



A-TECHNICAL
—COLLEGE—

CATALOG 2018-2019

Main Campus

6330 Pacific Boulevard, Suite 200
Huntington Park, California 90255
(323) 277-9697

www.atechcollege.edu

Date published: July 1, 2018

TABLE OF CONTENTS

History	3
Mission Statement	3
Advisory Board	3
Ownership	3
Approval Disclosure Statements	4
Administration Staff and Faculty	5
School Facilities & Equipment	6
School Office Hours	6
Academic Calendar	6
Holidays & School Breaks	6
PROGRAMS	7
Gainful Employment Program – Consumer Information	7
Health Information Technology	8
Massage Therapist/Physical Therapy Aide	11
Medical Assistant	16
Professional Administrative Assistant	20
ADMISSIONS INFORMATION	23
General Admission Requirements	23
Ability to Benefit	23
Language Proficiency	23
Vaccination Policy	23
Felony Conviction	23
Non-Discrimination Clause	24
Applicant with Special Needs	24
New Student Orientation	24
Teacher/Student Ratio	24
ACADEMIC POLICIES	25
Grading System	25
Types of Credentials	25
Credit/Clock Hours	24
Satisfactory Academic Progress (SAP) Requirements	26
Meeting SAP Requirements	26
SAP Standards	26
Appeals Procedure	26
Academic/Financial Aid Probation Period	26
Completion & Graduation Requirements	28
Attendance Policy	28
Attendance Warning and Probation/Termination	28
Termination Based on Failure to Meet Attendance Requirements	28
Make-up Work for Absence / Tardy Hours	29
Course Incompletion	30
Repeat Policy	30
Leave of Absence	30
Discontinuation of Training	31
Transfer of Credits	31
Re-enrollment and Transfer Policy	32

Articulation Agreement	32
Advanced Placement	32
Policy and Program Changes	32
STUDENT FINANCING	32
Tuition and Fees	32
Student Tuition Recovery Fund	33
Tuition and Financial Assistance	34
Federal Student Aid (FSA) Programs	
Financial Aid and Award Concept, Selection and Packaging Criteria	
FSA Default Prevention	35
Alternatives to FSA	35
Out Of School Account	35
Tuition Payment Policy	35
Cancellation, Withdrawal, and Refund Policy	35
Return to Federal Title IV Funds Policy	37
STUDENT RIGHTS AND RESPONSIBILITIES	38
Student Privacy Rights	38
Grievance Procedure	39
Policy on Personal Property	39
Dress Code	39
Student Conduct	40
Health/Medical Care	41
Retention of Education Records	41
CAREER SERVICES	41
Life Skills	41
Placement	41
STUDENT SERVICES	42
Policy on Unforeseeable Events	42
Counseling/Referral Services	42
Services Provided to Students with Disabilities	42
Student Resource Center	42
Copyright Infringement and Network/Computer Use Policy	42
Student Appeals Process	43
Controlled Substance, Alcohol & Drug Abuse Policy	43
Parking	44
Constitution Day Lesson	44
Voting Information	44

HISTORY

A-Technical College, the dba name of Virginia Sewing Machines & School Center, Inc., was founded in Los Angeles, California in 1978 and was a branch of East L.A. Sewing Center, a private California corporation. In the 1980s, with the growth of the branch in response to the needs of the garment industry and other industries within the local communities, the school became an independent entity known as Virginia School Center.

Throughout the years, the school gained recognition in the industry and in the communities that it served. This recognition was based on the exceptional training it provided, the quality of its curriculum, and the successful job placement assistance service it offered its graduates.

Further, with the addition of new course offerings, the school took the name A-Technical College (ATC) in, an operating name that reflects the different programs implemented.

The school currently has available sponsored programs, federal financial aid, and other funding sources that provide loans and grants to pay portions of tuition and other fees.

ATC focuses on quality of instruction, student retention, job placement, and student services. ATC is accredited by the Accrediting Council for Continuing Education and Training (ACCET), an organization listed by the Department of Education as a nationally recognized accrediting agency. The school has approval from the Bureau for Private Postsecondary Education to operate in the state of California.

MISSION STATEMENT

To provide quality education and training to ensure students will achieve success in attaining technical competencies and life skills to prepare them for gainful employment in their chosen careers and to become productive members of our community.

ADVISORY BOARD

Mr. Jorge Mazzei, Senior Site Reliability Engineer at Evernote
Dr. K. Alshammiry, American College of Medical Professions
Mr. Jose Luis Sanchez, Office Administrator - Boyle Heights Medical
Ms. Danee Prasert, Special Projects Assistant - Chinatown Service Center
Mr. Guillermo Frias, School Director - Caledonia College
Ms. Sara Cristi, Chief Executive Officer - ATC
ATC Education Director / Lead Instructor / Instructor from each program

OWNERSHIP

A-Technical College is the dba by the Virginia Sewing Machines & School Center, a California Corporation, with Sara Cristi as Owner and Chief Executive Officer, Alberto Cristi as Owner and Board Member, and Angelica Cristi-Venegas as Owner and Board Member.

APPROVAL DISCLOSURE STATEMENTS

- A-Technical College (ATC) is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- ATC is granted program approval by the California Bureau for Private Postsecondary Education (BPPE).
- ATC is accredited by the Accrediting Council for Continuing Education & Training (ACCET).
- ATC is authorized by the U.S. Department of Education to disburse Title IV Funds.
- ATC is authorized by the South Bay Workforce Investment Board to provide training under the Federal Workforce Innovation and Opportunity Act (WIOA).
- ATC is approved by the California State Approving Agency for Veterans Education (CSAAVE).
- ATC is approved by the California Massage Therapy Council

The approved programs outlined in this Catalog are as follows:

Vocational Programs	Clock Hours	Semester Credit Hours	No. of Weeks
Health Information Technology	900	24	36
Massage Therapist/Physical Therapy Aide	900	24	36
Medical Assistant	980	26	40
Professional Administrative Assistant	720	19	29

A-Technical College has never filed a bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Prospective enrollees are encouraged to visit the school's physical facilities and discuss personal, educational and occupational plans with the school's personnel. As a prospective student, you are encouraged to review ATC's Catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

All information contained in the School's Catalog is current and correct and is so certified as true by:


ELECTRONIC SIGNATURE
 Sara Cristi

Chief Executive Officer

Catalog is effective from July 1, 2018 thru June 30, 2019.

ADMINISTRATION STAFF

Ali Bayrami, Campus President Email: abayrami@atechcollege.edu

Steve Miranda, Campus Director Email: smiranda@atechcollege.edu

Ricardo Prieto, Admissions Director Email: rprieto@atechcollege.edu

Dario Torres, Student Financial Services Director
Email: dtorres@atechcollege.edu

Leny Gutierrez, Registrar
Email: lgutierrez@atechcollege.edu

Margarita Moreno, Student Services Coordinator
Email: mamoreno@atechcollege.edu

Sergio Andreotti, Career Services Director
Email: sandreotti@atechcollege.edu

FACULTY

Program: HEALTH INFORMATION TECHNOLOGY

Amal Tosson Instructor
Email: atosson@atechcollege.edu

Teresa Morales Instructor
Email: tmorales@atechcollege.edu

Program: MASSAGE THERAPIST / PHYSICAL THERAPY AIDE

Pete Casas Instructor
Email: pcasas@atechcollege.edu

Program: MEDICAL ASSISTANT

Michelle Flores Lead Instructor
Email: mflores@atechcollege.edu

Rosiland O'Connor Instructor
Email: roconnor@atechcollege.edu

Angelica Cruz Instructor
Email: acruz@atechcollege.edu

Patricia Garcia Instructor
Email: pgarcia@atechcollege.edu

Program: PROFESSIONAL ADMINISTRATIVE ASSISTANT

David Armstrong Instructor
Email: darmstrong@atechcollege.edu

SCHOOL FACILITIES AND EQUIPMENT

A-Technical College's main campus is located at 6330 Pacific Blvd., Huntington Park, California 90255, where it occupies the entire second floor of the building. It is accessible from the Harbor Freeway (I-110), Santa Monica Freeway (I-10), Long Beach Freeway (I- 710) and the Metro Blue Line at Florence Blvd. Terminal. All programs offered are taught at the main campus location.

ATC facilities include well-ventilated and appropriately-sized classrooms; fully-equipped medical skills laboratory simulating a medical clinic; fully-equipped massage therapy / physical therapy skills laboratory; computer laboratory with internet access and dedicated printers; student lounge with vending machines, refrigerator, microwave ovens, and water dispensers; and administrative offices for the admissions, financial aid, student services, academics, and career services departments that are easily accessible. The College is surrounded by numerous free parking lots. The facility accommodates over 150 students per shift of instruction and complies with all federal, state and local agencies as to fire and building safety.

OFFICE HOURS

Office Hours 9:00 a.m. to 6:00 p.m.
Monday through Friday

Instruction Hours 9:00 a.m. to 10:00 p.m.
Monday through Friday

ACADEMIC CALENDAR

ATC's Open Enrollment Schedule for all programs is as follows:

Program Start Dates- Based on the beginning of a new course on any given day of the week.

Program End Dates- Based on the length of the program and determine upon successful achievement of completion requirement

Holidays

New Year's Day

Martin Luther King Jr Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

School Breaks

There are no school breaks.

PROGRAMS

Programs	Clock Hours	Semester Credit Hours	No. of Weeks
Health Information Technology	900	24	36
Massage Therapist/Physical Therapy Aide	900	24	36
Medical Assistant	980	26	40
Professional Administrative Assistant	720	19	29

Gainful Employment (GE) Programs – Consumer Information

Important information about the educational debt, earnings, and completion rates of students who have attended programs at A-Technical College (ATC), may be accessed on ATC's website under Disclosures - "Consumer Information" at: <http://www.atechcollege.edu/>

To access GE Program consumer information per program, click on the link below for the program of interest.

Programs	Clock Hours	No. of Weeks	Semester Credit Hours	Maximum Time-Frame
Health Information Technology http://www.atechcollege.edu/Gainful-Employment-HIT/Gedt.html	900	36	24	36
Massage Therapist/Physical Therapy Aide <i>The MT/PTA Program is a new program initiated in October 2017. As a result, there is insufficient data to adequately compile Gainful Employment consumer information.</i>	900	36	24	36
Medical Assistant http://www.atechcollege.edu/Gainful-Employment-MA/Gedt.html	980	40	26	39
Professional Administrative Assistant http://www.atechcollege.edu/Gainful-Employment-PAA/Gedt.html	720	30	19	29

HEALTH INFORMATION TECHNOLOGY

Length:

900 Clock Hours

24 Semester Credit Hours

36 weeks (approx.)

25 hours per week

Lecture & Lab: 660 hours

Clinical Externship: 240 hours

Prerequisite: High School Diploma or GED

CIP Code: 51.0707

PROGRAM OBJECTIVE

The program is designed to provide all the necessary training to enable students to acquire satisfactory skills and demonstrate competency in medical records and health informatics, organization and management of health information data, and compilation of patients' health information, including medical history, symptoms, examination results, tests, and treatments, while ensuring its quality, accuracy, accessibility, and security in paper documents and electronic format. The program is divided into courses consisting of both lectures and skills laboratories with the last course as externship. This program not only trains the student to be a proficient entry-level medical records/healthcare information technician, but develops the student's professional and life skills through workshops. Upon successful completion of the program, the student will receive a Diploma in Health Information Technology.

OCCUPATIONAL OBJECTIVES

Graduates of the HIT program may work as Medical Coder and Biller, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT) in hospitals, physician's offices or health insurance companies. CPR and first aid training is included.

CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES
PROGRAM: Health Information Technology

COURSE TITLE & NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
HEALTH INFO TECH 1 HIT 101	80	5.33	0	0.00			80	5.33	2.13
HEALTH INFO TECH 2 HIT 102	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 3 HIT 103	20	1.33	60	2.00			80	3.33	2.13
HEALTH INFO TECH 4 HIT 104	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 5 HIT 105	20	1.33	60	2.00			80	3.33	2.13
HEALTH INFO TECH 6 HIT 106	20	1.33	60	2.00			80	3.33	2.13
HEALTH INFO TECH 7 HIT 107	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 8 HIT 108	40	2.66	40	1.33			80	3.99	2.13
HEALTH INFO TECH 9 HIT 109	10	0.66	10	0.33			20	0.99	0.54
HEALTH INFO TECH 10 HIT 110 - Externship					240	5.33	240	5.33	6.42
TOTALS	310	20.62	350	11.65	240	5.33	900	37.60	24.00

HEALTH INFORMATION TECHNOLOGY PROGRAM

– COURSE DESCRIPTIONS

HIT101 Health Information Technology 1 (80 hours) Lecture: 80 hrs Lab: 0
Description: This course is an introduction to the Health Information Technology Program. The course addresses the importance of health information technology, the shortage of workers in the field, and the regulatory agencies and regulation applicable to healthcare information technology. Included in this course is discussion of all legal documents that healthcare information technicians and medical records facilities utilize on a routine basis. Professional Development is taught throughout the course. Topics include the following: Introduction to Health Information Technology, HIT Certification, Healthcare Regulators, and Healthcare Legal Practices.

HIT102 Health Information Technology 2 (80 hours) Lecture: 40 hrs Lab: 40 hrs
Description: This course explores the various types of healthcare-related organizations, their operations, code of conduct, and proper methods of managing health information and software applications. An introduction to Medisoft software is offered. Topics include the following: Healthcare Organizational Structures, Code of Conduct, Electronic Health Records/Electronic Medical Records, and Communication.

HIT103 Health Information Technology 3 (80 hours) Lecture: 20 hrs Lab: 60 hrs
Description: This course focuses on the operations of Information Technology (IT) in the healthcare field. The student learns the basic elements of computers, including installation and troubleshooting of desktop work stations and other computer devices and competencies in electronic records. Professional Development is taught throughout the course. Topics include the following: Computer Resources and Languages, Installation of workstation, Troubleshooting of hardware and software. Students are also provided training to attain CPR and first aid certification.

HIT104 Health Information Technology 4 (80 hours) Lecture: 40 hrs Lab: 40 hrs
Description: This course presents the various aspects of medical and health-related business operations with emphasis on basic and intermediate medical coding. The student becomes familiar with various clinical processes, software applications, medical devices, and medical terminology. Professional Development is taught throughout the course. Topics include the following: Healthcare and Medical Terminology, Medical Coding, Clinical Process or Environment, and Medical Devices.

HIT105 Health Information Technology 5 (80 hours) Lecture: 20 hrs Lab: 60 hrs
Description: This course covers the various aspects of documentation, records, files and their characteristics, scanning, indexing, and medical interface components including troubleshooting. The student continues to learn medical coding procedures. Professional Development is taught throughout the course. Topics include the following: Healthcare Image Files, Medical Interface, Clinical Software Troubleshooting, and Data Backups.

HIT106 Health Information Technology 6 (80 hours) Lecture: 20 hrs Lab: 60 hrs
Description: This course presents data protection, encryption and other advanced healthcare information security, including wireless and remote access; as well as the disposition of documents. Professional Development is taught throughout the course. Topics include the following: Encryption and Information Security, Wireless Networks, Remote Access Technologies, and Disposition of Documents.

HIT107 Health Information Technology 7 (80 hours) Lecture: 40 hrs Lab: 40 hrs Description: This course introduces the student to health insurance and reimbursement as they become familiar with common medical billing practices, adherence to current healthcare industry regulations and compliance with insurance procedures, allotted benefit coverage and differences in reimbursement methodologies. The student learns the fundamental principles of medical billing, how to set up medical claims, complete actual forms, process of submission, payment processing and follow-up. During this course, students will review of ICD, CPT, HCPCS.

HIT108 Health Information Technology 8 (80 hours) Lecture: 40 hrs Lab: 40 hrs Description: This course provides the student with knowledge of business organization and human resources management. The student learns the basic elements of office procedures and management such as planning, organizing, directing, controlling, and leading. Topics also include basic elements of human resources management, insurance processing, and patient billing. Career Development is addressed prior to externship. Topics include the following: Office Management, Business Organization, and Human Resources Management.

HIT 109 Health Information Technology 9 (20 hours) Lecture: 10 hrs Lab: 10 hrs Description: This is a program designed by the ATC Student Services Department in the form of workshop/lecture/lecture-discussion and one-on-one counseling in relation to matters that impact student's performance while on training and at work. Topics include work ethics, professionalism, time management, job interview, resume preparation, computer applications, financial management, time management, job seeking and professional development. Students also present their portfolios.

HIT110 Health Information Technology 10 Externship: 240 hours Description: Upon completion of the classroom and computer skill lab training, the student will participate in a 240 hours of externship. Completing an externship at an approved facility offers students the opportunity to apply the principles and techniques gained in the classroom and skills laboratory, as well as improve their hands-on skills, critical thinking skills, filing, data entry and other elements critical to becoming a medical records/healthcare information technician. Students must successfully complete their externship training in order to fulfill requirements for graduation.

MASSAGE THERAPIST / PHYSICAL THERAPY AIDE

Length:

900 Clock Hours

24 Semester Credit Hours

36 weeks (approx.)

25 hours per week

Lecture & Lab: 660 hours

Clinical Externship: 240 hours

Prerequisite: High School Diploma or GED

CIP Codes: 51.3501, 51.0806

MASSAGE THERAPIST / PHYSICAL THERAPY AIDE PROGRAM

PROGRAM OBJECTIVE

The Massage Therapist/Physical Therapy Aide Program is designed to provide the student with the necessary tools to successfully enter the massage industry as an entry-level massage therapist or a physical therapy aide. The 900-hour program consists of ten self-contained courses in which the student will learn anatomy and physiology terminology, medical terminology, body mechanics, therapeutic modalities, effective communication, ethics and the standards of practice of a massage therapist and a physical therapy aide, while learning skills competencies in performing massages and routine treatments. A-Technical College introduces principles and best practices necessary to, not only, attain skills proficiency as a message therapist and physical therapy aid, but also help in the development of professionalism and life skills. All students, prior to entering an externship site and before having client interaction, are required to have CPR and First Aid certification and Infection Control and Standard Precautions. This program is divided into courses consisting of both lectures and skills laboratories with the last course as externship. Students are provided free, online access to massage therapy test preparation training material and licensure test prep questions and answers by a third party organization. Upon successful completion of the program, the student will receive a Diploma in Massage Therapist / Physical Therapy Aide.

Attendance and/or graduation from a California Massage Therapy Council (CAMTC) approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code, Section 4600 et. seq.

OCCUPATIONAL OBJECTIVES

Although the duties of massage therapists and/or physical therapy aides may vary depending on the type of practice and location, the training provided by A-Technical College addresses the skills requirements for both massage therapist and physical therapy aide, equipping the student with more employable skills in these forms of therapy. The student is also provided training in basic office procedures in a clinical setting and in the technical know-how to start a private practice.

California Massage Therapy Council's (CAMTC) Law on Unfair Business Practices as Related to Massage

Pursuant to California Business and Professions Code, Section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES
PROGRAM: MESSAGE THERAPIST / PHYSICAL THERAPY AIDE

COURSE TITLE & NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Anatomy/Physiology and Medical Terminology MTP 101	60	4.0	20	0.66			80	4.66	2.13
Massage Therapy Fundamentals MTP 102	40	2.66	40	1.33			80	3.99	2.13
Body Mechanics and Injury Prevention MTP 103	40	2.66	40	1.33			80	3.99	2.13
Therapeutic Modalities MTP 104	20	1.33	60	2.0			80	3.33	2.13
Safety and Patient Care MTP 105	20	1.33	60	2.0			80	3.33	2.13
Athletic and Sports Massage MTP 106	20	1.33	60	2.0			80	3.33	2.13
Communication and Ethics MTP 107	60	4.0	20	0.66			80	4.66	2.13
Office Procedures MTP 108	40	2.66	40	1.33			80	3.99	2.13
Life Skills MTP 109	20	1.33	0	0			20	1.33	0.53
Clinical Externship MTP 110	0	0	0	0	240	5.33	240	5.33	6.4
TOTALS	320	21.30	340	11.31	240	5.33	900*	37.94	24

* Students interested in pursuing certification from the California Massage Therapy Council (CAMTC) must complete 100% of total hours. Hours missed must be made up.

MASSAGE THERAPIST / PHYSICAL THERAPY AIDE PROGRAM

CAMTC Contact Information to Obtain Responses to Unanswered Questions and to File a Complaint

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact:

California Massage Therapy Council (CAMTC)
One Capitol Mall, Suite 320
Sacramento, CA 95814
Website: www.camtc.org
Telephone (916) 669-5336; Fax (916) 669-5337

MASSAGE THERAPIST/PHYSICAL THERAPY AIDE PROGRAM - COURSE DESCRIPTIONS

MTP 101 Anatomy/Physiology and Medical Terminology (80 hours) Lecture: 60 hrs Lab: 20 hrs
This course presents the anatomic structure, regions, composition, functions and disorders of each body system, including signs and symptoms of disease and the healing mechanisms of the body. Student will also learn the components of a medical term and how to break down a term by prefix or suffix and individual parts and definitions. Prior to performing actual massage, student will train for CPR/First Aid Certification/First Aid and Infection Control and Standard Precautions. An emphasis is given to infection and common pathogens and safety precautions, practices, and procedures for massage therapists and physical therapy aides. Professional Development is taught throughout the course.

MTP 102 Massage Therapy Fundamentals (80 hours) Lecture: 40 hrs Lab: 40 hrs
This course presents the effects and benefits of massage on various systems of the human body, the common conditions generally relieved by massage, and the major contraindications for massage. The student will learn minimum studio dimensions, ideal temperature, and tips for lighting the massage room; the factors in choosing a massage table and other equipment and supplies. Other topics covered include hygiene, sanitation and safety; appropriate client positioning, bolstering, and draping; and massage equipment and safety. The student will learn how to conduct a preliminary assessment and develop a treatment plan, SOAP charting and other documentation requirements as well as guidelines in client privacy and confidentiality.

MTP 103 Body Mechanics and Injury Prevention (80 hours) Lecture: 40 hrs Lab: 40hrs
This course provides an overview of the general rules of safe body mechanics in order to reduce the risk of injury and illnesses, enhance productivity and improve one's quality of life. Students will learn how to hold the body when seated, standing, lifting, carrying, bending and sleeping and how these affect the spine and the abnormal stresses it is subjected to leading to disc and joint injuries and unnecessary wear and tear. Topics also include kinesiology and pressure ulcers. Professional Development is taught throughout the course.

MTP104 Therapeutic Modalities (80 hours) Lecture: 20 hrs Lab: 60 hrs
This course presents the theories and principles of physical therapy modalities including heat and cold, traction, massage and hydrotherapy. Students will integrate the theories learned for the practice of

physical therapy. Skills in safe and effective application of the different modalities will be conducted during skills laboratory. Professional development is taught throughout the course.

MTP 105 Safety and Patient Care (80 hours) Lecture: 20 hrs Lab: 60 hrs
This course presents the basic patient care skills for clients/patients such as transfer techniques, wheel chair management, teaching the use of assistive gait devices including the abnormalities of gait patterns. The course also gives students an overview of exercise techniques and outcome measurements as a result of therapeutic exercises. Skills laboratory includes competency in taking vital signs. Professional development is taught throughout the course.

MTP106 Athletic and Sports Massage (80 hours) Lecture: 20 Lab: 60 hrs
This course provides an overview of the general problem areas common to athletes including the purposes and range of benefits and techniques applicable to them. This course also provides training for those with special need population such as prenatal, infant, children and clients/patients with illnesses. The student will learn the history of massage in medicine, the benefits of integrative medicine and the indications and contraindication of common medical problems that can benefit from massage; and contraindications for massage in a health care setting. Professional Development is taught throughout the course.

MTP107 Communication and Ethics (80 hours) Lecture: 60 hrs Lab: 20 hrs
This course provides an in depth discussion of how a therapist interacts with a patient, family members or members of the rehabilitation team. It includes verbal and non-verbal methods of communication, laws and code of ethics of a massage therapist and physical therapy aide, Health Insurance Portability and Accountability Act (HIPAA), negligence and malpractice.

MTP 108 Office Procedures (80 hours) Lecture: 40 hrs Lab: 40 hrs
This course provides the student the basic elements of office procedures and management such as records management, correspondence, and overview of insurance processing and patient billing. For those interested to start their own business, the topics on entrepreneurship and business practices are included. Professional development is taught throughout the course.

MTP 109 Life Skills (20 hours) Lecture: 20 hrs Lab: 0 hrs
This course, designed by the ATC Student Services Department in the form of workshop/lecture/lecture-discussion and one-on-one counseling, addresses matters that impact a student's performance while on training and at the workplace. Topics include work ethics, professionalism, time management, job interviews, resume preparation, computer applications, financial management, time management, job seeking, and professional development.

MTP 110 Clinical Externship: 240 hours
Upon completion of the classroom and skill lab training, the student will participate in a 240-hour clinical externship. Serving in an externship at a facility approved by the college offers the student the opportunity to apply the principles and techniques gained in the classroom and skills laboratory as well as improve their hands-on skills, critical thinking skills, charting, confidence, and other elements critical to becoming a professional massage therapist and/or physical therapy aide. Externs work under the direct supervision of qualified personnel from the participating institutions. Externs will be evaluated by supervisory personnel. Students must successfully complete their externship training in order to fulfill the requirements for graduation.

MEDICAL ASSISTANT PROGRAM

Length:

980 Clock Hours

26 Semester Credit Hours

39 weeks (approx.)

25 hours per week

Lecture & Lab: 820 hours

Clinical Externship: 160 hours

Prerequisite: High School Diploma or GED

CIP Codes: 51.0801, 51.0710

PROGRAM OBJECTIVE

The objective of the program is to prepare the student for a position as a Medical Assistant with extensive and comprehensive training in both body structure and the various body systems. Students will obtain the knowledge, skills and proficiency in office management, accounting and billing, EKG/clinical history/vital signs, patient's exam preparation, phlebotomy, vaccines, routine laboratory procedures, minor surgical procedures, pharmacology, nutrition and infection control. The student will develop skills in using a pre-determined of research and materials that enhance their educational process and help to facilitate a positive learning outcome. This program is divided into courses consisting of both lectures and skills laboratories with the last course as externship. Upon successful completion of the program, the student will receive a Diploma in Medical Assistant. Students are encouraged to seek certification after training.

OCCUPATIONAL OBJECTIVES

Graduates of the program may be employed as Clinical Medical Assistant, Administrative Medical Assistant, Clinical Assistant, Medical Assistant, Medical Office Assistant, Ophthalmic Technician, and Optometric Medical Office Assistant in medical offices, clinics or hospitals.

CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES

PROGRAM: Medical Assistant

COURSE TITLE & NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Front Office Procedures & Telephone Techniques MA 1000	25	1.66	25	0.83			50	2.49	1.33
Records Management MA 1001	25	1.66	25	0.83			50	2.49	1.33
Appointment Scheduling MA 1002	25	1.66	25	0.83			50	2.49	1.33
Billing and Coding A MA 1003	25	1.66	25	0.83			50	2.49	1.33
Billing and Coding B MA 1004	25	1.66	25	0.83			50	2.49	1.33
Anatomy and Physiology / Infection and Infection Control MA 1005	25	1.66	25	0.83			50	2.49	1.33
Clinical History and Physical Exam MA 1006	25	1.66	25	0.83			50	2.49	1.33
Vital Signs and Pharmacology MA 1007	25	1.66	25	0.83			50	2.49	1.33
Administration of Medications MA 1008	25	1.66	25	0.83			50	2.49	1.33
Phlebotomy MA 1009	25	1.66	25	0.83			50	2.49	1.33
EKG - MA 1010	25	1.66	25	0.83			50	2.49	1.33
Pediatrics, Geriatrics MA 1011	25	1.66	25	0.83			50	2.49	1.33
Gynecology MA 1012	25	1.66	25	0.83			50	2.49	1.33
Nutrition, Urology and Urinalysis MA 1013	25	1.66	25	0.83			50	2.49	1.33
First Aid and CPR MA 1014	25	1.66	25	0.83			50	2.49	1.33
Special Surgery, Special Lab Analysis, and Special Exams MA 1015	25	1.66	25	0.83			50	2.49	1.33
Portfolio Preparation, Interview Preparation – MA 1016	20	1.33	0	0			20	1.33	0.53
Externship – MA 1017					160	3.55	160	3.55	4.26
TOTALS	420	27.89	400	13.28	160	3.55	980	44.72	26.07

MEDICAL ASSISTANT PROGRAM – COURSE DESCRIPTIONS

MA 1000 Front Office Procedures/Technical Techniques (50 hours) Lecture: 25 hrs Lab: 25 hrs

Objective: In this course, students will learn how to use front office equipment and perform general office procedures in a medical office. Students will develop proficiency in typing and word processing. Students will learn customer service skills and proper telephone techniques for the medical office.

MA 1001 Records Management (50 hours) Lecture: 25 hrs Lab: 25 hrs

Objective: In this course, students will become familiar with the components of the medical chart and apply the rules for filling medical records and basics of the electronic health record. Students will learn about different types of insurances available to patients and learn about different scheduling systems.

MA 1002 Appointments Scheduling (50 hours) Lecture: 25hrs Lab: 25 hrs

Objective: In this course, students will learn methods for scheduling patient appointments and how to use the scheduling system in the office. Students will also learn the factors to consider in making patient appointments and techniques for handling cancellations and rescheduling.

MA 1003 Billing and Coding A (50 hours) Lecture: 25 hrs Lab: 25 hrs Objective:

In this course, students will become familiar with banking and accounting and the financial responsibilities of the medical office. Students learn to manage the office cash, write checks, make deposits, balance the office checkbook, and distinguish between usual and customary fees. Students will be able to inform patients of professional charges, make payment arrangements, enter charges, and balance a patient's account.

MA 1004 Billing and Coding B (50 hours) Lecture: 25 hrs Lab: 25 hrs

Objective: In this course, students will learn the process to bill medical insurance companies. Students will learn medical billing and coding procedures. Students will become proficient in using the ICD-10 and CPT Code books.

MA 1005 Anatomy and Physiology/Infection and Infection Control (50 hours) Lecture: 25 hrs Lab:25 hrs Objective:

In this course, students will become familiar with the basic medical specialties. Students will gain an understanding of the structure and functions of the body system including anatomical orientations and body cavities. Students will get an overview of the Skeletal and Integumentary Systems and their functions. Students will become familiar with the vast world of pathogenic microorganisms in health and diseases and the spread of infectious disease. Students will learn about the infection chain, infection control, and OSHA regulations, and will gain an understanding of sepsis and asepsis.

MA 1006 Clinical History and Physical Exam (50 hours) Lecture: 25 hrs Lab: 25 hrs

Objective: In this course, students learn the ethical and legal issues involved in developing a medical history. Students will develop communication skills, including medical terminology and abbreviations. Students learn how to prepare the exam room and to assist in patient preparation and positioning as well as to protect the patient's privacy. Students will also familiarize themselves with the nervous and endocrine systems.

MA 1007 Vital Signs and Pharmacology (50 hours) Lecture: 25 hrs Lab: 25 hrs

Objective: In this course, students learn how to take and read vital signs. Students will be able to perform the task of measuring height and weight, pulse rates, temperature (oral, axillaries and tympanic), and respiratory rate and learn normal values. Students will learn how to take and evaluate blood pressure. Students will learn proper classification, actions, and names of medications and regulations in controlling medications. Abuse of medications, drug metabolism and the factors that could influence their effects, as well as drug administration and dosage calculations are also addressed.

MA 1008 Administration of Medications (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, students gain skills and knowledge related to the regulation and proper administration of medications and vaccines. Students will learn to identify the syringe size, its caliber, and needle length in accordance with the parenteral route, and to identify the anatomical sites and considerations for parenteral route while administering shots in babies and children. Students will learn the different techniques for administering vaccines.

MA 1009 Phlebotomy (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, the proper and correct procedures for collecting venous and capillary blood samples are introduced. Students will learn to determine a micro-hematocrit, white and red blood cells and erythrocyte cycle sedimentation, and tube colors and their relation to the analysis required. Student must complete the full program to be qualified to apply for Phlebotomy State Certification. Fees for the certification are not included in the school tuition. Graduates may apply through the school or select his/her own certification site.

MA 1010 EKG (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, students become familiar with the heart's electrical conduction; the meaning of deflections of EKG related to the heart activity; and identification of the most frequent abnormalities including artifacts. Students will learn about the Circulatory System and the function of the Heart.

MA 1011 Pediatrics/Geriatrics (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, students learn how to schedule appointments according to age and how to prepare the patient for a physical examination. Students also attain the ability to interact with children during their examination; their medicines, nutritional charts, their vaccines and their administration, indications, and contraindications. Students will also learn how to measure height, weight, and cephalic circumference. Students will become familiar with how to effectively deal with geriatric patients and learn about the aging process.

MA 1012 Gynecology (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, students are presented with the concepts of this specialty, particularly the female reproductive system and the common disorders. Students will understand the diagnosis of exams performed in clinics and how to assist while taking specimen samples for analysis. Students also learn how perform a breast exam and instruct a patient. Students learn about the Reproductive System, the gynecological exam and Prenatal Care.

MA 1013 Nutrition, Urology and Urinalysis (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: In this course, students learn the basic concepts of nutrition and what is considered good nutrition. Students will be able to identify how carbohydrates, fat, and proteins act in the body, and to explain the importance of fruits and vegetables, vitamins and minerals and their natural sources. The normal diet and its modifications will be explained and discussed. Students will learn about the Digestive and Urinary Systems and its functions.

MA 1014 First Aid and CPR (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: This course provides students skills and knowledge related to the ethical and legal norms to be observed during first aid and CPR. Students will demonstrate competency and ability to perform first aid and CPR in adults and infants, as well as competency in how to respond in the presence of sudden illnesses and accidents. Students learn the function and parts of the Respiratory System.

MA 1015 Surgery and Special Laboratory Analysis and Special Examinations (50 hours) Lecture: 25 hrs Lab: 25 hrs
Objective: This course introduces the students to the names and uses of the instruments in minor surgery. Students will learn the procedures for preparing the instruments and assisting patients including knowledge of aseptic techniques. Students will gain an understanding of pre and post-op procedures for minor surgeries. Students will perform procedures for collecting sample specimens for the routine exams, to assist the patient in proper procedures for specimen collection, and to assist in the procedures for special analysis.

MA 1016 Portfolio Preparation/Interview Preparation (20 hours)Lecture: 20 hrs Lab: 0 hrs

Objective: This course teaches the student how to develop a portfolio. Students will learn how to compose a resume, cover letter, thank you letter. Students will learn how to organize all certificates, awards and accomplishments.

MA 1017 Externship: 160 hours

Objective: After completion of classroom lecture and lab hours in the Medical Assistant program and with recommendation of the instructor, the student will have the opportunity to apply the knowledge and skills acquired in the classroom in a clinical setting. Students will accept accountability and responsibility for their own behavior while in the learning environment, and will practice within the ethical and legal framework of the profession of medical assistants

PROFESSIONAL ADMINISTRATIVE ASSISTANT

Length of Program:

720 Clock Hours

29 weeks (approx.)

25 hours per week

19 Semester Credit Hours

Lecture & Lab: 720 hours

Prerequisite: High School Diploma or GED

CIP Code: 52.0499

PROGRAM OBJECTIVE

This program is designed to provide knowledge and competencies in the different levels of clerical positions and/or administrative support in nearly any type of business or industry. Students will obtain an overview of general office procedures and income tax return preparation (individual and small business), as well as specialize in records management and in the use of Microsoft Office applications (Word, Excel, PowerPoint, Access, Outlook and Publisher), Intuit QuickBooks, and basic tax return preparation software. This program is divided into courses consisting of both lectures and skills laboratories with the last course as externship. Professional development is discussed throughout the program. Upon successful completion of the program, the student will receive a Diploma in Professional Administrative Assistant.

OCCUPATIONAL OBJECTIVES

Graduates may be employed as an Administrative Aide, Administrative Assistant, Administrative Associate, Administrative Coordinator, Customer Service Representative, Accounting Office Clerk, Virtual Administrative Assistant, Administrative Secretary, Executive Administrative Assistant, Executive Assistant, Executive Secretary, Office Manager or Secretary in any business entity.

CLOCK HOUR AND CREDIT HOUR BREAKDOWN FOR ACADEMIC PURPOSES

PROGRAM: Professional Administrative Assistant

COURSE TITLE & NUMBER	LECTURE HOURS		LABORATORY HOURS		EXTERNSHIP HOURS		TOTAL HOURS		
	Clock	Credit	Clock	Credit	Clock	Credit	Clock	Credit	F.A. Credit
Intro to Admin. Assist. PAA 1000	18	1.20	12	0.40			30	1.60	0.80
Microsoft Office Features & Computers PAA 1010	96	6.40	144	4.80			240	11.20	6.40
Microsoft Office EXCEL & Basic Business Math PAA 1020	60	4.00	120	4.00			180	8.00	4.80
QuickBooks PAA 1030	70	4.67	100	3.33			170	8.00	4.53
Income Tax Return Prep PAA 1040	35	2.33	25	0.83			60	3.16	1.60
Office Procedures PAA 1050	12	0.80	28	0.93			40	1.73	1.07
TOTALS	291	19.40	429	14.29	0	0	720	33.69	19.20

PROFESSIONAL ADMINISTRATIVE ASSISTANT PROGRAM – COURSE DESCRIPTIONS

PAA 1000 Introduction to Administrative Assistant (30 hours) Lecture: 18 hrs Lab: 12 hrs
Objective: This course introduces students to the world of business and customer service. The student will be familiarized with the competencies of an administrative assistant, the evolving role of customer service, ethnic and cultural diversity, customer personalities, generational differences, basic communication, and business etiquette and manners, including telephone techniques and telemarketing activities. Students develop keyboarding (typing 40 wpm) and ten-key calculator skills. Professional development is taught throughout the course.

PAA 1010 Microsoft Office/Features and Computers (240 hours) Lecture: 96 hrs Lab: 144 hrs
Objective: This course provides an introduction to Microsoft Office features and to computers, focusing on word processing, PowerPoint, Access, Outlook, and Publisher to create professional documents and function in a modern office environment. The student will learn the basic skills needed to use a computer in preparation for learning more advanced computer programs. This course will cover hardware and software applications. Professional development is taught throughout the course.

PAA 1020 Microsoft Office EXCEL and Basic Business Math (180 hours) Lecture: 60 hrs Lab: 120 hrs
Objective: This course introduces the basic concepts of Business Math and Microsoft Excel. Students will be introduced to the features of Excel, such as creating a worksheet, applying formulas and functions, formatting spreadsheets, and generating reports. The student will also learn to apply basic terminology and calculations used in the finance and business sector such as salary/wages, banking, credit cards, loans, budgets, business costs, sales, and inventory. Professional development is taught throughout the course.

PAA 1030 QuickBooks (Accounting Software) (170 hours) Lecture: 70 hrs Lab: 100 hrs
Objective: In this course, students will gain a basic understanding of accounting principles and the procedures used to record, classify, and summarize financial data. In addition, this course has been designed to familiarize students with accounting terminology and with many of the financial records, forms, and statements used in small businesses today. Students learn how to navigate in QuickBooks accounting software, focusing on accounts receivable, accounts payable, managing expenses, sales and income, customer transactions, bank reconciliation, inventory, payroll set-up, and generation of financial reports. Students are expected to complete a case study. Professional development is taught throughout the course.

PAA 1040 Income Tax Return Preparation (60 hours) Lecture: 35 hrs Lab: 25 hrs
Objective: In this course, students will gain basic knowledge of personal and small business income tax reporting and tax liability payment requirements by federal and state regulatory agencies. This course is designed to teach how to prepare annual federal and state income tax returns both manually and with the use of tax return preparation software. This course will lead to employable skills as an Income Tax Return Preparer, and it will fulfill the requirements to assist in income tax reporting related businesses. Professional development is taught throughout the course.

PAA 1050 General Office Procedures (40 hours) Lecture: 12 hrs Lab: 28 hrs
Objective: In this course, students will become familiar with how an office environment operates. Students will learn the personal skills and technical knowledge required of an administrative professional. Students will develop soft skills, human relations skills, critical thinking, and personal management, and will learn how to set up new files, update the files manually; communicate with customers, and interact with their employer and fellow workers. Topics include professional image, workplace teams, self-management, ethics, event planning, incoming and outgoing mail processing, and ergonomics in an office practice. Professional development is taught throughout the course.

ADMISSIONS INFORMATION

GENERAL ADMISSION REQUIREMENTS

The school will accept applicants for admission once the applicants complete the entire admissions process as listed below on or before the first day of class for all programs.

1. Complete an Enrollment Questionnaire and participate in a personal interview with an admissions representative. Parents, spouses, and other family members are encouraged to attend as well to have the opportunity to tour the school facility and discuss concerns regarding program and career objectives.
2. Submit all official transcripts of records (if seeking transferability of credits).
3. Applicants must be at least 18 years old and submit a government issued identification card or driver's license and social security card. Applicants that are under 18 years of age must have a High School Diploma or its equivalent and must be accompany by their parent(s) or legal guardian(s) in order to complete the Admissions process.
4. Applicant must provide a copy of his/her U.S. high school diploma, GED, State Proficiency Test or its equivalent. Applicants with high school documentation from a country other than the United States must have the documentation translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).
5. Complete an Enrollment Agreement.

NON-TERM SEMESTER CREDIT HOUR INSTITUTION

A-Technical College is a non-term semester credit hour institution.

ABILITY-TO-BENEFIT STUDENTS

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance. A-Technical College does not accept applications from ATB students.

LANGUAGE PROFICIENCY

English is the medium of instruction for all programs. English language proficiency is demonstrated by providing a proof of completion of GED or high school diploma. International students, from countries where English is not the primary language, and applicants whose native language is not English must demonstrate proficiency by submitting proof of completion of an accredited college program in the United States, completion of a high school diploma or GED in the United States, or TOEFL scores comprised of 450 paper-based, 133 computer-based, and 45 internet-based.

VACCINATION POLICY

For the Medical Assistant Program, prospective students will be informed by the Admissions Department that vaccinations may be required as part of their externship requirements and potential employment after graduation. The School will ensure that all prospective students are made aware of the risks involved in the performance of procedures as a Medical Assistant because of the possible exposure to bloodborne pathogens.

FELONY CONVICTION

The College does not believe that students should make a substantial investment of time, money, and take on potential debt if the ability to secure employment in the field of training is unlikely due to a felony conviction. If you have a felony conviction, please disclose that information to your Admissions advisor and they can provide further assistance.

NON-DISCRIMINATION CLAUSE

The School Non-Discrimination Policy is in accordance with federal and state rules and regulations as to non-discrimination. No applicant shall be denied admission nor denied any of the privileges and rights due to race, religion, national origin, sex, or physical disabilities.

The School complies with the Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

APPLICANTS WITH SPECIAL NEEDS

Handicapped applicants are bound by the same procedures as any other student due to the type of instruction to be imparted and the demands exerted in practical training and industry production levels. Prospective students with special needs should make arrangements to meet with the College's Student Services Coordinator to inspect facilities and submit a written request for services (with supporting documentation). Requests should be submitted no less than two weeks prior to the first day of classes.

NEW STUDENT ORIENTATION

Prior to the beginning of classes, all applicants will be notified of the date of orientation to be held before class instruction commences. Orientation is a presentation of school policies, rules and regulations, attendance and satisfactory progress requirements, student services available, and an introduction to the life-skills program. The Department of Student Services coordinates the orientation program.

TEACHER to STUDENT RATIOS

The teacher to student ratio in both the classroom for lecture and in the computer skills laboratory is 1:20 for all programs.

For the Medical Assistant Program, the teacher to student ratio in the clinical skills laboratory is 1:20.

For the Massage Therapist/Physical Therapy Aide Program, the teacher to student ratio in the clinical skills laboratory ranges from 1:2 during small group demonstration to a maximum of 1:5.

ACADEMIC POLICIES

GRADING SYSTEM

The school shall use the following grading system to evaluate academic performance of the students:

Percentage	Letter Grade	Point Average	Description
100-90	A	4.0	Outstanding
89-80	B	3.0	Good
79-70	C	2.0	Average
69-60	D	1.0	Below passing
Under 60	F	0.0	Failure
	I*	0.0	Incomplete
	W**	0.0	Withdrawal

* An Incomplete will only be given as a tentative grade for lack of course work.

** A Withdrawal will be given to students who withdraw from a course prior to completing it.

TYPE OF CREDENTIAL

Diploma: A diploma will be awarded to all students who successfully complete a program.

Certification: Students enrolled in the Massage Therapist / Physical Therapy Aide programs are encouraged to seek certification by reviewing requirements and doing further research if there are any concerns regarding eligibility. You may obtain information on certification eligibility and fees and discuss any other concerns with your Admissions Representative and/or Campus Director. Although, the school assists graduates with official Academic Transcripts, the ultimate responsibility for securing certification is that of the graduates.

Attendance and/or graduation from a California Massage Therapy Council (CAMTC) approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code, Section 4600 et. seq.

Special Student Awards/Certificates: Special awards of recognition for attendance, academic achievement, leadership, and extra-curricular activities are given to students on a regular basis.

CLOCK HOURS /SEMESTER CREDIT HOURS

For academic purposes, the Carnegie Clock-to-Semester Credit Hour conversion is utilized:

Lecture = 15 clock hours to 1 semester credit hours;

Lab = 30 clock hours to 1 semester credit hours;

Externship = 45 clock hours to 1 semester credit hours.

For financial aid purposes, Lecture, Lab, and Externship = 37.5 clock hours to 1 semester credit hour.

A Clock Hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction

NON-TERM SEMESTER CREDIT HOUR INSTITUTION

A-Technical College is a non-term semester credit hour institution.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A-Technical College Satisfactory Academic Progress Policy applies to all students regardless of whether they are receiving Federal Student Aid (Title IV Funds), Workforce Investment Opportunity Act, Veterans Benefits, etc. The Department of Education mandates that students maintain a Satisfactory Academic Progress (SAP) in order to remain eligible to participate in any of the Federal Student Aid programs.

MEETING SAP REQUIREMENTS

For a student to be considered as successfully met Satisfactory Academic Progress, they have to at the least achieve both minimum for cumulative quantitative measure “Pace of Completion” (PoC) and qualitative measure “Grade Point Average” (GPA). The student’s SAP for Academic purpose will be evaluated at the end of each incremental benchmark of 25% (25%,50%,75% and 100%) of the programs total semester credit hours of training. SAP for Title IV Aid purpose will be evaluated at the end of each payment period/incremental benchmark (50% and 100%) at the time that the program’s total semester credit hours of training for the payment period are met.

- ***Quantitative Measure “Pace of Completion” (PoC)- 67% PoC -***

In calculating the quantitative measure, we will measure the pace of completion at which the student is progressing. In calculating the quantitative measure or pace of completion, all semester credit hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, and transfer courses. This is done by dividing the program’s cumulative earned semester credit hours divided by the total cumulative semester credit hours attempted. (*Example: 9 earned semester credit hours, divided by twelve 12 attempted semester credit hours, equals to 75% as the pace of completion rate for SAP.*)

Maximum Semester Credit Hours Allowed

Students must successfully complete the educational objectives of the program, including the clinical or externship (if applicable), within a maximum time frame not to exceed 150% of the normal program length. Maximum time-frame will be measured by limiting students to attempt 1.5 times, or 150% of the number of semester credit hours in their program of study. (Example for a program that is 24 semester credit hours: Maximum program length is 24 semester credit hours x 1.5 or 150% is equal to 36 semester credit hours.) If a SAP review shows that, a student cannot complete the program within 150% of the normal program semester credit hours, all Title IV aid must stop, even if the student has not yet attempted the maximum 150% of the total program semester credit hours.

- ***Qualitative Measure (GPA) – 70% (2.0) GPA -***

The qualitative standard is the student’s cumulative grade point average (GPA), as transcribed in A-Technical College’s Catalog; students will need to achieve a cumulative GPA of a 70% (2.0) or better at the end of each payment period/ incremental benchmark when the total semester credit hours have been earned in order to meet the SAP. All grades attempted will be considered to calculate the qualitative measure. These include, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and remedial/developmental coursework.

SATISFACTORY ACADEMIC STANDARDS

If at the time that Satisfactory Academic Progress (SAP) is measured it is determined that the student is not achieving the minimum standard of academic performance, the student shall be placed on Financial Aid Warning status (FAW) for one payment period for students receiving Title IV funds and Academic Warning (AW) status for students not receiving Title IV funds. During Financial Aid Warning status, the student remains eligible for Title IV programs.

- **Financial Aid/Academic Warning -**
Financial Aid /Academic Warning status may be returned to a status of Satisfactory Academic Progress provided the student's cumulative grade point average is raised to the minimum required 70% (2.0) average and the student satisfies the minimum pace of completion by the next scheduled payment period/incremental benchmark.
- **Federal Student Aid (Title IV Funds) Recipients -**
The following applies to all recipients of Federal Student Aid. If, at the time of the next payment period/incremental benchmark that Satisfactory Academic Progress (SAP) is measured and it is determined that the student is still not achieving the minimum standard of academic performance required, whether, by way of a cumulative Grade Point Average and/or the minimum pace of completion. The student will be placed on a Financial Aid Suspension (FAS) status. While on Financial Aid Suspension, the student will be ineligible for any financial aid disbursements and any charges incurred by the student will be the sole responsibility of the student. Failure of the student to improve their academic status during this or any additional imposed period will result in termination.

APPEALS PROCEDURE

A student may appeal the Financial Aid Suspension (FAS) within 10 business days from the day they received the notification of Financial Aid Suspension. Students may appeal if they meet the requirements to do so. Appeals may be granted for students who have extenuating circumstances that contributed to the failure to meet the SAP requirements.

The following can be consider as extenuating circumstances:

- *Death in the family*
- *Injury (student or immediate family)*
- *Illness (student or immediate family)*
- *Other special circumstances*

The Appeal must detail the circumstances that caused the student to not meet Satisfactory Academic Progress and what circumstances have changed that will allow the student to make Satisfactory Academic Progress. A Satisfactory Academic Progress Appeal Form must be completed and returned to the Financial Aid Department with any supporting documentation of extenuating circumstances. A Satisfactory Academic Progress Appeals Committee will review the Appeal and determine whether to grant the Appeal. If the Committee determines that good cause exists to grant the Appeal, the student may regain financial aid eligibility. The student will be notified in writing within 3 business days of Appeal being granted and will be placed on Financial Aid Probation for the next 30 days. Upon the discretion of the Appeals Committee, if thought necessary the student may be placed on an Academic Plan by the Appeals Committee to assist the student in achieving Satisfactory Academic Progress. The Academic Plan will be tailored to the student's needs and circumstances in order to achieve SAP. ***(Note: Students that are not receiving Federal Student Aid Title IV funds are not required to file an appeal and will be placed on Academic Probation status.)***

Disabilities and the Appeals Procedure

Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution's obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability. Please consult your Student Services Coordinator for further clarification.

ACADEMIC/FINANCIAL AID PROBATION PERIOD

The length of probation shall be for the entire payment period/incremental benchmark period and at the end of the period of Academic/Financial Aid Probation, the student's cumulative grade point average and minimum pace of completion shall be reviewed.

COMPLETION AND GRADUATION REQUIREMENTS

Students completing programs will be granted a Diploma upon successful attainment of all graduation requirements based on the following guidelines: Completing each and all of the projects and/or curricula included in the program enrolled, and no less than eighty percent (80%) of the total program length, demonstrating technical accuracy and requirements of entry level skills as is required by employers; and obtaining a passing grade of 70% (2.0) “C” and being free from all indebtedness. The graduation ceremony is scheduled once a year in the month of June.

ATTENDANCE POLICY

A-Technical College expects students to demonstrate the same work habits that are required in the workplace. Students are expected to arrive on time and should not be absent for any session of instruction. Maintaining excellent classroom attendance enables students to develop new skills that are required by employers. In order to meet attendance requirements and graduate from their training, students must complete a minimum of 80% of the total scheduled hours for the program. Students must maintain at least 80% attendance at each of the four evaluation points at 25%, 50%, 75%, and 100% of the length of the program. An evaluation period is the period between two consecutive evaluation points. If the student expects to be absent or late, he or she must notify the college by calling the instructor in advance or Student Services. Attendance is recorded on the Student’s Attendance Card daily at the start of every class by the instructor. The Student’s Attendance Card is kept in the class attendance binder. The instructor submits the class attendance binder to the Registrar’s Office for entry of attendance into students’ electronic records. A student who fails to attend fourteen (14) consecutive calendar days will be terminated from the program.

Tardiness

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. Excessive tardiness may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A student leaving early from class will be documented on the daily roster as leaving early. Excessive early departures from class may result in disciplinary actions to include, but not limited to, probation, suspension or dismissal.

Excessive Tardiness and Early Departures

A student who fails to fulfill a full day of class, whether it be by tardiness or early departure, on five (5) different instances will be deemed as absent for one (1) full day. The five (5) days do not need to be consecutively.

Attendance Warning

The attendance of each student will be evaluated at the four evaluation points of 25%, 50%, 75% and 100% of the length of the program. A student who fails to maintain the minimum 80% cannot develop job skills when they are not in attendance. Excessive absences may result in probation, suspension or dismissal.

Attendance Probation

A student who fails to correct the problem of his/her Attendance Warning will receive a written Notice of Attendance Probation from the Registrar’s Office for the following evaluation period. Failure to

correct the attendance problem by the end of the evaluation period may result in termination from the program.

Removal of Attendance Warning/Probation

The student will be removed from attendance warning/probation if he/she corrects the problem successfully by the end the evaluation period.

Termination Based on Failure to Meet Attendance Requirements

A student will receive written Notice of Termination from the Registrar's Office, if he/she fails to meet attendance requirements at the end of the evaluation period. Students who are terminated due to failure to meet attendance requirements are responsible for meeting their financial obligations to ATC.

Appeal and Reinstatement Process/Attendance Failure

A student who does not meet attendance requirements at the end of the probationary period is terminated from the program. The student may appeal in writing to the School Director within two calendar weeks from the last day of attendance for entry into the program and reinstatement of financial aid. The School Director, in consultation with Instructor, Registrar and Financial Aid Office, will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision will be final.

If the reinstatement does not exceed the maximum time frame, and there are well-documented mitigating circumstances, then the Registrar will place the student on a special probationary status for the remaining evaluation periods. During this special probationary status, the student must maintain a minimum of 80% of the class hours during upcoming periods. If the student fails these requirements during the reinstatement, the student will be permanently terminated from the program.

Appeal and Reinstatement Process

The student may appeal in writing to the Registrar within two calendar weeks from the documented dropped date for reentry into the program and reinstatement of financial aid. The School Director, in consultation with the Instructor, the Registrar, and Financial Aid Officer, will make a decision and notify the student in writing within two weeks from the date the student's appeal is received. If the student is denied reinstatement, the decision is final. If the reinstatement does not exceed the maximum time frame, and there are well-documented mitigating circumstances, then the Registrar will arrange the student's re- entry into the program.

Appeal and Students with Disabilities

Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution's obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability. Please consult your Student Services Coordinator for further clarification.

Externships

Students enrolled in the Health Information Technology Program or the Massage Therapist/Physical Therapy Aide Program or the Medical Assistant Program must complete the established hours of externship in order to receive a Diploma. The school's Attendance Policy applies to students in externship.

MAKE-UP WORK FOR ABSENCE/TARDY HOURS

Students are expected to make up all work necessary to meet the program objectives of their programs. Make up for classroom objectives will be in accordance with the Course Instructor.

Arrangements to take any tests or work missed because of an absence/tardy must be made immediately upon return to class. Make-up work or lessons should be completed within the week following the missed lesson.

Other than testing, the instructor may assign additional outside work to be completed as make-up for each tardiness or absence such as submission of term/research paper on assigned topics, reading assignments of several missed chapters and create an outline, other essays; all related to the course/subject matters missed. Missed clinical skills work will be made-up only by extra laboratory hours. Practical skills and computer work will be made-up by additional projects as instructed.

Students taking up the make-up test or projects cannot obtain more than 90% of the passing grade of that particular test/project/work. Arrangements to take any tests missed because of an absence must be made within the week following the missed lesson or immediately upon return to class.

Students who do not meet with the instructor upon returning to school to make arrangements for the make-up will get a grade of zero (0) and will not be scheduled to any make-up work.

Hours of make-up cannot be accepted as hours of class attendance. Make-up hours will be achieved by attendance to a class outside of the student's current class schedule. Students taking up make-up hours cannot be more than 50% of the length of the course.

COURSE INCOMPLETION

An "Incomplete" will only be given as a tentative grade for missing coursework. However, at the end of the program or prior to attending externship the students may, with the instructor's approval, be granted a maximum extension of 15 days to complete the required class work, assignments, and tests. If students do not complete the required class work and assignments within the extension period, they will receive a failing grade of ("F") or "Zero" for the course(s). The "F" or "Zero" will be averaged in with the student's other grades to determine the cumulative GPA.

REPEAT POLICY

Students who fail a course(s) must retake that course(s). The failing grade will be averaged into their GPA at the end of the course(s) and remain in effect until the course(s) is repeated and a new grade is earned. Students may repeat a failed course(s) only once in order to not exceed the allowable time for completion of the program. The length of any program cannot exceed one and one-half (1-1/2) times the planned program length.

LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period during a program when a student is not in attendance. Students may apply for an LOA in the event of unforeseen extenuating circumstances that make it impractical for the student to continue in the current course but has a reasonable expectation of return and completing their program of enrollment. A student can request a Leave of Absence by submitting a request in writing to the Campus President/Director or Student Services Coordinator. The request must contain the basis of the LOA, the expected return date and include the student's signature and the date of the request. Be mindful that submission of the request does not automatically reflect the School's approval. An approved Leave of Absence under any circumstance cannot exceed 180 calendar days within a 12-month period. The 12-month period begins on the first day of the initial Leave of Absence.

If the student's Leave of Absence request is NOT approved, the student will have the option of continuing their course or program of education or not continuing their course or program of education in which case the student will be considered to have withdrawn from the School.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition for the specified period of the Leave. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established.

Students who fail to return from a Leave of Absence will be considered to have withdrawn from school and will be dropped. A student wishing to re-enroll after a failure to return from a Leave of Absence must follow ATC's re-enrollment procedures outlined in this Catalog on page 31.

DISCONTINUATION OF TRAINING

Students who desire to discontinue their training for any reason are required to schedule an exit interview with a School official. This meeting can help the School correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

TRANSFER OF CREDITS

A-Technical College's policy on the transfer of credit is:

1. Enrolling student must have a minimum of 70% (2.0) "C" grade at the previous institution in order for the course to be considered as transferrable.
2. Consideration is given to all courses related to the programs offered by ATC, whether offered by the military, through apprenticeship and/or training programs, or other programs recognized by the American Council on Education (ACE) Center for Adult Learning Education Credentials Programs.
3. Acceptance is limited to 50% maximum credit hour transfer.
4. Program content must be comparable to program in which student will enroll based on ATC's syllabi and submission of transcript with grades attained and syllabi of program course rendered 15 days before enrollment.
5. Prospective student may appeal the decision on transfer of credits in writing to the Director, who will render a decision based on the request.
6. Tuition fees will be based on the accepted transfer credits, which will delineate the remainder of course instructions for course or program.
7. Financial aid adjustments are proportional to the remainder of the program course(s) instruction to be imparted.

The institution will assist students requesting a transfer to other institutions by providing an official transcript, syllabi or course outlines.

Transfer credit earned at another institution will be accepted only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation.

Notice Concerning Transferability of Credits and Credential Earned at our Institution

The transferability of credits you earn at A-Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the program you were enrolled in is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you

may seek to transfer after attending A- Technical College to determine if your credit, diploma or certificate will transfer.

Re-enrollment and Transferability of Credits Policy

Any student who re-enrolls to the same program after 180 days (based on prior enrollment’s last day of attendance) will receive credit for courses completed with a grade of 70% (2.0) “C” or better. The re-enrolled student must sign a new enrollment agreement at current tuition rates. The student re-enrolling will be credited for any tuition, books, and/or supplies he/she previously received by the School. If an updated textbook is required, the student will incur the new textbook cost. A credit memo must be completed and documented in the new student file.

A student who is re-enrolling or transferring in from a different institution in which a period of 3 years has elapse from their last day of attendance, the previous credits earned at that institution will not be accepted as a transferrable. Therefore, the student will be required to attend the entire program.

Articulation Agreement

ATC has not entered into any articulation agreement with any college or university.

ADVANCED PLACEMENT

ATC does not award academic credit for advanced placement testing.

POLICY AND PROGRAM CHANGES

The School Catalog is current as of the time of printing. The School reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate.

The School further reserves the right to make changes in equipment and materials and modify curriculum, as it deems necessary.

When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School Catalog.

STUDENT FINANCING CURRENT TUITION AND FEES

Program	Tuition	Registration Fee Non- Refundable	Student Tuition Recovery Fund¹ Non- Refundable	Books & Supplies	Total Cost²
Health Information Technology (HIT)	\$13,900	\$75	\$0	\$600	\$14,575
Massage Therapist /Physical Therapy Aide (MT/PTA)	\$13,900	\$75	\$0	\$600	\$14,575
Medical Assistant (MA)	\$13,900	\$75	\$0	\$600	\$14,575
Professional Administrative Assistant (PAA)	\$12,400	\$75	\$0	\$600	\$13,075

¹ As of January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) for every \$1,000.

² Total charges for the entire program.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the California State-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by a third party, such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California Resident; prepaid tuition paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within one hundred eighty (180) calendar days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition or other cost.
4. There was a decline in the quality of the course of instruction within thirty(30) calendar days before the school closed or, if the decline began earlier than thirty (30) calendar days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the California Private Postsecondary Education Act of 2009.

However, claims cannot be paid to any student without a social security number or a taxpayer identification number.

TUITION AND FINANCIAL ASSISTANCE

FEDERAL STUDENT AID (FSA) TITLE IV FUNDS PROGRAMS

A-TECHNICAL COLLEGE participates in the following U.S. Department of Education's Title IV Financial Aid Programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Subsidized Stafford Loan
- Federal Direct Unsubsidized Stafford Loan
- Federal Direct PLUS Loan

CONSUMER INFORMATION GUIDE

For detail information regarding the following topics related to FSA (Title IV) Programs, you may refer to A-Technical College's Consumer Information Guide (pages 2 – 9):

- FSA program descriptions
- Terms and conditions of Title IV, HEA loans
- Application procedures
- FSA eligibility requirements

The **Consumer Information Guide** may be accessed on the College's website and/or by clicking on the following link: <http://www.atechcollege.edu/wp-content/uploads/2018/07/ATC-Consumer-Information-Guide.pdf>

FINANCIAL AID AND AWARD CONCEPT, SELECTION, AND PACKAGING CRITERIA

All eligible students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA). The information collected on the FAFSA is used to calculate the Expected Family Contribution (EFC) that will determine eligibility for aid. This can be done directly via FAFSA on the Web. You must have applied and received your FSA ID prior to completion of the FAFSA.

The FAFSA is then transmitted electronically for processing by the Central Processing System (CPS). The CPS will generate an Institutional Student Information Record (ISIR) that will provide the official EFC. The range of the EFC number will determine the **student's eligibility** for the Federal Pell Grant program.

A new FAFSA application is required for each award year. An award year starts July 1 and ends on June 30 of the following year. If enrollment extends beyond June 30, a new FAFSA application will be required to determine eligibility for additional financial aid. Student Financial Services will notify students if it is necessary to reapply.

Besides the FAFSA, it is necessary to complete the school's Admissions Questionnaire. This includes additional personal information and other data needed to verify eligibility.

National Student Loan Data System (NSLDS) Disclosure

Students receiving a Title IV, HEA loan and/or their parents are informed that the loan information will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, third party servicers, and institutions determined to be authorized users of the data system. The

NSLDS Privacy Impact Assessment may be accessed at:
https://www.nsls.ed.gov/nsls/nsls_SA/public/SaFaq.do

FSA LOANS & DEFAULT PREVENTION

The Default Prevention Team is available to answer any questions regarding repayment of your federal student aid loans including but not limited to: alternate repayment schedules, reduced payment options such as income based repayment, deferments/forbearance and in certain limited case loan discharge. Additionally, the Default Prevention Team will be able to assist you with obtaining an in-school deferment on any previous student loans.

ALTERNATIVES TO FEDERAL STUDENT AID

Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: The Veterans Administration; Department of Defense; California Department of Rehabilitation; Private Rehabilitation Agencies and Insurance Companies; the GAIN program; the State Employment Development Department; Workforce Investment Opportunity Act; and Trade Readjustment Act. Tuition assistance is also available through private lending institutions. All public and private agencies have certain requirements for eligibility.

If a student's tuition is not covered by any of these sources, A-TECHNICAL COLLEGE may elect to carry the tuition balance, utilizing the Student Payment Agreement Option with the student. However, should the student not pay as agreed per the payment agreement option, the School reserves the right to suspend or terminate the student until such time as this account can be brought to a current status.

OUT OF SCHOOL ACCOUNT

Students are responsible for their tuition payments. Students owing money to the School must make arrangements with the Financial Department to make payment in full or in accepted monthly installments. Students failing to make payments/financial arrangements with the School shall be advised in writing of the School's options to forward the debts to a collection agency for handling.

TUITION PAYMENT POLICY

Registration, tuition and other fees are payable in cash; by money order, check or credit card; through loans in accordance with the terms of the contract for services; and/or through other arrangements, which may be reached with the Administration prior to commencement of classes. Institutional charges are due at the time of registration or prior to the completion of each payment period cycle. Students who have made financial arrangements with the school must pay according to the contract schedules in order to avoid temporary interruptions to his/her enrollment for non-payment of tuition fees.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

Cancellation

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after the Enrollment Agreement was signed, whichever date is later. Cancellation shall occur when the student gives a verbal or written notice of cancellation to the school. The verbal or written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.

If the agreement is cancelled, within the allowable time noted above, the school shall refund within forty-five (45) days any consideration paid by the student, less a registration fee of seventy-five dollars (\$75) and the non-refundable Student Tuition Recovery Fund fee, if applicable. Books and supplies given to the student by the school must be returned within seven (7) days following the notice of cancellation.

The following applies regarding refund of books and supplies: (1) If the student does not return books and supplies within the seven-day period, the cost of these books and supplies will not be refunded. These books and supplies will then automatically become the property of the student and the student will have no further financial obligation. (2) If the student does return books and supplies within the seven-day period and returns them in good condition, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the books and supplies. Books and supplies returned in good condition means that these items are not marked or damaged or, if originally packaged and sealed, the seal has not been broken. (3) The cost of books and supplies does not include the cost of the two sets of uniforms given to the student by the school. The cost of these two sets of uniforms is included in the tuition price.

If an institution cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of seventy-five dollars (\$75), if such charges are clearly itemized in the Enrollment Agreement as being non-refundable.

Withdrawal

After the end of the cancellation period, the student has the right to withdraw from school at any time and receive a "pro-rated" refund of tuition charges if the student has completed sixty percent (60%) or less of the program.

Any student wishing to officially withdraw must notify the Campus Director's Office or the Student Services Office of their intent to withdraw from school. The student may inform either office in person, by mail, telephone, fax, or e-mail.

For determining the amount you owe, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the School of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
2. The School terminates the student's enrollment as provided in the agreement.
3. The student fails to attend classes for 14 consecutive days.
4. The Student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

Date of Withdrawal and Date of Determination

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws, provides notice of cancellation, or the date the student violates academic policy. If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

Institutional Refund Policy

When a student withdraws, the school must complete a State of California "pro-rata" Refund Calculation with a Federal Return to Title IV Refund Calculate (R2T4), which is utilized to determine allowable charges the school could retain. The institution compares the state calculation with the federal calculation in each instance of withdrawal and follows the calculation that is more lenient towards the student. If the student has received funds through the Federal Student Financial Aid Program (Title IV Funds), a "Return to Title IV" calculation is used to determine the amount of Title IV aid funds a recipient is allowed to retain towards their educational costs. Students who withdraw from their program up to and including sixty (60) percent of a payment period will have their eligibility for aid recalculated based on the payment period completed. Title IV aid, and all other aid is viewed as one hundred (100) percent earned after that point in time. All amounts

that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for books and supplies set forth in the enrollment agreement for the program.

If the school specifies in the agreement a separate charge for books and supplies, which the student has not obtained at the time of withdrawal, the refund also shall include the amount paid by the student that is allocable to that books and supplies.

Students are entitled to receive a refund for any books or supplies paid for the undelivered portion of the program offered in the Enrollment Agreement within seven (7) days of withdrawal or the date the institution determines the student to have been withdrawn.

The following applies regarding refund of books and supplies: (1) If the student does not return books and supplies within the seven-day period, the cost of these books and supplies will not be refunded. These books and supplies will then automatically become the property of the student and the student will have no further financial obligation. (2) If the student does return books and supplies within the seven-day period and returns them in good condition, the school may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the books and supplies. Books and supplies returned in good condition means that these items are not marked or damaged or, if originally packaged and sealed, the seal has not been broken. (3) The cost of books and supplies does not include the cost of the two sets of uniforms given to the student by the school. The cost of these two sets of uniforms is included in the tuition price.

RETURN TO TITLE IV FUNDS POLICY

Special note to students receiving Unsubsidized/Subsidized/PLUS Loans and Pell/SEOG Grants or other aid:

If you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student:

1. Federal Unsubsidized Direct Loans
2. Federal Subsidized Direct Loans
3. Federal Direct PLUS (Parent) Loans
4. Federal Pell Grants
5. Federal Supplemental Education Opportunity Grants (FSEOG)

Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the grant programs are limited to 50% of the gross award per program received. Sample Calculation: Completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PRIVACY RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal statutes protect the privacy and confidentiality rights of all individuals associated with any educational institution. These statutes regulate the gathering, disclosure, and circulation of records of any person associated with the institution. As such, all individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance, and employment records.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended sometimes referred to as the Buckley Amendment, is a federal law that protects the privacy of education records of all students enrolled in college. Colleges are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Education records at A-Technical College (ATC) include: grades, attendance, enrollment status, holds, class schedules, financial aid information, or any other personally identifiable information, and are records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. A FERPA Student Authorization form must be filled out if a student wishes to authorize a specific individual/entity to receive their personal education record.

FERPA allows colleges to disclose student education records and directory information without consent, to the following parties or under the following prescribed circumstances: college officials with legitimate educational interest; other colleges to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the college; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies and State and local authorities, within a juvenile justice system, pursuant to specific State law. Directory information at ATC is defined as: student's name, address, telephone number, e-mail, photograph, date and place of birth, campus, honors and awards, dates of attendance, level and major field of study, enrollment status, (e.g. full time/part time), participation in activities, degrees, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. A student can request that the institution not release any directory information, about him/her by filling out the "FERPA Opt-out" form. Request for non-disclosure will be honored by the college until removed by the student. Students who wish to restrict directory information should realize all employers, scholarship committees, and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance. ATC students initially give or withhold consent via the Admissions application process. Students may change their decision by filling out the "FERPA Opt-out" form with the Admissions office.

The Registrar's Office at ATC maintains student records. Students wishing to review their records may do so, within a reasonable amount of time (not more than 45 days), by requesting in writing. However, students may not inspect the following items: financial information submitted by their parents, employment, or job placement, honors to which they have waived their rights of inspection and review, or education records containing information on more than one student. ATC will only provide copies (for a fee) of a student's education record if a student cannot physically inspect/review the record. Students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the college decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the student has the right to place a statement within the record setting forth his or her view about the contested information.

The Campus Director is the officer in charge of ensuring and overseeing that all administrative offices and academic programs are in compliance with the college privacy and confidentiality policies. A student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education regarding an alleged violation under the Act and this part. The address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

GRIEVANCE PROCEDURE

A-TECHNICAL COLLEGE is committed to providing students with the learning environment needed to achieve their educational goals.

At times, miscommunications or challenges in understanding school policies may arise among student, faculty or administration. In such cases, specific departments will address specific student needs, and the student will receive a response from a school staff member either in the form of a letter or a phone call or to schedule an appointment to discuss/resolve the issue, whenever possible, within seven (7) work days after receiving the complaint.

In some cases, students may submit their written complaints to the Campus Director. Students will receive a written response in seven (7) days.

Resolution of all issues should be first addressed at the school level. However, if the student is not satisfied with the outcome, then complaints may be filed with the accrediting agency, ACCET. Students are asked to address their complaints to:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW Washington, DC 20036
Telephone: (202) 955-1113 Fax: (202) 955-1118
Email: complaints@accet.org Website: www.accet.org
Note: Complaints will receive an acknowledgement of receipt within 15 days.

A student or any member of the public may also file a complaint about this institution with the:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Telephone: (888) 370-7589 Toll-free Fax: (916) 263-1897
Website: www.bppe.ca.gov

POLICY ON PERSONAL PROPERTY

All personal property is the sole responsibility of the student. A-TECHNICAL COLLEGE assumes no liability for any loss or damage. Clothing and other items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

DRESS CODE POLICY

Proper dress attire and good hygiene are required of all students at all times during their training, both on campus and at externship sites. Students enrolled in either the HIT or MT/PTA or MA Programs must be present wearing a clean, neat and fitted uniform and comfortable, skid

resistant shoes at all times while attending the program. The School reserves the right to send a student home to change attire if it is unacceptable under the Dress Code policy.

In addition, attendance in the *Massage Therapist/Physical Therapy Aide* program requires students to uphold all OSHA guidelines when it comes to health and safety of a client including personal hygiene and proper body mechanics as follows:

Hygiene:

- Hair – Must be clean and well kept. Long hair must be pulled back never touching the client.
- Hands – Student must demonstrate proper hand washing techniques and follow proper precaution for infection control. Nails must be trimmed back and clean. No acrylic nails are permitted.
- Body – Student must be clean, well-groomed, and free of heavy fragrance.

Draping:

Students must uphold personal and professional boundaries by applying the lift, pull, and tuck methods to ensure clients' safety and privacy.

STUDENT CONDUCT

Students are expected to conduct themselves professionally, that is courteous, conscientious, and generally in a businesslike manner, when on campus. Students are advised that conduct that is disruptive in the classroom or on the premises, to other students, classes, and faculty or staff members will not be accepted. Conduct unbecoming of an A-TECHNICAL COLLEGE student includes, but is not limited to the following:

1. Non-conformity with the school's regulations
2. Plagiarism
3. Unsatisfactory academic progress
4. Cheating
5. Falsifying school records
6. Breach of school records
7. Failure to pay charges when due
8. Lying, stealing, profanity or offensive conduct to others
9. Excessive absences or tardiness
10. Destroying School property
11. Possession, use, gifts or distribution of illegal drugs or alcoholic beverage on school premises
12. Possession of firearms, explosives or other items generally considered weapons or harmful to the health and safety of the public in general
13. Discourteous behavior to instructors, staff or fellow students

14. Solicitations of any nature or type while on school premises, e.g., raffles, sales, products or other extracurricular activities unrelated to specific school activities
15. Smoking, food or drinks in the classrooms
16. Electronic equipment, such as radios, recorders, headsets, cell phones or other similar devices
17. Violation of the Copyright Infringement, File Sharing, and Computer Use Policy.

The above list is not all-inclusive and is merely a guideline for students. Any conduct or behavior above mentioned may result in the student receiving a probationary period, suspension or termination.

HEALTH / MEDICAL CARE

Students must take proper care of their health so that they can perform their best in school. Taking proper care includes getting plenty of sleep, sufficient exercise, and nutritional food. Students who become seriously ill or contract a communicable disease are required to notify the School immediately and should stay home and recover. All medical and dental appointments should be made after school hours. The School will not be responsible for rendering medical assistance. Students should see Student Services for referral information to the proper medical facility or services.

RETENTION OF EDUCATION RECORDS

Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies and as referenced herein under Student Privacy Rights. Students have the right to inspect their student files by requesting such inspection from the Administration. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Student records are retained by this institution for a period of not less than five years from the date the student graduates, withdraws or otherwise ceases to be enrolled. Permanent transcripts of the student's progress are maintained by the School and are available upon written request by the student.

CAREER SERVICES

LIFE SKILLS PROGRAM

ATC students and graduates are not only provided the skills training required for their chosen occupation, but also provided with life skills training that equips them with effective approaches and techniques to assist them in coping with the daily challenges of learning, skills that eventually will transfer to coping with daily challenges in the workplace. Life skills training includes teaching students time-management, financial management, professionalism, and/or childcare management.

PLACEMENT

All students are expected to participate in the placement assistance program, and failure to do so may jeopardize these privileges.

The School encourages students to maintain satisfactory attendance, conduct, and academic progress. These traits are favorably viewed by prospective employers.

While the School cannot guarantee employment, every attempt is made to assist them with job placement. All graduating students participate in the following job preparation activities:

- Preparation of resumes and letters of introduction an important step in a well-planned job searches.
- Interviewing techniques: Students practice proper conduct and procedures for interviews.

STUDENT SERVICES

POLICY ON UNFORESEEABLE EVENTS

In the event of natural disasters, such as earthquakes, floods, fire, and other unforeseen events, the School reserves the right to suspend classes on the premises for a period not to exceed 180 days or to relocate to an acceptable substitute location.

COUNSELING / REFERRAL SERVICES

Student Services provides academic advisement and referral information for various professional services. Students will be referred to counselors or agencies outside ATC. Students are encouraged to contact these agencies.

SERVICES PROVIDED TO STUDENTS WITH DISABILITIES

A-Technical College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 (ADA) and the Section 504 Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the Institution to provide reasonable accommodations to qualified disabled students in all College programs and required activities.

The College ensures that no otherwise handicapped individual shall be excluded from participation in programs and services offered by the College solely by reason of the handicap. The ADA does not require institutions to provide services that result in undue burden or fundamentally change the nature of the academic programs offered by the institution. Therefore, reasonable requests for services not currently provided by the College will be reviewed on a case-by-case basis.

The College's Student Services Coordinator is responsible for processing written requests for services (with supporting documentation) submitted by students with disabilities. Requests should be submitted no less than two weeks prior to the first day of classes.

STUDENT RESOURCE CENTER / LIBRARY

The school does not presently have a library or bookstore at its facility. However, students may utilize the computer laboratory that has an adequate number of computers with internet access.

COPYRIGHT INFRINGEMENT, FILE SHARING, AND COMPUTER USE POLICY

A-Technical College (ATC) does not allow or condone the use of its resources for the unauthorized distribution of copyrighted material, including peer-to-peer file sharing. The institution adheres strictly to the Copyright Act on protecting all copyrights and software license agreements, inclusive of all of the institution's instructional materials. Network and computer resources at ATC are provided primarily to support ATC's mission in educating its students. Students may not use ATC network and computer resources nor may they use their own resources on ATC property that would in any way violate ATC's *Copyright Infringement, File Sharing, and Computer Use Policy*. This includes illegal Peer-to-Peer file sharing, i.e. unauthorized copying or distributing of any copyrighted material.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For “willful” infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five (5) years and fines of up to \$250,000.00 per offense.

Violations of ATC’s *Copyright Infringement, File Sharing, and Computer Use Policy* are considered grounds for disciplinary action. Faculty and staff who violate this policy may be subject to discipline in accordance with employee policies and procedures. Students who violate the policy may be subject to discipline pursuant to the Student Conduct guidelines. Additionally, IEC may report violations to appropriate authorities for investigation and prosecution.

A copy of the *Copyright Infringement, File Sharing, and Computer Use Policy* with specific guidelines and procedures is available upon request by contacting the Campus Director.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the School have the right to appeal that decision and to seek re-admission to the same program after a waiting period of 30 days. Students must initiate the process by submitting a written request for re-admittance. Mitigating circumstances must be well documented to the Campus Director. A student who has his/her appeal accepted will continue on probation for a period of 30 days. Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy.

CONTROLLED SUBSTANCE, ALCOHOL AND DRUG ABUSE POLICY

All students are informed that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance or alcohol within the premises of the School is strictly prohibited. Students violating this rule will be subject to immediate termination.

Drug free awareness pamphlets are available providing information on:

- The dangers of drug and alcohol abuse
- Assistance with drug and alcohol abuse counseling
- Penalties for the abuse of alcohol or drugs; and
- Rehabilitation programs.

Drug free awareness information is also available by calling the following:

Drug Information Hotline: (800) 622-4971

Alcoholic Anonymous: (323) 936-4343

Students or individuals distributing drugs to students will be referred to the authorities, and the School will press charges of drug distribution.

PARKING

Public parking is readily available in the immediate proximity of the school. Among the parking lots available is a city parking lot with FREE parking located directly behind the campus on Rita Street. Additional FREE, city parking lots and curbside, public parking are also available on both sides of Rita Street. Rita Street runs along the rear of the campus, parallel to Pacific Boulevard and adjacent to the public parking lot. Public parking may also be found on Pacific Blvd. directly in front of the campus for a fee of \$1.00 per hour.

CONSTITUTION DAY LESSON

Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. This day is observed every September 17th. In observance of Constitution Day, the College's Student Services Department conducts a Constitution Day Lesson for one class period. If the date falls on a weekend, the lesson is conducted either on a Friday or on the following Monday.

VOTING INFORMATION

The Registrar-Recorder/County Clerk of Los Angeles County provides Voter Registration forms and assistance in English and various other languages. County residents may request a Voter Registration form by mail or email by contacting the Registrar-Recorder/County Clerk's Office at the general information telephone numbers: (800) 815-2666 or email at voterinfo@rrcc.lacounty.gov or by visiting their website at: www.lavote.net.

For a list of other county elections offices and their contact information, you may call the Secretary of State's toll-free Voter Hotline at (800) 345-VOTE (8683).