
- Sterilization Procedures
- Vital Signs
- Medication Preparation and Administration (injections)
- Accurate Specimen Collection and Processing
- Blood Collection (capillary and venipuncture)
- Use of Glucose Monitor & blood hemoglobin photometer.
- Visual Examination (ophthalmoscope/Snellen chart)
- Ear Lavage (otoscope)
- Exam Preparation and Instruction
- ECG/EKG
- Healthcare Provider BLS/CPR with AED
- Healthcare Provider First Aid
- Medical Record Management

EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory, and clinical training needed to enable them to meet the entry-level requirements for a position as a Medical Office Assistant/Back Office; with the ability to perform a variety of back-office procedures to include, but not limited to, venipuncture, injections, EKGs, and various other routine laboratory procedures. The program also qualifies the student to sit for the National Certification Medical Assistant Examination.

NATIONAL CERTIFICATION TESTING:

Modern Technology School is a proctoring site for the National Center for Competency Testing. Upon graduation the student is eligible to sit for the National Certification for Medical Assisting. Successful completion of the **entire** program, including the didactic & clinical internship, is required before issuing a diploma. An MTS school diploma must be submitted to obtain CMA certification.

 All Rights Reserved ©

MEDICAL OFFICE ASSISTANT/BACK OFFICE continued . . .

CAREER OPPORTUNITIES:

Once the graduate has completed the program and passed the CMA exam, they can assume a responsible entry-level Medical Assistant-Back Office position as a healthcare team member in a physician's office, hospital, chiropractic office, or clinic. Jobs are available in private practice, industry, and government service.

NOTE: The Medical Assistant/Back Office program is a stand-alone program that differs in hours and content from the X-ray Technician/Medical Assistant program. Students who drop at any point during the X-ray/MA course are not eligible to obtain the MA certification or diploma.

 All Rights Reserved ©

PROGRAM OF INSTRUCTION

MEDICAL OFFICE ASSISTANT/BACK OFFICE
Certificate Awarded - DIPLOMA
Maximum Class Size: 10

PROGRAM OUTLINE:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
OM 101	This course provides the student with an understanding of how a medical office is managed. This course further prepares the student to use office equipment and understand its upkeep. Students will also learn what information is needed to set up patient appointments and what related documentation is needed.	40.00	0.00	0.00	2.50
OM 102	Students will be provided with information regarding the patient's medical record documentation. Also, students will learn about electronic medical data input and the various systems available. Students will be instructed about common medical examination preparations & screening procedure documentation needed for patient files.	80.00	0.00	0.00	5.50
MA 101	Orientation, Intro to Medical Assisting, Medical Terminology, Medical Asepsis, Infection Control, Bloodborne Pathogen Safety, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Medical & Surgical Asepsis, Sterilization, Minor Surgery, Pharmacology, Medication Administration & Injections.	60.00	20.00	0.00	5.00
MA 102	Medical Terminology, Visual Acuity Testing, Eye & Ear Lavage. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous & Endocrine.	47.50	32.50	0.00	5.00
MA 103	Medical Terminology, Hematology, Blood Collection, Laboratory Procedures, EKG/ECG, BLS CPR/AED & First Aid. Anatomy for the following body systems: Respiratory, Circulatory, Immunology, Cardiac Screening, Intro to Administrative Skills, CMA review, Program Finals	47.50	32.50	0.00	5.00
MA 104	Clinical Internship Experience	0.00	0.00	240.00	9.00

 All Rights Reserved ©

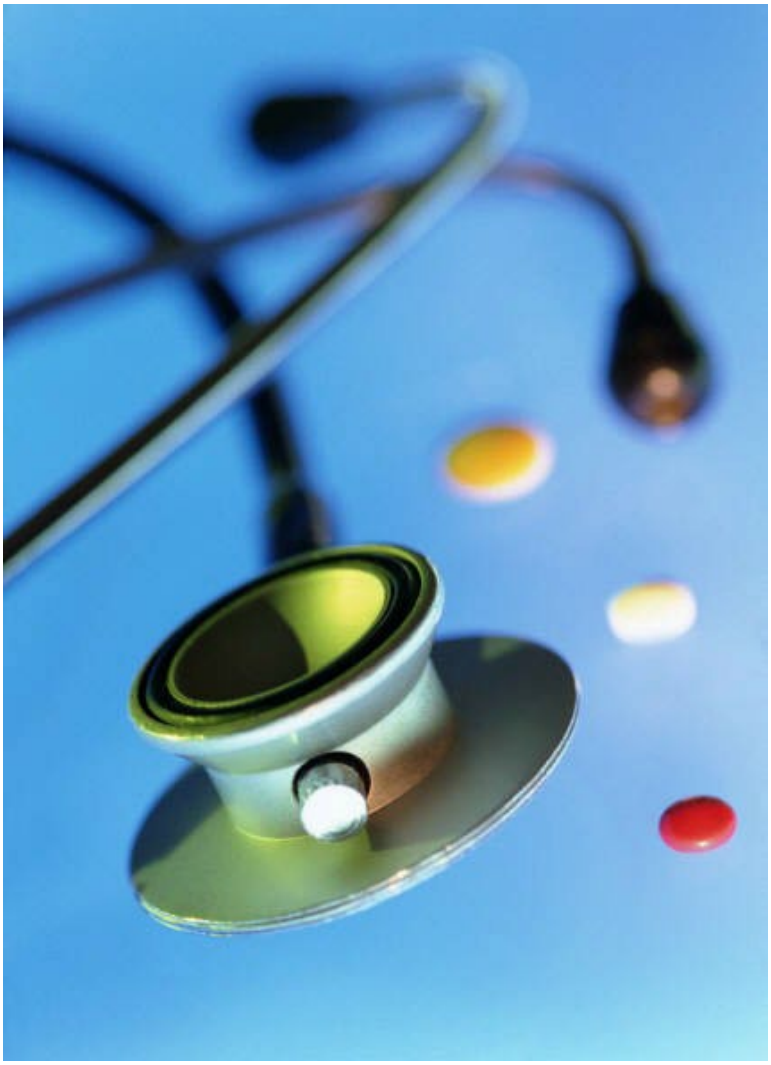
PROGRAM TOTALS:

	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
CLASSROOM/LAB HOURS:	275.00	85.00	0.00	23.00
INTERNSHIP HOURS:	0.00	0.00	240.00	9.00
TOTAL INSTRUCTIONAL HOURS:	600			
OUTSIDE PREP:	248			
PROGRAM LENGTH:	**30 weeks**			

MEDICAL OFFICE ASSISTANT/BACK-OFFICE EQUIPMENT

The school provides a lab setting similar to those observed in most medical clinic environments to accommodate clinical competency skills development. Specialized lab equipment includes:

- ✓ Medical Examination Tables
- ✓ Stethoscope/Sphygmomanometer
- ✓ Balance Beam Scale
- ✓ Biohazard Sharps Containers
- ✓ Mayo Stand-Minor Surgery Set Up
- ✓ Autoclave
- ✓ Bandaging and Dressing Supplies
- ✓ First Aid Supplies
- ✓ Otoscope
- ✓ Ear Lavage Supplies
- ✓ Ophthalmoscope
- ✓ Snellen Eye Charts
- ✓ Injection Supplies & Equipment
- ✓ Urinalysis Supplies & Equipment
- ✓ Microscopes & Equipment
- ✓ Venipuncture & Capillary Equipment
- ✓ Centrifuge Machines
- ✓ Adult/Child & Infant CPR Training Mannequins
- ✓ CPR Training Equipment
- ✓ Automated External Defibrillator
- ✓ ECG/EKG Machine & Supplies
- ✓ Documentation Charting Supplies



 All Rights Reserved ©



X-RAY TECHNICIAN

The California Department of Public Health—Radiologic Health Branch has set minimum standards for all x-ray schools with educational programs for X-Ray Technicians. Our program of studies meets these minimum standards:

X-RAY TECHNICIAN—	**California Department of Public Health - Radiologic Health Branch, Title 17 Regulations**
Instructional Hours:	▪ 1,155 Hours which includes 520 Clinical Hours
Clinical Requirement:	▪ 50 Chest Exams—minimum 16-wk internship ▪ 50 Upper Extremity Exams—minimum16-wk internship ▪ 50 Lower Extremity Exams—minimum 16-wk internship ▪ 200 Torso-skeletal Exams—minimum 16-wk internship ▪ Exam categories to be completed concurrently.

THE PROGRAM:

The program will cover the principles of radiographic imaging, medical terminology, anatomy & physiology, x-ray physics, radiation protection, radiobiology, digital radiography, and positioning factors for Chest, Extremity, and Torso-skeletal x-ray categories. The program also includes Medical Assisting/ Back Office procedures include medical terminology, medical law and ethics, fundamental anatomy & physiology, back-office examinations, first aid, and healthcare provider CPR.

EDUCATIONAL OBJECTIVES:

To provide the student with didactic, laboratory, and clinical training needed to enable them to meet an entry-level position as an X-ray Technician/Medical Assistant with the ability to perform Chest, Extremity, and Torso-skeletal X-rays procedures and a variety of Medical Assistant/Back Office procedures. In addition, Medical Assistant students will be eligible to sit for the CMA Examination.

CALIFORNIA STATE X-RAY TECHNICIAN EXAMINATION:

All successful graduates of the X-ray Technician/Medical Assistant program are eligible to take the **California State X-ray Technician Examination** and the categories of Chest, Extremity, Torso-skeletal & Digital radiography. The examination can be scheduled at multiple testing centers throughout California. In California, it is mandatory to have a valid x-ray license issued by the CDPH-RHB to operate x-ray equipment. Students must pass with a 90% or above on the x-ray program final exam in order to take all four parts of the State Exam; otherwise they will be required to take two and two separately.

 All Rights Reserved ©

X-RAY TECHNICIAN/MEDICAL ASSISTANT continued . . .

CAREER OPPORTUNITIES:

Once the graduate passes the *California State X-Ray Technician Examination,* they can pursue a responsible entry-level position as a member of the healthcare team in a physician's office, urgent care facilities, imaging centers, industrial medicine clinics, chiropractic office, sports medicine, orthopedics or in a hospital (with experience). Jobs are available in private practice, corporate healthcare, and government service.

PROGRAM OF INSTRUCTION

X-RAY TECHNICIAN / MEDICAL ASSISTANT
Certificate Awarded - DIPLOMA
Maximum Class Size: 10

PROGRAM OUTLINE - FIRST QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
MA 101	Orientation, Intro to Medical Assisting, Medical Terminology, Medical Asepsis, Infection Control, Bloodborne Pathogen Safety, Medical Law & Ethics, HIPAA, Professionalism, Communication Skills, Fundamental Body Structures, Patient History, Vital Signs, Body Mechanics, Medical & Surgical Asepsis, Sterilization, Minor Surgery, Pharmacology, Medication Administration & injections.	60.00	20.00	0.00	5.00
MA 102	Medical Terminology, Visual Acuity Testing, Eye & Ear Lavage. Anatomy for the following body systems: Musculoskeletal, Urinary, Reproductive, Digestive, Nervous, & Endocrine.	47.50	32.50	0.00	5.00
MA 103	Medical Terminology, Hematology, Blood Collection, Laboratory Procedures, EKG/ECG, BLS CPR/AED & First Aid. Anatomy for the following body systems: Respiratory, Circulatory, Cardiac Screening, Intro to Administrative Skills, Program Finals	47.50	32.50	0.00	5.00
	FIRST QUARTER TOTALS	**155.00**	**85.00**	**0.00**	**15.0**

 All Rights Reserved ©

PROGRAM OUTLINE - SECOND QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
XR 201	X-Ray Technology	65.00	10.00	0.00	5.00
XR 202	Specialized Chest Radiography	15.00	5.00	0.00	1.00
XR 203	Specialized Extremity Radiography	50.00	25.00	0.00	4.50
XR 204	Specialized Torso-skeletal Radiography	50.00	25.00	0.00	4.50
XR 401	Radiobiology & Radiation Protection	50.00	20.00	0.00	4.50
	SECOND QUARTER TOTALS	**230.00**	**85.00**	**0.00**	**19.50**

PROGRAM OUTLINE - THIRD QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
XR 301	Digital Radiography	20.00	0.00	0.00	1.00
XR 302	Radiation Physics	20.00	0.00	0.00	1.00
XR 303	X-Ray Medical Procedures & Review	20.00	0.00	0.00	1.00
XR 304	Clinical Application Skills I	0.00	0.00	240.00	9.00
	THIRD QUARTER TOTALS	**60.00**	**0.00**	**240.00**	**12.00**

PROGRAM OUTLINE - FOURTH QUARTER:

COURSE CODES	SUBJECTS	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
XR 402	Clinical Application Skills II	0.00	0.00	280.00	10.50
XR 403	X-Ray Review & Exam Preparation	20.00	0.00	0.00	1.00
	FOURTH QUARTER TOTALS	**20.00**	**0.00**	**280.00**	**11.50**

PROGRAM TOTALS:

	CLASS ROOM HOURS	LAB HOURS	INTERNSHIP HOURS	CREDIT HOURS
CLASSROOM HOURS:	465.00	170.00	0.00	38.5
INTERNSHIP HOURS:	0.00	0.00	520.00	19.5
TOTAL INSTRUCTIONAL HOURS:	1155			
OUTSIDE PREP:	539.5			
PROGRAM LENGTH:	DAY 44 weeks - EVN 48 weeks			

NOTE: Students must complete the entire X-ray Technician / Medical Assisting program and receive their diploma to be eligible to apply for the CMA certification. Students who drop out before graduation will not be eligible to receive their CMA certification.

 All Rights Reserved ©

X-RAY EQUIPMENT

The school provides energized x-ray units and practice/non-energized x-ray units, and a processing room to accommodate clinical competency skills development. Specialized x-ray equipment includes:

- ✓ Live x-ray machines
- ✓ Live DR/CR x-ray equipment
- ✓ Skeletons
- ✓ Positioning aides
- ✓ Lead aprons
- ✓ Radiation protection devices
- ✓ Digital (CR) cassettes
- ✓ Densitometer
- ✓ Penetrometer
- ✓ X-ray training phantoms
- ✓ Automatic chemical processor
- ✓ Conventional cassettes
- ✓ Medical Assisting Lab & Supplies

 All Rights Reserved ©

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

The DIAGNOSTIC MEDICAL ULTRASOUND / VASCULAR TECHNOLOGY program is offered for the student who wishes to obtain preparation for employment in the field of diagnostic medical ultrasound and vascular technology.

THE PROGRAM:

The Diagnostic Medical Ultrasound/Vascular Technologist program is an 18-month course of study with three major components: didactic, laboratory & clinical internship. The didactic and laboratory portions average twenty-four hours per week; upon placement in a clinical internship, the student must commit to thirty-six to forty hours per week. All internships require a daytime commitment.

The program will cover ultrasound technology, vascular technology, anatomy & physiology, pathology, scanning protocols, ultrasound physics and medical ethics, medical terminology, and patient care. The predominant didactic scope of the program is in the abdomen, obstetrics, and gynecology, small parts, vascular evaluations, abdominal Doppler of vasculature & abdominal structures, venous & arterial imaging, and evaluation.

EDUCATIONAL OBJECTIVE:

To provide students with didactic, laboratory, and clinical training necessary to obtain employment in the field of ultrasound. Sonographers are frequently required to perform vascular procedures as part of their caseload. Students completing the ultrasound/vascular technology course will be able to perform various techniques related to diagnostic ultrasound and vascular technology.

NATIONAL REGISTRY EXAMINATION - ARRT or ARDMS:

Successful program graduates are eligible to sit for the ARDMS registry examination in general ultrasound and vascular technology or the ARRT Examination in Sonography (primary path).

MTS graduates interested in taking the *ARDMS* exam must meet the prerequisite requirements listed on the ARDMS registry website:

- 12 months of post-graduate employment
- 12 continuing education credits in ultrasound
- A letter of verification of hours from the employer

MTS graduates interested in taking the *ARRT* Sonography Examination (primary path) must have an associate degree (any major) before taking the examination.

 All Rights Reserved ©

CAREER OPPORTUNITIES:

Students completing the Diagnostic Medical Ultrasound/Vascular Technologist program will be able to obtain entry-level employment as either an ultrasound &/or vascular technologist. Employment opportunities will be found in medical centers, hospitals, imaging centers, mobile or portable companies, or the ultrasound registry. Student employment opportunities also exist in ultrasound departments that require sonographers performing diagnostic procedures to be cross trained in vascular technology.

 All Rights Reserved ©

PROGRAM OF INSTRUCTION

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY
Certificate Awarded – Diploma
Maximum Classroom Size: 8

PROGRAM OUTLINE:

MODULE I = (8 WEEKS)	INSTRUCTIONAL HOURS	CREDIT HOURS
HUMAN ANATOMY AND PHYSIOLOGY	48 HRS	3.00
MEDICAL TERMINOLOGY	72 HRS	5.00
COLLEGE MATHEMATICS	48 HRS	3.00
PATIENT CARE AND BLS/CPR	24 HRS	1.50
MODULE II = (8 WEEKS)		
ABDOMEN 100	48 HRS	3.00
OB/GYN 101	72 HRS	5.00
SCANNING LABORATORY 103	72 HRS	3.50
MODULE III = (8 WEEKS)		
ABDOMEN 200	40 HRS	2.50
OB/GYN 201	60 HRS	4.00
SCANNING LABORATORY 203	72 HRS	3.50
MODULE IV = (8 WEEKS)		
ABDOMEN 300	40 HRS	2.50
OB/GYN 301	60 HRS	4.00
SCANNING LABORATORY 303	72 HRS	3.50
MODULE V = (8 WEEKS)		
OB/GYN 401	40 HRS	2.50
PHYSICS 202	36 HRS	2.50
SCANNING LABORATORY 403	72 HRS	3.50
MODULE VI = (8 WEEKS)		
CLINICAL I	256 HRS	9.50
PHYSICS 302	20 HRS	1.00
PHYSICS 402	12 HRS	0.50
MODULE VII = (8 WEEKS)		
CLINICAL II	256 HRS	9.50
VASCULAR PRINCIPLES 500	32 HRS	2.00
SCANNING LABORATORY 700	32 HRS	1.50
MODULE VIII = (8 WEEKS)		
CLINICAL III	256 HRS	9.50
VASCULAR PRINCIPLES 501	32 HRS	2.00
SCANNING LABORATORY 701	32 HRS	1.50
MODULE IX = (8 WEEKS)		
CLINICAL IV	256 HRS	9.50
VASCULAR PHYSICS 600	32 HRS	2.00
SCANNING LABORATORY 702	32 HRS	1.50
MODULE X = (4 WEEKS)		
VASCULAR PHYSICS 601	16 HRS	1.00
SCANNING LABORATORY 703	16 HRS	.50
CAREER PREPARATION	16 HRS	1.00
CLASSROOM HOURS:	1148	67
INTERNSHIP HOURS:	1024	38
TOTAL INSTRUCTIONAL HOURS;	2172	
OUTSIDE PREP:	1058	
PROGRAM LENGTH:	76 WEEKS	

 All Rights Reserved ©

ULTRASOUND/VASCULAR EQUIPMENT

Specialized ultrasound equipment includes:

- ✓ Ultrasound Units
- ✓ Exam Tables
- ✓ Plethysmography Unit
- ✓ Gloves
- ✓ Gel
- ✓ Drapes
- ✓ Image Printers

Ultrasound equipment is standard equipment found in various clinical & hospital settings.

 All Rights Reserved ©

CLINICAL INTERNSHIP—ALL PROGRAMS

In the latter portion of each program, the student will begin the clinical phase and be placed in a healthcare facility to continue learning under clinical professionals. During this time, the student is expected to perform in an ethical, professional manner and assist the clinical professionals in all matters requested within the scope of the student's training. The school is not responsible for the volume of patients during the internship. Clinical training may be longer due to patient volume.

All clinical sites are carefully selected based on evaluation of clinical personnel, caseload, facilities, geographic location, and, when applicable, approval by the Radiologic Health Branch of the State of California. Clinical placement is at the sole discretion of the program director. All clinical training is to be conducted during the day—no night, evening, weekend, or graveyard shifts will be available for training purposes. Clinical training is full-time. Students will be subjected to background checks by clinical facilities before entry.

Criteria used for selection are student suitability for a specific site, availability of a site at the time of placement &/or department reorganization. Circumstances sometimes arise that will cause a delay in clinical scheduling. Clinical assignments for students meeting the requirements for internship placement will be made according to the clinical policies.

Modern Technology School maintains affiliation agreements with multiple clinical facilities. To maintain formal and structured relationships with these clinical affiliates, a student, or their representative, parents, rehabilitation counselor, etc., are NOT PERMITTED to approach a school-affiliated clinical facility independently.

CRITERIA FOR PLACEMENT IN A CLINICAL INTERNSHIP SITE

The eligibility criteria for placement in a clinical site are as follows:

1. Students must be cleared from each department before clinical placement.
2. Students must have a GPA of 70% with 80% attendance in each course and module of the program before entering the clinical rotation.
3. Tuition payments must be current with no outstanding Financial Aid issues.
4. All students must have a current and valid BLS/CPR card.
5. Students must have completed the appropriate health screening per program.
6. Students must have reliable transportation to and from the clinical site.
7. If applicable, the student must be in strict compliance with any probation plan at the time of eligibility for placement.

 All Rights Reserved ©

CLINICAL INTERNSHIP Continued….

Once eligible, the *selection criteria* for placement in a clinical site are based on the following:

1. Excellent attendance/punctuality in the class.
2. Level of clinical competency in medical assisting, x-ray & ultrasound/vascular procedures.
3. Higher overall grade point average.
4. Professional conduct in the classroom & labs – with specific emphasis on interaction with peers/staff.
5. Number of probations accrued.
6. Instructor recommendation.

Other selection requirements:

1. If a student **declines** a clinical site, they have 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
2. Any student **dismissed** from a clinical site has 14 calendar days to personally procure a viable clinical site; failure to do so may result in a drop from the program.
3. If a student is required to find their own clinical site, they are prohibited from contacting facilities under contract with Modern Technology School. If the student contacts one of the currently contracted facilities, disciplinary action will be taken, including expulsion.
4. If, after placement in a clinical site, any student demonstrates academic failure of any component, module, or final exam, the following may occur:
    a. If a student is required to repeat, due to failure, any class, component, or module of the program, that student may be pulled from their clinical site permanently. The student will be suspended from the clinic until that student successfully demonstrates academic competency in the repeated class, component, or module.
    b. This may extend the completion date of the program.

CLINICAL PROTOCOLS

The clinical facilities and the school require a professional attitude during a clinical internship. The clinical intern student is expected to follow all clinical protocols and rules and take pride in their participation. The clinical intern student is likely to be in attendance during all scheduled hours. They must **never** reveal any confidential medical information to patients or their families. Good personal hygiene is mandatory, and the dress code must meet clinical department requirements. If you fail to notify the clinical site and/or the school of your need to be absent, disciplinary action will be taken. No time off or vacation is to be taken during your clinical rotation, except for a formal leave of absence.

 All Rights Reserved ©

CLINICAL INTERNSHIP Continued….

The Medical Assistant/Back-office program is a full-time assignment. (40 hours per week/240 total hours). You must make all the necessary arrangements to meet this requirement before starting clinical rotation. Typical clinical hours are Monday – Friday, 8 am – 5 pm. All students must take a half hour lunch, which is included in the clinical hours.

The X-Ray/Medical Assistant clinical internship is combined with classroom training & is a full-time assignment (36 hours per week/520 total hrs.). Radiologic Health Branch regulations require X-ray students to wear their dosimeter & name tag during the internship. You must make all the necessary arrangements to meet this requirement before starting your clinical rotation. All students must have a half hour lunch included in the clinical hours. Clinic hours and days will vary.

The Diagnostic Medical Ultrasound/Vascular Technology clinical internship, combined with classroom training, is a full-time assignment (32-36 hours per week/1024 total hrs.). Clinical hours may require a daytime, evening, or weekend commitment. You must make all the necessary arrangements to meet this requirement before starting your clinical rotation. All students must take a half hour lunch which is not included in the clinical hours.

Students must have reliable transportation available to and from their clinical assignments.
Students will be subjected to background checks by clinical facilities before entry.
MTS maintains general liability insurance on all students during a clinical internship.

EVALUATION OF CLINICAL PERFORMANCE
The school sets competency-based standards for clinical performance. Both the clinical facility and school personnel will submit evaluations.

Failing clinical training or violating the department's standards during a clinical internship can result in program failure. A restart of clinical will be evaluated on a case-by-case basis and may require additional tuition charges. Upon satisfactory completion of all program segments, a diploma will be issued.

CASE STUDY LOG AND TIMESHEET
Each clinical student must maintain a timesheet and a logbook of cases observed and performed by the student during the internship. Submission of timesheets, procedural counts, and copies of clinical logs to the clinical department on a **weekly basis is mandatory** and is a requirement for graduation.

SCHOOL HOLIDAYS DURING CLINICAL INTERNSHIPS
MTS Holidays listed in this catalog represent classroom/didactic days recognized only by the school. Each student must maintain the scheduled clinical hours and days at the clinic to which they are assigned and may take only those holidays recognized by the clinical facility.

Exception: Medical Assisting/X-ray students are **not required** to attend the clinic during the two-week winter break, as it is not counted as part of their FSA “stat-prog” hours.

Additionally, during the classroom phase, students are not permitted to take vacations during their clinical or didactic training. Satisfactory attendance must be maintained during all stages of students’ programs.

 All Rights Reserved ©

CONTINUING EDUCATION

POST-GRADUATION CONTINUING EDUCATION CREDITS:

Once the graduate is certified, they must maintain continuing education requirements.

- X-ray technicians must have obtained 24CE credit to renew their permit through an approved institution every two years. CE's can be purchased through the ASRT.
- Medical Assistant graduates must complete 14CE credits to renew their license or certification.
- The ARDMS requirement varies and can be found at: https://www.ardms.org/Maintain-Certification/CME/

TRANSFERABILITY OF CREDITS/UNITS EARNED AT MODERN TECHNOLOGY SCHOOL

Modern Technology School has not entered into an articulation agreement with other colleges or universities.

The transferability of credits you earn at Modern Technology School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Medical Office Assistant/Back Office, X-ray Technician/Medical Assistant, or the Diagnostic Medical Ultrasound/Vascular Technology programs is also at the institution's discretion to which you may seek to transfer. If the diploma you earn at this institution is not accepted at the institution you seek to transfer to, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make sure that your attendance at this institution will meet your educational goals. This may include contacting an institution you may seek to transfer to after attending Modern Technology School to determine if your diploma will transfer.

 All Rights Reserved ©

GRADUATION REQUIREMENTS



REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION

Students must complete all required course work with an average grade point of 70% or better, plus complete and pass all clinical training hours. Students must also fulfill all financial obligations to *Modern Technology School* before graduation.

To receive a diploma and be seated for the state x-ray exam(s), students must fulfill all academic, clinical, and financial requirements within 30 days of completing their program. The graduate will receive a diploma from the school recognizing the graduate's achieved competency.

Graduation requirements include:

- Satisfactory completion of all didactic, lab, and clinical components of the program.
- The clinical logbook, timesheets, log sheets, case studies, and clinical evaluations must be submitted for assessment.
- All financial obligations to the school are paid in full.
- All departments at the school must complete a graduation clearance.

The school permanently maintains all student records which can be furnished with a written request. The first copy of official school transcripts will be provided free of charge. A $10.00 fee will be assessed for each additional copy of school transcripts. Students requesting any documents from their educational files will be charged $10.00 for up to 20 pages and $1.00 per additional page per request. Students will not be denied a copy of their transcript because of pending financial obligations to the school.

Upon graduation, the academic credential awarded for each program is a Modern Technology School diploma.

 All Rights Reserved ©

FINANCIAL AID INFORMATION continued . . .

FINANCIAL AID CONSUMER INFORMATION

Financial Aid is the money you receive from various sources to help cover the total cost of education. Regardless of income, most people are eligible for financial aid. This can include:

- Grants or campus-based programs; sometimes called free money or gift aid, or
- Loans, including Federal Stafford loans for students or Federal PLUS loans for parents and alternative loans.

Specific written information provided under Title IV of the Higher Education Act and its amendments is available free of charge to interested parties from our Financial Aid Office.

Anyone desiring further information regarding our financial aid programs, policies, and procedures may contact the Financial Aid Director during business hours and request our financial aid assistance information pamphlet and Free Application for Federal Student Aid - FAFSA forms.

Financial aid recipients are subject to all terms and conditions of federal regulations for eligibility, enrollment, disbursement, and continued satisfactory progress. Therefore, financial aid programs under Title IV are awarded based on need as determined by the applicable program regulations to the extent that funds are available directly to the school or the student.

In addition to the Federal Pell Grant application, the school requires verification of income and assets of the applicant, spouse, and parents, if applicable, for the base year and academic year and/or award year before the determination of the applicant's eligibility status and amount of aid for which the student is eligible. All applicants awarded Title IV funds will be given a formal letter regarding the amount, the program, and the conditions of the estimated aid awarded. The written estimated offer must also be accepted in writing by the student before any assistance is disbursed.

The financial aid paid to eligible students will be paid on a voucher system. The disbursements will be made in a minimum of two equal installments: one at the beginning of the program and the second after the program's mid-point.

Modern Technology School does disburse Title IV aid for living expenses to eligible students. Eligibility funding will be applied to the extent of the program cost. If any excess Title IV funds for those who did not apply for living expenses have been applied to a student's account that exceeds the school costs, the student will immediately notify. The student can then decide within 14 days if they wish to have the excess amount or can choose to return it to the lender to reduce student loan indebtedness. To those students that were dropped, terminated, or withdrawn, all excess funds applied to a student's account will be refunded or returned to the lender/holder of the funds accordingly.

Satisfactory academic progress is required for all disbursements of Title IV program awards. For financial aid disbursements, satisfactory progress must be maintained.

If the student does not maintain satisfactory academic progress, the subsequent scheduled disbursements will be withheld until the conditions causing the funds to be withheld have been rectified, and written verification is received by the Financial Aid Director based on the established policy of the Campus Director, the Program Director and Instructors involved in classes in which the student failed to maintain satisfactory academic progress. Please refer to the satisfactory progress description found in the academic policies of this catalog.

 All Rights Reserved ©

FINANCIAL AID INFORMATION continued . . .

Students dismissed from school for other than failure to maintain satisfactory academic progress will not be eligible to receive any subsequent scheduled awards and will be required to complete the school process for re-admission. An exit interview will be required with the Financial Aid Director upon dismissal.

Exit interviews are required of all loan recipients who have graduated, dropped, or dismissed. During the exit interview, loan recipients will be given a repayment schedule and disclosure form, which summarizes the total amount borrowed, interest amount, and interest rate as outlined on the borrower's interim or in-school promissory note. The repayment schedule will also fix the first date and the monthly payments required to pay the loan plus interest.

During the exit interview, the Financial Aid Director will also review the borrower's rights and responsibilities and provide a copy for future reference. The borrower must sign all documents if the borrower does not wish to invalidate any conditions allowed for the loan repayment.

All loan recipients will receive payment books through the mail before the first payment due date of the loan. All loan recipients are required to notify the Financial Aid Director or business office regarding any change of address to ensure all communications regarding the repayment of the loan are received on a timely basis and for the protection of the borrower's rights since the school has specific United States Department of Education reporting requirements on individual loans made with Federal funds or guarantees of interest payments on an individual basis.

Federal Family Education Loan Programs: If you need to borrow to help pay for college, there are Federal Stafford loans (unsubsidized and subsidized) for students and Federal PLUS loans for parents. The amount you can borrow varies by the type of loan and your enrollment status.

1. *Subsidized*: are need-based. The federal government does not charge interest while you are in school. Six months after graduating, leaving school, or dropping below half-time status, ***you must begin repaying your loan*.**

2. *Unsubsidized:* are for qualified students, regardless of income. While you don't have to show financial need, you must meet all the other requirements for the Stafford loan subsidized. Interest payments also begin immediately but may be deferred. Payments to the principal start six months after you are no longer enrolled, at least half time.

3. *Federal PLUS (Parent) Loan* are for parents with a good credit history to help pay for their dependent's college costs. Interest begins to accrue when the first funds are released. Repayment begins within 60 days after the last disbursement for the school year. To apply, your parents must complete the PLUS loan application Promissory Note.

Loans: Students obtaining a loan to pay for an education program will be responsible for paying the total amount of the loan plus interest, less than the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

 All Rights Reserved ©

FINANCIAL AID INFORMATION continued . . .

Federal Pell Grants: are targeted at undergraduate students with very high needs. The amount of your Pell Grant is determined by the size of your expected family contribution (EFC), the school's cost of attendance, your enrollment status, e.g., half-time or full-time, and whether you attend for part of all the school's academic year. Federal Pell Grants do not have to be repaid as with all grants**.**

Federal Supplemental Educational Opportunity Grants - FSEOG: are for undergraduates with exceptional financial need, with priority to those receiving Pell Grants starting with the lowest EFC.

The financial aid programs are made available to students attending this school as a convenience. In no way does the financial aid offer an inducement to enroll or an implied guarantee of employment.

For Federal Pell Grant determination, a full-time student is a student enrolled in a minimum of thirty-six (36) credit units of class/clinical work each academic year. Half-time attendance status is a student enrolled in a minimum of eighteen (18) credit units of class/clinical work each academic year.

As amended, the U.S. Department of Education certifies this institution as an eligible participant in the Federal Student Financial Aid - SFA programs established under the Higher Education Act of 1965 - HEA.

Institutions must complete two separate calculations to calculate refunds under the Federal Return of Title IV Funds policy. First, the institution must determine how much of the tuition, fees, and other Institutional charges it is eligible to retain using the state/institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned, which can be applied to the institutional charges.

If a student received more SFA funds than they earned under the federal return of Title IV funds policy, the institution, and in some cases, the student, is required to return the unearned funds to the federal treasury. The student must pay any unpaid balance that remains after the return of Title IV funds policy has been applied to the state/institutional policy to the institution.

Any monies due to an applicant or student will be refunded within thirty (30) days of the date of cancellation, withdrawal, termination of drop/or date of determination. A withdrawal is considered to have occurred on the earlier on (a) the date the student officially notifies the school of their intent to withdraw, or (b) the point at which the student fails to meet the published attendance policies outlined in this Catalog. If a student receives a loan for tuition, a refund will be made to the lender to reduce the student loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student.

If a student does not return following a leave of absence on the date indicated on the approved written request, refunds will be made within thirty (30) days from the date the student was scheduled to have returned. To determine a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

 All Rights Reserved ©

ADMINISTRATIVE POLICIES

REGISTRATION

During registration, class schedules are reviewed with each student to ensure timely progress through their program. Students are urged to register on time, as class space is limited. Students must be registered before attending class.

ADMINISTRATIVE PREROGATIVES

MTS reserves the right to make changes, as necessary, in the regulations, policies, and fees and to cancel any course if registration does not justify continuance.

ORIENTATION

Orientation for new students is held on the first day of each class start. Pertinent policies and procedures concerning students and the school are discussed. The student signs a signature sheet acknowledging receipt of the school catalog. The student retains a copy of the school catalog, and the original signature page is placed in the academic file.

PROGRAM CHANGES

Permission must be obtained from the Program Director for a change in the program. In keeping with the school's philosophy of responding to the needs of the students and employers, *MTS* reserves the right to modify the course content and curriculum structure. Such modifications will comply with existing State and Federal regulations.

CURRENT FILE

Students must file their current legal name, address, and phone number with the school registrar within five (5) days of any change.

SCHOOL CATALOG

A student entering *Modern Technology School* has committed to reaching a professional vocational goal. To aid the students in the process, they receive a current copy of the school catalog. The catalog outlines student rights and responsibilities and the school policies, rules, and regulations that directly affect the student. The student is aware of the expected standards of performance and conduct, which will result in success in their chosen field. The school encourages students to review the catalog and school performance fact sheet before signing an enrollment agreement.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the *School Performance Fact Sheet*, which must be provided to you before signing an enrollment agreement. These can also be emailed to you upon request.

REPEATING A MODULE

A student failing any individual subject may not continue in the program. Students who fail any portion of a module are subject to repeat the entire course module. Repeating a course module is established solely on a case-by-case basis. A student may only recycle once in the whole program. The cost of the repeat course module will be based on the number of credit hours to be repeated, by percentage, and the total tuition cost when the course is to be repeated. The student must achieve a passing grade in the repeated course or course module to continue to the next phase of the program. All pending examinations must be completed before entering the next course module.

 All Rights Reserved ©

ADMINISTRATIVE POLICIES continued…

If failure of a course indicates the student may not benefit from continued participation in the program, permission to repeat may not be granted. If a student fails a course, the student fails the program. The repeating of a course module is based upon space availability and is at the sole discretion of MTS.
Note: Financial Aid may or may not be available for repeat courses. Please see the Financial Aid Director for each individual case.

RE-ADMISSION
A student who has withdrawn from the school and has good academic standing may be reinstated upon request of the re-enrollment committee. Also, it has been less than six (6) months since the last date of attendance. The applicant for re-admission may be required to take a proficiency exam to test retained knowledge.

If remedial work is deemed necessary by the faculty, MTS will advise the student of the schedule in writing. A new enrollment agreement will be written on all re-admissions, and tuition, supplies, and fees may be assessed relative to any remedial work required. The re-enrollment committee must approve a re-entry request from the same student.

APPEALS
Students may appeal any decision regarding their progress, probation, suspension, or dismissal. Appeals must be submitted in writing to the appropriate department Director within two weeks of the action causing the request. An appeals board will review all appeals and notify the student of its decision within thirty (30) days.

RESOURCE CENTER LIBRARY
The resource center library is composed of books, periodicals, and reference books to support the courses offered in the various curricula. Students are encouraged to use and check out materials at *MTS* with the approval of the resource center coordinator. However, loss or damage to any materials will result in a charge to the student. The library is open during administrative hours. Many materials can be accessed online. *MTS* provides free WIFI throughout the building; ask an instructor for a password.

PREGNANCY POLICY
Modern Technology School's policy ensures that students can finish their coursework when specific standards are met during their tenure. If a student is pregnant upon entry into the program or becomes pregnant during their course of study, there is a high probability they may not be able to complete the program. Pregnancy disclosure is voluntary [following the NCR Regulatory Guide 8.13]. Pregnant students will **not** be placed into clinical rotation at the request of our facilities and because of the liability issues associated with this type of program.

Pregnant students who are not attending class on a full-time basis will not meet satisfactory attendance standards and will have to be dropped from the program. Students who are dropped due to pregnancy can re-apply to the school within six months of their last date of attendance and only if they are not pregnant.

 All Rights Reserved ©

DRESS CODE POLICY

- School uniform with the *MTS* logo shall be worn at **all times** on campus.
- Uniforms must be cleaned and pressed.
- Shoes must be solid black or solid white closed toe shoes.
- No sandals or multicolored shoes
- A lab jacket, cardigan, or zip-front sweat can be worn (NO PULLOVER HOODIES OR LOGOS)
- A modest amount of jewelry may be worn.
- No visible body or face piercings, nose rings, including earplugs.
- No visible tattoos are permitted during the clinical phase.
- No artificial nails or long nails
- Long hair must be groomed and tied back or up, including class & lab.
- Hair must be a natural shade of color with an appropriate clinic style.
- Moderate make-up; limit strong fragrances
- Maintain good body hygiene.
- Clinic students must wear approved school uniforms any time they are on campus.
- No baseball caps, hats, scarves, or beanies are to be worn in class or labs.
- Facial hair must be kept to a minimum and groomed.

Students shall observe the dress code at all times. This includes both day & evening classes, arriving or leaving the campus, class break, & during the proctoring session. Students in their internship must still observe the MTS uniform dress code for didactic classes.

Failure to comply with dress codes policy will result in the following:

- Students will not be admitted to class and will not receive credit for attendance.
- Repeated violations of the established dress code may result in termination from the program for inability to follow protocol.

Note: As stated above, variances from the established dress code must be requested in writing and shall be approved by the Program Director.

DRUG AND ALCOHOL POLICY

In compliance with the Drug-Free Schools and Communities Act (Public Law 101-26), Modern Technology School prohibits the unlawful possession, use, and/or distribution of illegal drugs, alcohol, and marijuana by students. This includes providing alcoholic beverages or marijuana to a person under 21 and possessing or consuming alcoholic beverages or marijuana by a person under 21. Any student who violates this policy may be subject to disciplinary action, including permanent expulsion. Students will be subjected to background checks by clinical facilities before entry.

No student shall use, sell or be under the influence of drugs, including prescription drugs, alcohol, or marijuana, while on campus, in classrooms, labs, in the parking lot, during the break, or during clinical training hours. Anyone found or suspected of using, selling, or arriving under the influence will be subject to a random drug test at their expense. If a student tests positive for drugs, alcohol, or marijuana, it is grounds for immediate dismissal from the program without chance of reinstatement. Please see the complete drug & alcohol policy outlined in the ***Annual Safety Report*** on our website; www.mtschool.edu.

SMOKING POLICY

MTS is a smoke-free campus—including E-cigarettes. All smoking must be done in the lunch area near the mailboxes on the north side of the complex. Smoking/vaping is not permitted in or near the building.

 All Rights Reserved ©

ADMINISTRATIVE POLICIES continued…

HEALTH & SAFETY POLICY

It is the policy of MTS to have its facility in compliance with the requirements of the state and local building codes and the Board of Health and Fire Department regulations. In case of a medical emergency during school hours, MTS will take action to obtain local medical services as needed. The school is OSHA compliant & CDPH-RHB compliant. Students must immediately report any injury on school premises to their instructor. Please see the complete health & safety report found in the **Orange County Fire** information web-site:
https://ocfa.org/AboutUs/Departments/CommunityRiskReductionDirectory/PreventionFieldServices.aspx
Annual Safety Report on www.mtschool.edu. A hard copy will be furnished upon request.

HARASSMENT & DISCRIMINATION POLICIES

Modern Technology School is committed to ensuring that its learning and clinical environment be free from inappropriate conduct. Any **hazing,** harassment, sexual harassment, or sexual discrimination will not be tolerated, and individuals who engage in such behavior will be subject to disciplinary action or dismissal from the program.
This policy applies to all school administrators, faculty, educational and clinical staff, students, visitors, and applicants of Modern Technology School. This policy applies to any unwelcome conduct that violates state or federal laws regarding any harassment, sexual harassment-misconduct, or inappropriate behavior.
Specifically addressing sexual discrimination, Modern Technology School is committed to providing an environment free of sexual harassment or discrimination. The policy applies regardless of the gender of the alleged complainant or respondent. It would include harassment directed at members of the same sex and the harassment of members of a different sex. Sexual harassment is a form of harassment and discrimination prohibited. It is forbidden to engage in threats or reprisals to dissuade another from reporting sexual harassment under this policy; impede or obstruct the investigation under this policy of complaints of sexual harassment or retaliate in any manner against someone for pursuing or participating in a charge of sexual harassment. Specific *Hazing policies* can be found in the Annual Safety Report. The school's complete policies can be found in the **Annual Safety Report** on the school's website at https://www.mtschool.edu

SEXUAL HARASSMENT POLICIES

Modern Technology School prohibits dating violence, domestic violence, sexual assault, and stalking crimes. This policy applies to all school administrators, faculty, didactic and clinical staff, students, visitors, and applicants of Modern Technology School. This applies to any unwelcome conduct that violates state or federal laws regarding dating violence, domestic violence, sexual assault, and stalking. All reports are to be made directly to the Title IX coordinators.
Modern Technology School is committed to providing an environment free of dating violence, domestic violence, sexual assault, and stalking. The policy applies regardless of the gender of the alleged victim or the alleged offending party. It would include, within its scope, directed to members of the same sex and members of a different sex. Dating violence, domestic violence, sexual assault, and stalking are prohibited. The school's complete policies can be found in the **Annual Safety Report** on the school's website at https://www.mtschool.edu

PARKING POLICY

Student Parking: Students are required to park in the center area parking. Parking in front of any building from 8 AM to 6 PM in the complex is prohibited. These spots are reserved for customers of other businesses in the complex. Loud music, sports activities & overnight parking are also forbidden.
Parking lot policies: *MTS* is in a business park. Students at the school are obligated to conduct themselves professionally regarding surrounding businesses. No sports, loud music, or tailgate activities are allowed in the parking area. Always keep a professional demeanor.

 All Rights Reserved ©

ADMINISTRATIVE POLICIES continued…

CRIME AWARENESS AND CAMPUS SECURITY POLICY

In compliance with the Crime Awareness and Campus Security Act of 1990, *Modern Technology School* maintains and administers the policies described below. In accordance with this act, all colleges must publish and distribute standard procedures for reporting crime, educational programs for crime prevention, and crime rate statistics to all potential applicants and all current employees. The entire crime report can be found in the **Annual Safety Report** on the school's website at https://www.mtschool.edu. Posted to website on 09/01/2025. This report is updated annually.

2025 Crime Statistics for 2022-2024

Number of Crimes Committed – Modern Technology School for the following years

Type of Crime	2022	2023	2024
Murder	0	0	0
Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offences	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests for liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapon possession	0	0	0
Dating violence	0	0	0
Domestic violence	0	0	0
Stalking	0	0	0
Hate crimes to include:	0	0	0
• Larceny-theft	0	0	0
• Simple assault	0	0	0
• Intimidation	0	0	0
• Vandalism	0	0	0
• Destruction /damage of property	0	0	0

The cooperation and involvement of the students and staff in a campus safety program are necessary. Students and staff must assume responsibility for their safety and the security of their personal belongings by taking simple, common-sense precautions. Students and employees with cars should always keep them locked up. Valuables should be locked in the trunk or out of sight. Students and employees should report any suspicious-looking people/vehicles they feel should not be around the parking areas used by students or staff. Also, any unusual incidents should be reported. **The Fountain Valley Police Department's telephone number is 714-593-4483.**

 All Rights Reserved ©

ADMINISTRATIVE POLICIES continued…

FERPA - DISCLOSURE OF EDUCATIONAL RECORDS

Adult students, parents of minor students, and tax dependent students have the right to inspect, review and challenge information contained in their educational records or those of their minor or tax dependent child. Academic records are defined as files, materials, and documents which contain information related to a student and are maintained by the Registrar of the school. Students are not entitled to inspect the financial records of their parents. Enrollees are advised and cautioned that State Law requires the educational institution to maintain school and student records for a five (5) year period or the institution's life. Written consent is required before academic records may be disclosed to third parties, except accrediting bodies and government agencies, so authorized by law.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act - FERPA - affords eligible students certain rights concerning their education records. An *eligible student* under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Modern Technology School receives an access request. A student should submit a written request to the registrar or head of the academic department that identifies the record(s) the student wishes to inspect. The school official will make access arrangements and notify the student of the time and place where the documents may be reviewed. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise violate the student's privacy rights under FERPA.
   A student who wishes to ask the school to amend a record should write to the school official responsible for it, clearly identify the part of the record the student wants to be changed and specify why it should be changed.
   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except that FERPA authorizes disclosure without consent.
   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Modern Technology School in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.
   A school official also may include a volunteer or contractor outside of Modern Technology School who performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for Modern Technology School.

 All Rights Reserved ©

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that the School**,** with certain exceptions, obtains your written consent before the disclosure of personally identifiable information from your child's education records. However, Modern Technology School may disclose appropriately designated *"directory information"* without written consent unless you have advised otherwise. The primary purpose of directory information is to allow the school to include this type of information from your education records in certain school publications.

Directory information at *MTS* includes name, address, phone number, email address, dates of attendance, honor roll lists, perfect attendance recognition lists, degrees awarded, most recent educational program, or the institution attended.

Directory information, which is not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

If you do not want Modern Technology School to disclose your directory information education records without your prior written consent, you must notify the School Registrar's Office in writing.

More information can be found at: http://familypolicy.ed.gov/content/ferpa-general-guidance-parents

Title IX

Any Sexual Discrimination issues can be addressed with the Title IX Coordinator/Inspector. Students and employees report directly for assistance.

Title IX for Modern Technology School is ***Natalie Chiriboga*** or ***Jan-Michael Taylor***. Natalie can be reached at nchirboga@mtschool.edu and Jan can be reached at jtaylor@mtchool.edu. Both can be reached by phone during business hours. 714.418.1900.

Full policies regarding sexual discrimination or harassment can be found on the school's website under **Annual Safety Report** https://www.mtschool.edu. Last posted to website on 09/01/2025

 All Rights Reserved ©

BUCKLEY AMENDMENT FORM

FAMILY RIGHT & PRIVACY ACT—FERPA

U.S. Department of Education 20 U.S.C. § 1232g; 34 CFR Part 99

Interpretation of Public Law 93-380 Section 438

The Family Rights and Privacy Act of 1974 prohibits an institution from releasing school records or other information about a student to any third party without the student's written consent. The institution can have a student sign an all-inclusive release for each record and other information, such as prospective employers, or sign an individual release. The one below would be appropriate; it can adjust for a specific event or all releases.

I_____grant permission for Modern Technology School to release.
Student

my school records and other similar information to_____.
Name of Institution, Company, or Person(s)

(Optional) Please do not release the following directory information:_____.

_____
Student Signature

_____
Date

 All Rights Reserved ©

STUDENT SERVICES POLICIES

STUDENT ACADEMIC ADVISEMENT:
Students are routinely provided with notice of academic progress. Areas of concern, if there are any, are noted, and recommendations for improvement are identified.

Students are directed to the appropriate Program Director to discuss matters of concern, develop plans for improving performance, and meet required standards. The Program Director will arrange for a meeting with the students to advise them on their overall performance and discuss the specific areas identified in the students' progress reports. A program of remedial assignments or make-up work will be identified and agreed upon to correct any deficiencies noted.

PERSONAL ADVISEMENT:
Any student experiencing personal or financial problems are directed to the appropriate person for possible assistance and advice. Financial issues are directed to the Financial Aid Director. Matters of a personal nature are required either to the Program Director or Campus Director for assistance.

School Directors will offer assistance and advice to the student related to personal problems whenever possible in keeping with the policies of the school and the requirements of the specific program in which they are enrolled. If appropriate, students will be referred to the social service agencies that address their particular need for assistance.

STUDENT RECORDS:
All student files, including educational and financial records, are securely maintained and protected against unauthorized access, fire, and other perils. Active and inactive files are retained in the administrative offices for a minimum of five (5) years.

The Registrar is responsible for the maintenance and accuracy of student records other than the financial records and the supervision and monitoring of attendance and any Leave of Absence. The Financial Aid Director is responsible for the students' financial records. Computer records are maintained for all student files. The Accounting Manager maintains computerized student accounts and financial records and secures them against unauthorized access.

CAREER PLACEMENT ASSISTANCE:
The school assists all graduates with their job search at no charge. As a matter of ethics, no school can guarantee placement or starting salaries. However, Modern Technology School has been a source of competent, skilled medical personnel for the community that we have served since its founding in 1981.

All graduates must meet with the Career Services Coordinator for resume and future career development referrals. The school maintains an active list of employment opportunities and shares this information with graduates. The school performs a post-graduate survey and maintains verifiable records of the initial employment of its graduates. An annual report entitled "Performance Fact Sheet" is published to provide up-to-date statistics on graduation, state examination, and employment rates for the previous calendar year.

 All Rights Reserved ©

STUDENT SERVICES POLICIES continued . . .

DORMITORY FACILITIES / HOUSING

Modern Technology School does not have dormitory facilities under control. Most of our students reside within easy commuting distance of the school. Students must arrange their housing. Modern Technology School has no responsibility to find or assist a student in finding accommodation. The average rental cost in the city of Fountain Valley is $2000-$2700 per month.

TRANSPORTATION

MTS is in the city of Fountain Valley and is centrally located in the greater Orange County area. The school has easy access to several freeway entrances/exits and bus routes. There is ample free parking adjacent to the school building. No transportation is provided or offered by the school.

CHILDCARE

Modern Technology School has no facilities for childcare arrangements. Students in need of childcare are referred to local facilities providing such services or to the appropriate social service agencies to assist them with childcare arrangements.

LOST OR STOLEN PERSONAL PROPERTY

MTS makes every effort to minimize the possibility of theft. However, we cannot be responsible for lost or stolen individual property. Valuables should not be left unattended on school or clinical site grounds. Lost and found items are stowed at the reception desk.

STUDENT GRIEVANCE PROCEDURE

Students experiencing difficulties or complaints related to school are encouraged first to bring this to the attention of the school. Student complaints should be brought to the attention of their Program Director. Complaints that are not satisfactorily resolved should be submitted individually in writing to the Campus Director. A written response will be given within five (5) working days of receiving the written complaint. If MTS cannot resolve the complaint, students can contact the corporate office at MT X-ray Inc., the Accrediting Commission of Career Schools & Colleges, or the Bureau for Private Postsecondary Education. Addresses are listed on the next page.

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 Accrediting Commission of Career Schools and Colleges complaint form. The complainant(s) will be kept informed about the status of the complaint and the final resolution by the Commission. A copy of the Accrediting Commission of Career Schools and Colleges Complaint Review Process Form is available at the school. It may be obtained by contacting the school's Registrar's Office or online at https://www.accsc.org/StudentCorner/Complaints.aspx or at complaints@accsc.org.

CEC§ 94909(a)(3)(D) "The Office of Student Assistance and Relief is available to support prospective, current students, and 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."

 All Rights Reserved ©

STUDENT SERVICES POLICIES continued . . .

Accrediting Agency Address:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: 703.247.4212

A student or any public member may file a grievance about this institution by calling the toll-free number *888.370.7589* or completing a complaint form obtained on the bureau's internet website at www.bppe.ca.gov. Any questions you may have regarding this catalog or your enrollment agreement that the institution has not satisfactorily answered may be directed at the following:

Bureau for Private Post-Secondary Education
1747 N. Market Blvd. Suite 225
Sacramento, CA 95834.
Phone: 916.574-8900
www.bppe.ca.gov

Students are also encouraged to also contact the corporate offices at:

MT X-ray Inc.
16560 Harbor Blvd. Suite K
Fountain Valley, CA 92708
714.418.9100

 All Rights Reserved ©

ACADEMIC POLICIES
SATISFACTORY ACADEMIC PROGRESS POLICY

ATTENDANCE POLICY

The school expects 100% attendance from all students. The minimum acceptable standard to ensure reasonable progress in classes requires student attendance cannot drop below 80% of any program module or individual course. The school requires that students report absences by telephone to the school and the clinical site on the day of absence; however, all absences and tardiness count toward excessive absenteeism. Students who enter class after the class begins or leave early will be counted as tardy. Students who arrive at their clinical site after their scheduled hour to start or go before their scheduled hours will be counted as tardy. For 30 days, any combination of four late arrivals to class/clinical site or early departures from class/clinical site equals one absence.

Note: X-ray Technician students must meet 100% of the Title 17 State Regulatory hour requirements per subject indicated to graduate.

A student must not drop below 80% attendance. Should absences exceed 20% of any program module or individual class, they will be placed on probation for the next 30 days. Should tardiness exceed 20% of courses to date, they will be placed on probation for 30 days. Should attendance not improve to acceptable levels, the student will be dismissed. Should a student be dismissed, they may apply for re-admission. Students may be required to make up missed hours.

During the length of the entire program, any student who fails to maintain contact with the school for more than FOURTEEN (14) calendar days will be automatically dropped from the school.

SATISFACTORY PROGRESS REQUIRED BY THE SCHOOL - ACADEMIC & ATTENDANCE

Students are advised that the school requires students to maintain satisfactory academic and attendance progress to continue in the program. Financial Aid recipients must always demonstrate satisfactory progress during the program. All students must maintain a minimum grade point average of 70% and a minimum of 80% attendance of any component throughout their program to pull down funds for financial aid and other grant money.

Federal regulations mandate that students maintain satisfactory progress to remain eligible for federal student aid, including loans, grants, veterans, and state financing programs. Students who do not achieve the required grade point average or minimum mandatory attendance will be placed on warning probation for 30 days. Students who do not then achieve satisfactory academic or attendance progress will be placed on a 30-day probation. Students who do not remove themselves from probation at the end of the 30-day calendar period will be subject to dismissal.

The student may appeal the probation by submitting an SAP appeal request to the FA Director for approval if they wish to continue to receive financial aid disbursements.

It should be noted that students are expected to complete their program requirements within the required period. But in no case may the student take more than 150% of the stated number of credit hours to complete the program requirements. The student's completion rate will be measured no later than the program's midpoint. If a student cannot complete the training within the maximum time limit, the student will be dismissed from the program.

 All Rights Reserved ©

GRADING SYSTEM

The grading system is as follows:

A	100—90 %	4-grade points for each unit completed.
B	89—80 %	3-grade points for each unit completed.
C	79—70 %	2-grade points for each unit completed.
F	69—0%	0-grade point for each unit completed.
W	Withdrawal	Students who voluntarily withdraw from a course within the first thirty (30%) percent of attendance.
P	Pass	Student has fulfilled all the requirements of the course.
NP	No Pass	To be given to students who withdraw after thirty (30%) percent unless there are mitigating circumstances connected with the drop of the course. In the case of mitigating circumstances, a "W" is to be given as a final grade.
I	Incomplete	To be given to students who have not completed course assignments or exams required. The student must make up the required work within thirty (30) days. Failure to do so will result in a failing grade for the course.
IP	In progress	Student is an active student.

A separate grade will be issued for the didactic and clinical components. The student's final grade point average will be derived from didactic and clinical results. The final grade for a course represents a student's performance in achieving the course's objectives. Each student is expected to have satisfactory attendance, complete all workbooks & homework assignments, complete skills development, and laboratory assignments, and complete and pass all quizzes and/or examinations.

UNIT OF CREDIT

***M**odern Technology School's* academic year consists of thirty (30) weeks. Students who complete this requirement are considered second-year students for academic and financial aid progress. Students who complete a minimum of sixty (60) weeks and seventy-two (72) quarter credit units are considered third-year students for academic and financial aid progress.

Modern Technology School defines one (1) credit hour (QCH) as the following:

- One credit hour equals 10.0 hours of classroom contact.
- One credit hour equals 20.0 hours of supervised lab/shop.
- One credit hour equals 30.0 hours of internship experience.

CLASS HOUR

One class hour equals one class period of fifty minutes.

COURSE LENGTH

Compared with other programs in other postsecondary schools, the course length is expressed in credit hours and weeks.

 All Rights Reserved ©

EXCUSED and UNEXCUSED ABSENCES
Due to the nature and scope of the training, the school does not differentiate between an excused and unexcused absence in computing the maximum number of absences allowed.

LEAVE OF ABSENCE
A leave of absence may be granted for *acceptable* reasons such as medical, financial, military, or personal. The student must submit a written request before LOA to their Program Director for an approved signature. Supporting documentation may be required. A leave of absence is granted for a maximum of sixty (60) days throughout the program. When on leave of absence, a student is not eligible for clinical placement or financial assistance. Readmission to the program after returning from a leave of absence is based upon class & clinical space availability. Failure to return by the end date requested will cause you to be dropped from the program.

MAKE-UP/RE-TAKE EXAMINATIONS
Students must plan with their instructor to make up assignments, work missed due to absences, or re-take/make-up examinations. Re-take examinations due to failure and make-up tests due to absence must be retaken/made up within seven (7) calendar days of the initial assessment and may not be retaken/made up during the scheduled class time. Under specified conditions and procedures, students who fail the initial examination are provided with an opportunity to re-take the test up to a maximum of one (1) time. Failure to take the initial examination when scheduled will result in a zero% grade and one (1) make-up exam is allowed.

Re-take examinations allow the highest possible score of 70%. Make-up tests will automatically have 10% subtracted from the obtained raw score. The student's responsibility is to schedule their re-take or make-up examination. No reminders will be given for makeup or retaking exams. Retakes are scheduled by appointment with the class instructor. Students must be in dress code for a retake or makeup proctor sessions.

If a student fails to achieve and maintain a 70% competency level in academic or clinical course work, they will be placed on probation. All arrangements for re-take or make-up examinations must be made with the student's INSTRUCTOR. The scheduling of all academic or clinical make-up work will be at the instructor's discretion and in accordance with campus policies.

CONDUCT
When making an application for training, students agree to conduct themselves within the limits of acceptable behavior and appearance, which will enable the school to recommend the graduate to prospective employers. *MTS* also expects the student's behavior to reflect favorably upon the school while off school premises.
The following are considered violations of acceptable student conduct and may result in dismissal:

1. Cheating in any form of academic or clinical work.
2. The use of indecent or profane language.
3. The use of alcoholic beverages or drugs. Offering drugs to other students or staff.
4. Failure to follow safety and posted safety regulations per OSHA or OC Health Dept.
5. Hazing, harassment or discrimination of any kind.
6. Disrespectful behavior towards Instructors, school staff, and fellow students.
7. Initiating or participating in disruptive behavior

 All Rights Reserved ©

ACADEMIC POLICIES continued….

PROBATION POLICY

The student will be placed on 30-day probation for any of the following reasons:

Academic If, at any time during the program, a student is failing any component or module of the program. For this probation, failing will be considered having less than a 70% GPA for any component or module of the program.

A student will be placed on probation if they fail three examinations on the first administration of the examinations or fail to take three consecutive tests on the first administration. This probation will be instituted regardless ofre-take/make-up examination grades.

Attendance Attendance for any program component or module falls below 80% during the program, including clinical internship (an authorized Leave of Absence is not affected by this policy), tardiness exceeding 20% of classes to date, or any three attendance issues in 30 days.

Conduct Poor conduct consists of the following: disruptive, disrespectful, intoxicated, or drugged behavior, possession of alcohol, drugs, or weapons on school premises, theft of property, cheating on examinations, and repeated violations of school dress code, harassment, hazing or discrimination of any kind. Profanity and inciting disruptive behavior. All conduct rules apply to the classrooms, school buildings, parking areas, and clinical sites.

Financial Failing to meet financial obligations to the school and failure to comply with Financial Aid rules and directives.

Removal from Probation Status

Students placed on probation will immediately be contacted by the Program Director, who will outline a plan which will allow the student to lift probation. Failure to remove probationary status, as outlined below, will result in suspension or dismissal.

Academic Raise cumulative GPA average to at least 70% within 30 days after being placed on probation.

Attendance Immediately increases & maintains attendance at or above 80% for the duration of the probationary period—no further tardiness above 20% of classes or modules to date.

Conduct No further infractions.

Financial Adherence to the plan developed by the Financial Aid Director or Accounting Manager.

VA Students

If, after 60 days on probation, a VA student's grade point average or attendance remains below the graduation requirements, the student's VA benefits will be terminated. However, the student can continue enrollment subject to regular school academic policies.

The student **cannot be re-certified** for VA educational benefits until they have met academic and attendance requirements.

 All Rights Reserved ©

ACADEMIC POLICIES continued….

PROBATION and FINANCIAL AID

Students placed on probation for failure to maintain satisfactory progress for excessive absences, grades, conduct, or financial matters will retain their eligibility for financial aid if they meet with the Program Director and the Financial Aid Director and develop a documented plan to lift the probation. If a student does not adhere to the outlined plan, eligibility for financial aid will be suspended until the student complies as stated in the Probation Policy. Other financial arrangements must be made with the Campus Director.

Monitoring of the students' progress under any probation plan will be done by the appropriate Program Director and reported to the Registrar's Office for insertion into the student's permanent record.

SUSPENSION and DISMISSAL

Students may be suspended or dismissed for the following reasons:

- Failure to adhere to any probation plan developed by the appropriate Department Director.
- Students will be dismissed with third (3rd) probation of any kind.
- Excessive probation violations

MTS will notify the students in writing of suspension or dismissal. If a student receives Veteran's benefits and is suspended or dismissed, the Veteran's Administration will be notified immediately.

Any student suspended or dismissed may request to be re-admitted only upon approval of the re-enrollment committee. Re-enrollment is also subject to space availability. Students suspended or dismissed will be required to return all materials loaned to them by the school. Students on suspension are not eligible for clinical placement.

Serious infractions, those dealing with conduct (i.e., cheating, use of alcohol or drugs, fighting, harassment or discrimination of any kind, etc.) may cause immediate dismissal without being put on probationary status.

Disciplinary action will be enforced whether the student is in the classroom or during the clinical internship training phase.

A student who fails to respond to a "Student Notice" issued by any school department personnel will be suspended from class until proper contact with the issuing department is made. A signed return slip is given to the student for re-admission to class.

DROP PROCEDURE

Students who are dropped or wish to withdraw from the program are required to contact their Program Director as soon as possible to complete the necessary drop paperwork. The student must also complete an exit interview with Financial Aid and the Accounting department.

FINANCIAL POLICIES

TUITION & FEES:

	MA	X-Ray/MA	Ultrasound/ Vascular
Tuition	$7,360	$18,745	$33,629
Books & Supplies	$1,379	$3,296	$6,111
Registration (non-refundable)	$75	$75	$75
Uniform	$120	$120	$120
STRF (non-refundable)	$0	$0	$ 0
***Total & Estimated Charges Entire Program**	**$8,934**	**$22,236**	**$39,935**

ppppppp.

**Last updated 09/22/2025*

Other fees are subject to change:

Other Expenditure	Fees Due	Cost
TB TEST	Before class starts	~$65
Health Screening	Before class start	~ $300

TUITION PLANS

Modern Technology School requires that tuition payments be current before students' progress to their clinical internship, final exam administration, graduation, or placement assistance.

- Payment in full in the form of cash, credit card, check, or money order made payable to *Modern Technology School* is to be paid before the **first-class session**, or
- Payment of tuition and other fees may also be paid in an equal monthly payment over the length of the program taken. Payments are due starting the **first day** of class and continuing the first day of each month until paid in full.

Tuition payments should be delivered to the Accounting Manager during regular business hours or postmarked and mailed to be received by their due date. Please note that checks returned for non-sufficient funds will be assessed as a $10.00 processing fee. If tuition payments by check are returned more than once during the contract term, future payments will have to be made in cash, credit card, or money order. Information regarding these payment plans may be obtained from the Accounting Manager.

DELINQUENT TUITION

Students' delinquent concerning any tuition obligation after the tenth calendar day following the due date shall be assessed a late fee of five percent (5%) of each such installment, or $5.00, whichever is less, subject to a minimum late charge of $1.00. In addition, any student who is delinquent in their tuition payment obligation above ten (10) calendar days may be suspended from class by the Accounting Manager. Students will not be readmitted until all delinquent payments and late fees are paid in full. Delinquent students for more than 30 calendar days may be dismissed from the Program.

FINANCIAL POLICIES continued . . .

TEXTBOOKS
The school will order textbooks for the students as part of the inclusive course costs to ensure consistency.

EQUIPMENT
Uniforms: Regulation uniforms & student ID badges are provided and must be worn during classroom & clinical assignments. The student is required to purchase their clinical uniforms. Students must maintain their uniforms.

Equipment: The school reserves the right to charge a student for the cost of equipment breakage, damage, or loss due to negligence on the part of the student at either the school or clinical site.

GAINFUL EMPLOYMENT INFORMATION

On-time Graduation Rate:
- Medical Assisting—600 clock hours in 30 weeks
- X-ray Technician/Medical Assistant—1155 clock hours in 44 weeks
- Ultrasound/ Vascular—2172 clock hours in 76 weeks

Graduation & Employment Rate as of annual reporting cycle (2025) for ACCSC:
Period: Medical Assistant Grads between 06/2023—05/2024
- Medical Assisting (4 starts/4 grads) Graduation:100% Employment: 100%

Period: X-ray Technician/Medical Asst. Grads between 10/2022—09/2023
- X-ray Technician/Medical Assistant (68 starts/55 grads) Graduation: 100% Employment: 83%
    - X-ray Licensure Pass rate: 81%.

Period: Ultrasound/Vascular Grads between 1/2022—12/2022
- Ultrasound/Vascular (33 starts/ 24 grads) Graduation: 73% Employment: 70%

Graduation & Employment Rate, most current annual reporting (2024) for BPPE:
Period: January 1, 2024, to December 31, 2024
- Medical Assisting (5 students) Graduation: 100% Employment: 100%
- X-ray Technician/Medical Assistant (53 students) Graduation: 100% Employment: 73%
- Ultrasound/Vascular (29 students) Graduation: 100% Employment: 69%

Reporting as of 12/01/2024

Median Loan Debt for the largest program: $13,710
For more information visit: https://nces.ed.gov/ipeds/Home/FindYourCollege
Information on the Net Price Calculator can be found on our website at www.mtschool.edu

 All Rights Reserved ©

FEDERAL STUDENTS' RIGHT TO KNOW ACT
GRADUATION/COMPLETION RATES 2025

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution and to disclose these rates to current and prospective students.
The following completion/graduation-rate information is listed in compliance with the Federal Right-to-Know Act, Section 103 and includes full-time, first-time students who have graduated within 150% of the length of their program. These rates are the completion/graduation rate data reported by ***Modern Technology School*** on August 31, 2023, immediately following the 12 months; during which 150% of the normal time for completion or graduation has elapsed for all students in the group in which the institution bases its completion or graduation rates (as defined in IPEDS). The school has no transfer-out rates. The full-year cohort was used from IPEDS September 1, 2021 – August 31, 2022.

	Graduates	Completion Rate
Overall Completion Rate:	40	76%

Completion Rate by Gender:	Graduates	Completion Rate
Male	17	81%
Female	23	72%

Completion Rate by Ethnicity: (as defined by IPEDS)	Graduates	Completion Rate
American Indian/Alaska Native	0	0%
Asian	6	100%
Black/African American	1	100%
Hispanic/Latino	20	69%
Native Hawaiian/Pacific Islander	1	100%
White	8	80%
Two or more races	2	67%
Ethnicity unknown	2	100%
Nonresident alien	0	0%

Completions Rate by Grant/Loan Recipients:	Graduates	Rate
Recipients of a Pell Grant	0	0%
Recipient of a Direct Subsidized Loan that did not receive a Pell Grant	0	0%
Did not receive either a Pell Grant or Direct Subsidized Loan	40	76%

Distributed to students & staff via email on 05/28/2025

 All Rights Reserved ©

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

CEC§94909(a)(8)(B) "Cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13."

1. An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid by the applicant per accreditation standards. Otherwise, the institution shall refund 100% of the amount paid for institutional charges, less the registration fee, not to exceed seventy-five dollars ($75). The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

2. Cancellation Procedure: cancellation shall occur when you give written notice at the school address shown on the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or email. If sent by mail, written notice of cancellation is adequate as of the post-date received. The written notice of cancellation does not need to take any form. You will be given a form upon enrollment, but you may use any written notice to inform the school of your cancellation.

3. If the School has given you any textbooks, equipment, or supplies, you shall return them to the school in unopened/unused condition within 7 days following the date of the notice of cancellation. If you fail to return equipment or supplies to the school within this period, you may be charged the documented cost for the equipment or supplies. Once you pay for the equipment or supplies, it is yours to keep without further obligation.

4. If you cancel this agreement within the specified time, the school will refund all payments, less any deduction for non-refundable items and opened/used books & supplies, within 7 days after your cancellation notice.

5. The institution shall also provide a pro-rata refund of nonfederal student financial aid program money paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

WITHDRAWING AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS

1. You have the right to withdraw from the course at any time.

2. If you withdraw from the course after midnight on the seventh day, the school will calculate the amount you owe for the time you attended according to the formula below. Refunds are calculated from the last date of attendance.

3. The amount you owe shall be determined pro-rata depending on the clock-hours attended and the amount paid. After calculating the amount you owe for the time you attended, we will deduct non-refundable items and open/used books & supplies that you received. For a list of the amounts charged, see the list on the front of the Enrollment Agreement.

REFUND POLICY continued . . .

CALIFORNIA PRO-RATA REFUND POLICY

If you have paid more than the amount you owe for the time you attended, a refund will be made within thirty (30) days of the drop date/ date of determination.

If the amount you owe is more than the amount you have already paid, you will have to make arrangements to pay for it.

Refunds are calculated from the last date of attendance.

FIGURING THE AMOUNT OWED:

1. Amount paid for instruction.
2. Minus the $75.00 registration fee
3. =Tuition charges X Hours not attended but paid for / Total hours paid for = Initial refund
4. Initial refund, adjusted for equipment or supplies if applicable.

EXAMPLE OF WITHDRAWAL CALCULATION:

Assume that a student enrolled in and paid for an 800-clock hour program that costs $4,325 ($4,000 for tuition, $75 for registration, and $250 for textbooks). If the student withdraws after completing 600 clock hours and receiving all textbooks, the calculation is:

1. Amount Paid for Instruction ($4,000 plus $75 registration) = $4,075
2. Less $75.00 Registration Fee <75>
3. = $4,000 X 200 clock hours paid for but not received / 800 clock hours for which student has paid = $1,000 Initial Refund
4. Initial Refund, adjusted for equipment or supplies, if applicable.

To determine the amount, you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for three consecutive weeks; in this case, the withdrawal date shall be deemed the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining refund will first be used to repay student financial aid programs from which you received benefits in proportion to the amount received. Any remaining amount will be paid to the student. The institution shall also provide a pro-rata refund of nonfederal student financial aid program money paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

 All Rights Reserved ©

REFUND POLICY continued . . .

FEDERAL RETURN OF TITLE IV FUNDS REFUND POLICY

All institutions participating in the SFA programs must use a statutory schedule to determine the amount of SFA funds the student had earned when they ceased to attend, based on the time they were in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the student began attendance, the institution must calculate the amount of
The student did not earn SFA assistance, and those funds must be returned. Up through the 60% point in each payment period or enrollment period, a schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or enrollment period, a student has reached 100% of the SFA funds. The student's last date of attendance will be used to calculate the refund. Refunds will be made within 30 days of the determination's drop date/date of date.

The percentage of the payment period or period of enrollment completed is determined by the total number of calendar days in the payment period or period of enrollment. The attendance is awarded divided into the number of calendar days completed in that period as of the last date of attendance.

Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on approved leave of absence are also excluded from the calendar days for the payment period or period of enrollment.

REMITTANCE TO THE FEDERAL GOVERNMENT

Suppose it is determined that a federal refund is due. In that case, the statute and regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (their parent(s) in the case of PLUS Loans), the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program.
2. Subsidized Stafford Loan Program.
3. Federal PLUS Loan Program.
4. Federal Pell Grant Program.
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program.
6. Other federal, state, private, or institutional sources of aid; and
7. The student.

 All Rights Reserved ©

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: 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 awards 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 has 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. In that case, 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.

Any questions you may have regarding this enrollment agreement that has not been satisfactorily answered by the institution may be directed to the BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 1747 N. Market Blvd. Suite 225, SACRAMENTO, CA 95834. Phone: 916.574.8900, toll free # 888.370.7589, www.bppe.ca.gov.

A student or any public member may file a grievance about this institution by calling the toll-free number 888.370.7589 or completing a complaint form obtained on the bureau's internet website at www.bppe.ca.gov.

 All Rights Reserved ©

PROCEDURES FOR REQUESTING ACADEMIC ACCOMMODATIONS

SCHOOL AFFIRMATIVE ACTION STATEMENT

MODERN TECHNOLOGY SCHOO*L* is firmly committed to providing programs to participants regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, or medical condition except under particular circumstances where sex, age, medical condition, or disability constitutes either an occupational limitation or limitation in participation in the programs offered.

Any reports of Sexual Discrimination under Title IX must be reported directly to the Title IX Coordinator. Modern Technology School's whole policies for Sexual Discrimination are noted on the school's website at www.mtschool.edu.

Under Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, *Modern Technology School* shall take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in an education program because of the absence of auxiliary aids or academic accommodations.

A student with a verified disability may be entitled to use auxiliary aids or academic accommodation. The decision for the authorization of such accommodation is the responsibility of the Program Director after a review of documentation verifying the disability and any resulting educational limitations.

It is the responsibility of the student to file a written request for services/accommodation with their Program Director. The request should be made in writing and submitted with adequate notice for an effective response. The Program Director will review the request for authorization within sufficient time, and, if approved, a copy will be sent within three (3) days of receipt to the instructor. The instructor will implement it immediately.

If the Program Director denies the request, the student will be immediately notified of the decision and the student's right to file an appeal with the school's Campus Director. If the student files an appeal, the Campus Director will review the original documentation, the Program Director's decision, and any additional information submitted by the student. The Campus Director will issue a final decision on the appeal within ten (10) days of receiving the request.

HOLIDAYS

The school observes the following holidays and will not conduct classes on these days:
New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Indigenous People Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day & New Year's Eve.

Winter Break: No classes during the week of Christmas and New Year. Dates will be announced on class schedules. No clinical assignments for MA and X-ray students only during the winter break.

The administrative office is open during Winter Break except for the listed holidays above.

 All Rights Reserved ©

Faculty Professional Profiles

(Alphabetical order)

Lani Coates *RDMS, RVT, Ultrasound Program Director*
- Graduate of Modern Technology School, Anaheim, CA, in Ultrasound/Vascular
- American Registry of Diagnostic Medical Sonographers, RDMS—Ob/Gyn
- American Registry Vascular Technologist—RVT/VT
- Member of Society of Medical Diagnostic Sonographers

Mike Cost *CRT (F) Medical Assistant & X-ray Instructor*
- USAF Trained Radiologic Technologist
- CDPH-RHB Certified Radiologic Technologist (CRT)(F)
- 40+ yrs. in Safety Compliance & Hospital Radiation Safety Officer

Juliette Farr-Barksdale, *RDMS*, *Ultrasound Instructor*
- Graduate of Modern Technology School, Fountain Valley, CA in Ultrasound/Vascular
- American Registry of Diagnostic Medical Sonographers, RDMS—Ob/Gyn
- Graduate from Concorde Career Center, Orange County, CA in Medical Assisting.

Jill DeLucio, *BS, RDMS, Ultrasound Instructor*
- Graduate of Modern Technology School, FV, CA in Ultrasound/Vascular
- Bachelors in biology, Rowan University, Glassboro, NJ
- Registered Diagnostic Medical Sonographer RDMS Ob/Gyn & Abdomen

Shanaz Foroozanfar, *RDMS*, *Ultrasound Instructor*
- Graduate of Newbridge College, Santa Ana, CA, in Diagnostic Medical Sonography
- American Registry of Diagnostic Medical Sonographers, RDMS—Abdomen

Jafet Hernandez, *CMA*, *XT, Medical Assisting Instructor*
- Graduate of Modern Technology School, Anaheim, CA, in Medical Assisting/X-ray Technician
- CDPH-RHB—Licenses in X-ray Technician Permit (CXR, EXT, TS, Digital)
- AHA Certified BLS trainer.

Alina Kane, *AA, CRT ARRT (R), X-ray Instructor*
- Associate in Radiologic Technology, Long Beach City College, Long Beach, CA
- CDPH-RHB Certified Radiologic Technologist (CRT)
- American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologists (ASRT)
- ARRT Exam Writer Committee—2015 to 2016

Chel Lumayno, *BSRT, CRT (F), X-ray Instructor, Clinical Coordinator*
- Bachelor's in Radiologic Technology (BSRT), Cebu Doctors College, Philippines
- CDPH-RHB Certified Radiologic Technologist (CRT) (F)

Cynthia Maynard, *Ultrasound Instructor*
- Graduate of Modern Technology School, FV, CA in Ultrasound/Vascular
- 17+ years in the field, also training interns in their clinical rotation.

 All Rights Reserved ©

Angelica Perez, *AA, NCMA Medical Assistant Director/Instructor*

- Associate's degree, West Los Angeles College in Behavior & Social Science
- Bachelor's degree in psychology, Biola University in progress
- Kaplan College Medical Assistant graduate
- Nationally Certified Medical Assistant
- AHA Certified BLS trainer.

Daniel Plasencia, *XT, Medical Assistant & X-ray Instructor*

- Graduate of Modern Technology School, FV, CA in Medical Assisting/X-ray Technician
- CDPH-RHB Licensed X-ray Technician Permit (CXR, EXT, TS, Digital)

Steven Shannon, *AS, CRT (R), Ultrasound Instructor*

- Associate in science in Radiologic Technology, Merced College, California
- USAF Trained Radiologic Technologist
- CDPH-RHB Certified Radiologic Technologist (CRT)(R)
- Retired American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologists (ASRT)

Susan Shannon, *MS, CRT ARRT (M), X-ray Program Director-Instructor/Campus Director*

- Masters in science, Kinesiology, Azusa Pacific University
- Bachelors in science, Kinesiology, California State University, Fullerton, CA
- Associate in science in Radiologic Technology, Merced College, CA
- CDPH-RHB Certified Radiologic Technologist (CRT)(M)
- American Registry of Radiologic Technologists (ARRT)
- Member of the American Society of Radiologic Technologists (ASRT)
- ARRT Limited Exam Committee Member and ARRT Exam Writer Committee, 2011 to 2016

 All Rights Reserved ©

SAMPLE PROGRAM CALENDAR

PROGRAM TITLE: X-RAY TECHNICIAN / MEDICAL ASSISTANT

1ST QUARTER: INTRODUCTION TO MEDICAL ASSISTING

Start Date: 01/06/2025
Time: Morning
Hours: 8:00 a.m. - 1:00 p.m.
Days: Monday, Tuesday, Wednesday, Thursday

2ND QUARTER: RADIOLOGIC TECHNICIAN I

Start Date: 03/31/2025
Time: Morning
Hours: 8:00 a.m. - 1:00 p.m.
Days: Monday, Tuesday, Wednesday, Thursday

3RD QUARTER: RADIOLOGIC TECHNICIAN II & CLINICAL

Start Date: Clinical: TBA
Time: Morning and Afternoon
Hours: 40 hours/week (classroom and clinical combined)
Days: Monday, Tuesday, Wednesday, Thursday, Friday

4TH QUARTER: CLINICAL & RADIOLOGIC TECHNICIAN III

Start Date: ongoing
Time: Morning and Afternoon
Hours: 40 hours/week (classroom and clinical combined)
Days: Monday, Tuesday, Wednesday, Thursday, Friday

PROGRAM SUMMARY: Class Start Date: 01/06/2025
Clinic Start Date: TBA

PROJECTED GRADUATION DATE: **11/07/2025**

Note: *This is a typical program calendar schedule.*

*A copy of the **Actual Schedule of Classes** is given to the student on the first day of class.*

 All Rights Reserved ©

SAMPLE PROGRAM CALENDAR

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY - START DATE: 01/20/2025

START				Mod Hrs	Cum Wks	Cum Hrs
Module I	A&P	2 weeks	24hrs/wk	48	2	48
	Midterm.	3 weeks	24hrs/wk	72	5	120
	Math	2 weeks	24hrs/wk	48	7	168
	Pt. Care	1 week	24hrs/wk	24	8	192
			Total	**Didactic 192**		
Module II	Abd 100	2 weeks	24hrs/wk		10	240
	Ob/gyn 101	3 weeks	24hrs/wk		13	312
	Lab 103	3 weeks	24hrs/wk		16	384
			Total	**Didactic 120**		**Lab 72**
Module III	Abd 200	2 weeks	20 hrs/wk		18	424
	Ob/gyn 201	3 weeks	20 hrs/wk		21	484
	Lab 203	3 weeks	24hrs/wk		24	556
			Total	**Didactic 100**		**Lab 72**
Module IV	Abd 300	2 weeks	20 hrs/wk		26	596
	Ob/gyn 301	3 weeks	20 hrs/wk		29	656
	Lab 303	3 weeks	24hrs/wk		32	728
			Total	**Didactic 100**		**Lab 72**
Module V	Ob/gyn 401	2 weeks	20 hrs/wk		34	768
	Physics 202	3 weeks	12 hrs/wk		37	804
	Lab 403	3 weeks	24hrs/wk		40	876
			Total	**Didactic 76**		**Lab 72**
Module VI	US Clinical I	8 weeks	32 hrs/wk	(concurrent)	48	1132
	Physics 302	5 weeks	4hrs/wk			1152
	Physics 402	3 weeks	4hrs/wk			1160
			Total	**Didactic 32**		**Clinic 256**
Module VII	US Clinical II	8 weeks	32 hrs/wk	(concurrent)	56	1420
	Vas.Tech 500	8 weeks	4hrs/wk			1452
	Vas.Lab 700	8 weeks	4hrs/wk			1484
			Total	**Didactic 32 - Lab 32**		**Clinic 256**
Module VIII	US Clinical III	8 weeks	32 hrs/wk	(concurrent)	64	1740
	Vas.Tech 501	8 weeks	4hrs/wk			1772
	Vas.Lab 701	8 weeks	4hrs/wk			1804
			Total	**Didactic 32 - Lab 32**		**Clinic 256**
Module IX	US Clinical IV	8 weeks	32 hrs/wk	(concurrent)	72	2060
	Vas.Phy 600	8 weeks	4hrs/wk			2092
	Vas.Lab 702	8 weeks	4hrs/wk			2124
			Total	**Didactic 32 - Lab 32**		**Clinic 256**
Module X	Vas.Phy 601	4 weeks	4hrs/wk	(concurrent)	76	2140
	Vas.Lab 703	4 weeks	4hrs/wk			2156
	Career Prep.	4 weeks	4hrs/wk			2172
			Total	**Didactic 32 - Lab 16**		
		Total Didactic Hours				748
		Total Lab Hours				400
		Total Clinical Hours				1024
		Program Instructional hours				**2172**

PROJECTED GRADUATION DATE: 07/17/2026

 All Rights Reserved ©

PROGRAM COURSE DESCRIPTIONS

MEDICAL ASSISTANT/BACK OFFICE & X-RAY TECHNICIAN

OM 101 OFFICE MANAGEMENT: Business communication, patient record keeping, office equipment use, & appointment scheduling .....Credit Hours – 2.50

This course provides the student with an understanding of how a medical office is managed. This course further prepares the student to use office equipment and understand its upkeep. Students will also learn what information is needed to set up patient appointments and what related documentation is necessary.

OM 102 OFFICE MANAGEMENT: Patient medical record, documentation and filing, Patient Medical History, Patient Screening, Preparing for Medical Examinations .....Credit Hours – 5.50

Students will be provided with information regarding the patient's medical record documentation. Also, students will learn about electronic medical data input and the various systems available. Students will be instructed about common medical examination preparations and screening procedure documentation needed for patient files.

MA 101 COURSE ORIENTATIONS; INTRO. TO MATH; BASIC MED. SKILLS & VITAL SIGNS; PRINCIPLES OF SURGERY & SURGICAL ASEPSIS…….....Credit Hours - 5.00

This course provides the student with the understanding of basic medical skills and medical asepsis and infection control needed in the medical back office. It further expands into basic medical terminology, law, ethics, patient privacy, interpersonal communication, fundamental body structures, body mechanics, sterilization, and minor surgery.

MA 102 URINALYSIS; GASTROINTESTINAL & ENDOCRINE SYSTEMS AND HEMATOLOGY; INJECTIONS; MUSCULOSKELETAL..…….....……. Credit Hours - 5.00

This course provides understanding and education of specific body systems. Students will be introduced to diseases, pathology, and disorders associated with the human body. This course will introduce laboratory procedures to prepare students for the clinical internship.

MA 103 SENSORY SYSTEMS; CPR; CARDIOVASCULAR AND FINALS..... Credit Hours - 5.00

Students will be introduced to the function of the Electrocardiography machine & laboratory equipment. They will also be educated in two specific body systems: the respiratory system & cardiovascular system, to understand CPR and blood collecting procedures. The course further prepares each student in the fundamentals of various laboratory procedures such as venipuncture, spirometry, & bandaging. First aid & CPR certification testing will be included in this course.

MA 104

CLINICAL APPLICATION SKILLS I. ..... Credit Hours - 8.00
This course includes the students' medical assistant-back office clinical commitment for MA only students.

XR 201 X-RAY TECHNOLOGY..... Credit Hours – 5.00

This course consists of the X-Ray technological aspect of the program. The handling of radiographic equipment and formulation of X-Ray exposure factors are covered. This section includes the composition and use of X-Ray film and intensifying screens, the darkroom, and film processing. The students perform x-Ray exposures and their varied effects on film on radiographic phantom body parts. The students are taught how to critique finished radiographic films.

XR 202 SPECIALIZED CHEST RADIOGRAPHY..... Credit Hour - 1.00

This course covers the anatomy of the bony thorax and respiratory system. The chest's detailed positioning skills are taught using X-Ray tables and tubes, with students simulating patient and technician roles/functions.

 All Rights Reserved ©

XR 203 SPECIALIZED EXTREMITY RADIOGRAPHY..... Credit Hours – 4.50

This is a detailed course covering the anatomy of the appendicular skeleton, including the shoulder girdle and hips. Detailed radiographic positioning skills are utilizing the X-Ray tables and tubes, with students simulating patient and technician roles/functions.

XR 204 SPECIALIZED TORSO-SKELETAL RADIOGRAPHY ..... Credit Hours – 4.50

This course provides the student with a detailed, comprehensive study of the anatomy of the spine. Also included in this section is a comprehensive analysis of the anatomy of the bony thorax, shoulder girdle, pelvis, and hips. Detailed positioning skills of these anatomical regions are also covered utilizing the X-Ray tables and tubes, with students simulating the patient and technician roles/functions.

XR 301 DIGITAL RADIOGRAPHY……..…… ….. Credit Hour - 1.00

This course introduces the student to the basics of digital radiography. It will prepare them for the use and function of a typical digital unit seen in a doctor's office. Lessons include comparing various units used and the different components of a computer system, including a PACS system.

XR 302 RADIOLOGICAL PHYSICS..... Credit Hour - 1.00

This course introduces the student to the basics of physics and its relationship to the production of X-Rays. Also included are the function and components of the X-Ray tube and its associated electrical circuitry, based on electromagnetism.

XR 303 X-RAY MEDICAL PROCEDURES (CORE)..... Credit Hour - 1.00

This course covers gross human anatomy, basic patient care procedures, and medical terminology related to X-Ray technology.

XR 304 CLINICAL APPLICATION SKILLS I..... Credit Hours - 9.00

This course begins the student's medical assistant-back office clinical commitment and the 350 X-Ray procedure (50 chests, 100 extremities, and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.

XR 401 RADIOBIOLOGY & RADIATION PROTECTION ..... Credit Hours – 4.50

This course covers the interactions of radiation with matter and the effects of X-Rays and radiation in general on living tissue. The importance of radiation protection is discussed with particular emphasis on operator protection. The students perform X-Ray exposure labs designed to demonstrate methods of reducing occupational worker exposure. Also included in this section is the practice of reducing unnecessary patient X-Ray exposure. The students perform X-Ray exposure labs designed to demonstrate how to minimize patient exposure. The laws and regulations governing the utilization of X-Ray equipment are also covered.

XR 402 CLINICAL APPLICATION SKILLS II..... Credit Hours - 10.50

This course completes the students' medical assistant-back office clinical commitment and the 350 X-Ray procedures (50 chests, 100 extremities, and 200 torso-skeletal) X-Ray clinical commitment performed under the supervision of a State-approved licentiate.

XR 403 X-RAY REVIEW & EXAM PREPARATION..... Credit Hour - 1.00

This course is designed to assist the students in reviewing all of the X-Ray course material in preparation for the final examinations and the State of California Limited Permit X-Ray Certification Examinations.

 All Rights Reserved ©

DIAGNOSTIC MEDICAL ULTRASOUND/VASCULAR TECHNOLOGY

MODULE I

COURSE: HUMAN ANATOMY AND PHYSIOLOGY ..... Credit Hours – 3.00

The human anatomy and physiology course is designed to introduce students pursuing careers in the allied health fields to the structure and function of the human body. A workbook includes exercises and answers to assist the student with the course material.

COURSE: MEDICAL TERMINOLOGY ..... Credit Hours - 5.00

The medical terminology course will provide a foundation for studying medical terms. The course is organized into sections by body systems. A workbook format is utilized with phonetic pronunciation and practical applications included.

COURSE: COLLEGE MATHEMATICS ..... Credit Hours – 3.00

The college mathematics course provides a basic understanding of fundamental mathematical concepts.

COURSE: PATIENT CARE AND HANDLING ..... Credit Hours – 1.50

Subjects covered include medical ethics, asepsis, isolation technique, body mechanics, moving and transferring patients, drainage tubes, bloodborne pathogens, HIPAA, and BLS/CPR.

MODULE II

COURSE: ABDOMEN 100 ..... Credit Hours – 3.00

The historical aspects of ultrasound and cross-sectional anatomy will begin the course. During this course, anatomy and physiology are covered for the liver, gallbladder, intra/extrahepatic biliary tree, pancreas, kidneys, spleen, and vasculature.

COURSE: OB/GYN 101 ..... Credit Hours - 5.00

The uterus, ovaries, and fallopian tubes cover the pelvis's normal anatomy and pathology.

COURSE: SCANNING LABORATORY 103 ..... Credit Hours - 3.50

This initial lab class involves direct scanning of the liver, gallbladder, and pelvis. Equipment functions, exam routines, and sonography techniques are stressed.

MODULE III

COURSE: ABDOMEN 200 ..... Credit Hours – 2.50

The areas of concentration include anatomy, physiology, and pathology of the peritoneum and retroperitoneal. The pathology of the liver, gallbladder, biliary tree, spleen, pancreas, and kidneys will be discussed.

COURSE: OB/GYN 201 ..... Credit Hours - 4.00

The areas of concentration are first-trimester obstetrics, including embryology, placental development, fetal dating, trophoblastic disease, IUGR, twins, and fetal brain.

 All Rights Reserved ©

COURSE: SCANNING LABORATORY 203..... Credit Hours - 3.50
This lab session continues the direct scanning for the anatomical structures of the pancreas and biliary tree. A review of the structures covered in Lab-103 will also occur.

MODULE IV

COURSE: ABDOMEN 300 ..... Credit Hours – 2.50

The topics include pathology, anatomy and physiology, and pathology of superficial structures including thyroid, breast, adrenal glands, gastrointestinal tract, scrotum, and prostate. Biopsy/aspiration techniques will also be included.

COURSE: OB/GYN 301 .....Credit Hours - 4.00

This course covers advanced concepts involving maternal complications in pregnancy, CNS anomalies, GI anomalies, cardiac anomalies, hydrops, and thoracic and skeletal disorders in the fetus.

COURSE: SCANNING LABORATORY 303..... Credit Hours - 3.50

The lab structures covered during this session include spleen, great vessels, and kidneys. Students are also responsible for all structures covered during the previous lab courses.

MODULE V

COURSE: PHYSICS 202..... Credit Hours - 2.50

The course begins with a review of fundamental math concepts. Physical concepts covered include the sound wave characteristics of longitudinal waves, velocity, pulsed ultrasound, tissue interaction characteristics, and transducer construction.

COURSE: OB/GYN 401 .....Credit Hours – 2.50

Subjects covered include fetal demise, biophysical profiles, fetal monitoring, post-partum, infertility, and genetic screening. Student case presentations, written and oral, are required for the course.

COURSE: SCANNING LABORATORY 403.....Credit Hours - 3.50

This final lab course involves direct scanning of the thyroid. Obstetrical scanning techniques will be practiced. Students will be responsible for demonstrating competency for complete abdominal and pelvic examinations before clinical placement.

MODULE VI

COURSE: PHYSICS 302..... Credit Hours – 1.00

The course continues with the physical principles of ultrasound. Topics included are resolution, real-time scanning instruments, and instrumentation.

COURSE: PHYSICS 402..... Credit Hour – 0.50

This course completes the physical principles of diagnostic ultrasound. Topics to be discussed include artifacts and bio effects.

COURSE: CLINICAL I .....Credit Hours -9.50

The clinical component begins with an initial rotation into the school's clinical facility. Students will be expected to comply with specific exam routines within a defined period during this segment. Competency in all examinations will be evaluated before placement at an outside clinical internship.

 All Rights Reserved ©

COURSE: CLINICAL II. ..... Credit Hours - 9.50

During this clinical component, students will be assigned to an outside facility. Students will be given specific criteria and evaluated for competency in multiple areas.

COURSE: VASCULAR PRINCIPLES 500 ..... Credit Hours - 2.00

The course material includes gross and microscopic anatomy of the cerebrovascular system and invasive and non-invasive disease testing techniques for carotid arteries. Transcranial Doppler techniques will also be discussed. Additional topics include patient history, physical examination, test validation therapeutic techniques, Doppler criteria, plaque characteristics, and cerebrovascular disease.

COURSE: SCANNING LABORATORY 700..... Credit Hours - 1.50
The scanning laboratory will focus on cerebrovascular examination techniques. Students will learn the applications of imaging, spectral analysis, and color Doppler. A competency evaluation will be performed after the course.

MODULE VIII

COURSE: CLINICAL III..... Credit Hours - 9.50

Students will continue developing competencies in scanning techniques at their assigned facility during this clinical component. Students will be given specific criteria and evaluated for competency in multiple areas.

COURSE: VASCULAR PRINCIPLES 501… ..... Credit Hours - 2.00

The course material continues discussions of vascular systems. Topics include invasive and non-invasive disease testing techniques for peripheral arterial and venous systems, including hemodynamics. The specifics of Doppler velocimetry, plethysmography, Duplex imaging, arterial and venous diseases, and vascular anatomy for the upper and lower extremities are included.

COURSE: SCANNING LABORATORY 701… ..... Credit Hours - 1.50

The scanning laboratory will focus on lower extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed after the course.

MODULE IX

COURSE: CLINICAL IV..... Credit Hours - 9.50

Students will continue developing competency in scanning techniques during this final clinical component at their assigned facility. Students will be evaluated for competency in multiple areas before completing the clinical component.

COURSE: VASCULAR PHYSICS 600 ..... Credit Hours - 2.00

The course begins with reviewing the physical concepts covered during the ultrasound physics courses. The focus will then switch to Doppler characteristics. Topics to be included are the Doppler Effect, signal processing, and instrumentation.

COURSE: SCANNING LABORATORY 702..... Credit Hours - 1.50

The scanning laboratory will focus on upper extremity arterial and venous examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed after the course.

 All Rights Reserved ©

MODULE X

COURSE: VASCULAR PHYSICS 601 .....Credit Hours - 1.00

This course continues vascular physical concepts. Topics include physiology and fluid dynamics of the arterial and venous systems, physical principles of electricity, and ultrasound safety and quality assurance considerations.

COURSE: SCANNING LABORATORY 703..... Credit Hour - 0.50

The scanning laboratory will focus on abdominal Doppler examination techniques. Students will learn the applications of imaging and color Doppler. A competency evaluation will be performed after the course.

COURSE: CAREER PREPARATION ..... Credit Hour - 1.00

The focus of this course is directed toward the career aspects of the sonographer professional. Interviewing techniques, resumes, and career ladders will be discussed.

 All Rights Reserved ©

CATALOG SIGNATURE SHEET

16560 Harbor Blvd
Fountain Valley,
CA. 92708
714.418.9100
Fax 714.418.9109

I have received a copy of the *Modern Technology School* Catalog, and I understand and have reviewed & agree with the content in its entirety.

I understand that the information contained in this catalog takes precedence over all other information presented in any conflicting correspondence.

_____ _____

Print Name Date

_____

Signature

 All Rights Reserved ©