HEALTH CAREER COLLEGE

School Catalog

2021-2022

Name of Institution:	HEALTH CAREER COLLEGE	
Physical / Mailing Address:	115 Crescent Drive Pleasant Hill, CA 94553	
Website:	www.healthcareercollege.com	
Email Address:	info@healthcareercollege.com	
Telephone Number:	(925) 687-9668 (925) 216-1324 (925) 687-9664	Main/Office Emergency Only FAX

- ***Due to the ongoing Covid 19 Pandemic, class schedule is subject to change without prior notice.***
- ***Most lectures are transferred to online teleconference through Zoom Meeting. Skills Labs and Practicals are scheduled at school classroom.***
- ***Externship maybe haulted and postponed.***

Catalog Published: December 01, 2021. This catalog must be kept current. Any further revisionsmust be approved by Health Career College Administrator.

Message from the School Director and Chief Executive Officer

Dear Student,

The school staff and I would like to take this opportunity to extend our appreciation for your interest in Health Career College. The school administration admires your decision in pursuing a rewarding career in the medical field.

Health Career College is a private college offering allied health programs that focused on achieving your academic success, nurture personal growth and developing skills to be a healthcare professional. We offer and provide the latest academic medical training, focusing on solid basic medical fundamentals.

Students old and new are recommended to peruse the catalog which contains description, information and details for admission as well as requirements of the program you are interested in. Familiarize yourself with the school's policies and procedures as these will aid to better understand your role as a student.

We established a respected reputation with our school opening ten years ago. We at Health Career College are determined to continuously provide a high-quality educational standard. Both staff and administration at our institution are driven to continue to develop and expand our horizons for a triumphant continuous achievement of our mission.

All the best!

Sincerely,

Nieto M. Baluyut, M.D.
CEO / President / School Director
Health Career College

Name of Institution: HEALTH CAREER COLLEGE

Physical/Mailing Address: 115 Crescent Drive, Pleasant Hill, CA 94553

Telephone Number:
(925) 687-9668 Main/Office
(925) 216-1324 Emergency Only
(925) 687-9664 FAX

Approval:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833
www.bppe.ca.gov

California Department of Public Health/Laboratory Field Services (CDPH/LFS)
850 Marina Bay Parkway, Richmond, California 84804
Laboratory Field Services
www.cdph.ca.gov/lfs

National Health Career Association
11161 Overbrook Road, Leawood, KS 66211
www.nhanow.org

National Center for Competency Training
7007 College Blvd, Suite 385, Overland Park KS 66211
www.ncctinc.com

Health Career College Catalog effective July 1, 2020 through, June 30, 2021.

The information contained in this Health Career College Catalog is true and correct in content and policy.

Nieto Baluyut, M.D./CEO / President

April 20, 2021
Date

Table of Contents

I. HEALTH CAREER COLLEGE'S MISSION 1

II. HISTORY OF HEALTH CAREER COLLEGE 1

III. OUR FACILITY 1

IV. LIST OF AFFILIATED LABORATORIES/EXTERNSHIP SITES 2

V. ACCREDITATION, APPROVAL, RECOGNITION 2

VI. PROGRAMS OFFERED 3

VII. BANKRUPTCY DISCLOSURE 3

VIII. CATALOG POLICY 3

IX. GENERAL PRE-ADMISSION PROCEDURE 5

X. GENERAL POLICY INCOMING/ADMISSION PROCEDURE 5

XI. NON-DISCRIMINATION POLICY 5

XII. LANGUAGE DISCLOSURE 6

XIII. ENROLLMENT AGREEMENT 6

XIV. VOLUNTEER AGREEMENT 6

XV. STUDENT's RIGHT TO CANCEL 7

XVI. WITHDRAWAL and DISMISSAL POLICY 7

XVII. REFUND POLICY 8

XVIII. STUDENT TUITION RECOVERY REFUND 9

XIX. COURSE CANCELLATION POLICY 10

XX. FINANCIAL AID and LOANS 10

XXI. STUDENT RIGHTS POLICY 11

XXII. STUDENT PRIVACY RIGHTS 11

XXIII. GRIEVANCE PROCEDURE 12

XXIV. ARTICULATION WITH OTHER SCHOOLS AND COLLEGES 13

XXV. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDITIONALS EARNED 13

XXVI. TRANSFER CREDIT POLICY 13

XXVII. JOB PLACEMENT DISCLOSURE 13

XXVIII. RULES OF OPERATION & STUDENT CONDUCT 14
XXIX. DRESS CODE 15
XXX. LIABILITY RELEASE 16
XXXI. TRAVEL DISCLOSURE 16
XXXII. INCIDENT/ACCIDENT REPORTS 17
XXXIII. INJURY FROM A NEEDLE STICK 17
XXXIV. CELL PHONE POLICY 17
XXXV. RECORDING ELECTRONICALLY 18
XXXVI. CONFIDENTIALITY AGREEMENTS 18
XXXVII. LEARNING DISABILITY 18
XXXVIII. SATISFACTORY ACADEMIC PROGRESS 19
A. MAXIMUM TIME FRAME FOR PROGRAM COMPLETION 19
B. PROGRESS EVALUATION PERIODS 20
C. INCOMPLETE GRADES 20
D. MISSED EXAMS 20
E. REMEDIATION 20
F. LEAVE OF ABSENCE 21
G. ACADEMIC WARNING/PROBATION 21
H. APPEAL PROCESS 21
I. REINSTATEMENT 22
XXXIX. GRADING SYSTEM 22
XL. EXPERIENTIAL CREDIT DISCLOSURE 23
XLI. STUDENT RECORD 23
XLII. ATTENDANCE 24
XLIII. PARTICIPATION 25
XLIV. TARDINESS & PUNCTUALITY 25
XLV. HOUSING 25
XLVI. STUDENT SERVICES 25
XLVII. EXTERNSHIP REQUIREMENTS 26
XLVIII. EKG TECHNICIAN PROGRAM 28

XLIX. MEDICAL ASSISTANT PROGRAM 32
L. PHLEBOTOMY TECHNICIAN PROGRAM 37
LI. FACULTY OFFICERS and SCHOOL STAFF 42
LII. TUITION FEE PAYMENT PLAN OPTIONS 42
LIII. BACKGROUND CHECK INFORMATION 45
LIV. BASIC LIFE SUPPORT CLASS INFORMATION 45
LV. SCHOOL PROGRAM 2020-2021 CALENDAR START DATES 46
LVI. PHLEBOTOMY CONTINUING EDUCATION - 2016 CLASSES 47
LVII. HOLIDAY SCHEDULE 48
LVIII. HEALTH CAREER COLLEGE - Directions 49
LVIX. APPLICATION for ADMISSIONS 49
LX. PRIOR TO ENROLLMENT 51

<END OF TOC>

I. HEALTH CAREER COLLEGE'S MISSION

The mission of Health Career College is to help every student reach his or her maximum potential by fostering academic growth, personal growth, and professional skills to be a healthcare professional.

II. HISTORY OF HEALTH CAREER COLLEGE

Health Career College is founded and owned by Nieto M. Baluyut, Jr., M.D. as part of Lifesavers Education Inc. Our first class for Phlebotomy began in 2004 in a small meeting room in the Contra Costa Regional Medical Center in Martinez, California. The school moved to its interim location in Concord, CA, then moved to the current location in Pleasant Hill, CA. in January 2011. Currently, we offer programs in, EKG, Medical Assisting and Phlebotomy. Our strength is to provide the latest academic medical training, focusing on solid basic medical fundamentals.

III. OUR FACILITY

The school's physical address is 115 Crescent Drive, Pleasant Hill, California 94523. Health Career College (HCC) consists of 5000 square feet of classroom and offices on one floor specifically designed as a health career school. The building is well-lighted, air-conditioned and ventilated and appropriate for an educational site. Entrance and exits are easily located, very accessible, and appropriate for quick and safe evacuation during an emergency. The campus is conveniently located near restaurants, ships and banks. The entire campus is accessible for those who have physical disabilities. Parking is sufficiently and conveniently located nearby. Parking is sufficient and conveniently located nearby.

The campus is equipped with a library where students can avail access for group study, tutorial or computer/internet resources. The library is sometimes used as a second classroom for small classes or seminars. The main classroom is designed for lecture settings as well as mock clinical (laboratory) settings. It has specialized equipment and laboratory supplies which are utilized through all programs study. Two restrooms are located by the front office and there is a lunch area on the premises.

Health Career College maintains a non-smoking policy throughout our facilities. The institution does not provide housing or transportation, but our location is within walking distance to the bus or Bay Area Rapid Transit (BART).

IV. LIST OF AFFILIATED LABORATORIES/EXTERNSHIP SITES

Name of Externship Site	Address
• Contra Costa Regional Medical Center	2500 Alhambra Ave. Martinez, CA 94553 (925) 370-5193

***** Students: Please review and be familiar with the Volunteer Agreement, Dress Code Policy, Liability Release and Travel Disclosure prior to externship.***

V. ACCREDITATION, APPROVAL, RECOGNITION

Health Career College is a private institution and has an approval to operate in the State of California by the ***Bureau for Private Postsecondary Education*** (BPPE). Approval means compliance with the state standards as set forth in this chapter. Information about BPPE is located at www.bppe.ca.gov

Health Career College is approved by the California Department of Public Health Laboratory Field Service (CDPH/LFS).

(NHA).

Health Career College is unaccredited institution and therefore is not eligible for Federal Financial Aid Program.

VI. PROGRAMS OFFERED

Program	Hours	Location
EKG Technician Program	**100 Clock Hours**	**Pleasant Hill, CA**

Requires passing the national board exam and completion of all requirements.

Medical Assistant Program	**1084 Clock Hours**	**Pleasant Hill, CA**

Requires passing national board exam and completion of all requirements enables application for licenses/certifications in: Medical Assisting, Phlebotomy and EKG.

Phlebotomy Technician Program	**140 Clock Hours**	**Pleasant Hill, CA**

Requires passing national board exam and completion of all requirements enables application for license in Phlebotomy in the State of California

VII. BANKRUPTCY DISCLOSURE

Health Career College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. See. 1101 et seq.)

VIII. CATALOG POLICY

This catalog contains current, articulate and accurate information about Health Career College. This comprehensive catalog serves as a guide for school policies, programs, and courses for prospective students, for faculty and administrative officers, for currently enrolled students, and for other educational or allied agencies.

Health Career College reserves the right at any time, without notice, to adopt, amend, or repeal rules of operation and student conduct, admission policy, prerequisites, graduation requirements, fee schedule, structures of the course, subject's and courses' duration, academic calendar or time of program offering, to withdraw or cancel classes, courses or programs and other aspects of this institution's operation and regulations affecting students. Changes made in the content of this catalog will be posted on bulletin boards or emailed or mailed to the students and shown as a supplement/addendum at will appear at the end of this catalog. It will also be posted on the school's website.

This catalog does not constitute a binding contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution.

The relationship between an individual student to Health Career College is regulated by applicable state education codes, state regulations, and School policies.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education

Physical address: 1747 North Market Blvd., Suite 225 Sacramento, CA 95834
Mailing address: PO Box 980818, West Sacramento, CA 9578-0818
Phone Number: (916) 431-6959 Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Official website: www.bppe.ca.gov

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

GENERAL PRE-ADMISSION PROCEDURE

Contact the Health Career College website: www.HealthCareerCollege.com

- Email: info@healthcareercollege.com
- Read the schedule for the upcoming class session
- Pay attention to deadline of application
- Follow the instructions for programs selection and space reservation (if pertinent)
- Using this catalog, find the program you are interested in (and carefully read about prerequisites/co-requisites, class size limits, if any, etc.)
- Familiarize yourself with all the policies and requirements in the catalog
- Complete the admission application on-line or schedule an appointment to facilitate application for admission

IX. GENERAL POLICY INCOMING/ADMISSION PROCEDURE

- Age 18 or above (requires picture identification: Driver's License, passport or Visa)
- Graduated from high school diploma/transcript* or earned GED.
- Complete application form for Admission.
- Take Scholastic Level Exam (SLE); Requires passing score: 12**
- Read and review Catalog and School Performance Fact Sheet
- Applicant must pay applicable Registration Fee or make payment arrangements acceptable to the school, which requires an additional $100 fee.
- Each person is accepted only if, in the school's opinion, such individual has the possibility of success in the chosen objective.
- Visa services are not provided. Health Career College does not admit students from other countries, nor vouch for student status.

**The California Department of Public Health (CDPH) now only accepts foreign transcript evaluations completed by Transcript Research. For more information on Transcript Research, please visit https://transcriptresearch.com/.*

***If a student's primary language is not English and received a score less than 12 on the SLE , after two attempts, would have to submit a language proficiency certificate from TOLEFL (Test of English as a Foreign Language.)*

X. NON-DISCRIMINATION POLICY

Health Career College is committed to equal opportunity in our educational program. The college does not discriminate, nor support discrimination, on the basis of ethnic group identification, age, gender, physical or mental disability, color, national origin, religion, sexual orientation, veteran status, or medical condition in any access to and treatment in college program. The lack of English language skills will not be a barrier to admission and participation in the college's educational programs.

This policy is in compliance with Title VI of the Civil Rights Act of 1964, pertaining to race, color, and national origin discrimination; Title IX of the Education Amendments of 1972, pertaining to sex discrimination; Section 504 of the Rehabilitation Act of 1973, pertaining to disability discrimination; the Age Discrimination Act of 1975.

XI. LANGUAGE DISCLOSURE

Recruitment leading to enrollment is conducted in English and no other language. If English is not the student's primary language and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and cancellation and refund policies in his or her primary language.

XII. ENROLLMENT AGREEMENT

The Enrollment Agreement (EA) is a legally binding contract when signed by a student and accepted by Health Career College. When signed by the student, the student acknowledges to have read, understand, and agree to the terms and conditions contained in the agreement, to the student's responsibilities, and to the institution's cancellation and refund policies have been explained to the student. The student understands that he/she is obligated to the Student Tuition Recovery Fund (STRF).

XIII. VOLUNTEER AGREEMENT

For the benefits provided by the Contra Costa Regional Medical Center: In case of my illness, injury, death, or third party liability while providing, or resulting from acts or occurrence within the scope of my authorized volunteer service, and for my right to authorized expense reimbursement, I waive any claim on my behalf and on behalf of my heir(s), representative(s), and assignee(s) against the County of Contra Costa or any of its agents, servants, or employees for illness, injury, debts, or other harm arising from my volunteer program.

Copy of this document, signed by the student, is kept in each student's file.

Contra Costa Regional Medical Center
2500 Alhambra Drive
Martinez, California 54553
(925) 370-5193

Kaiser Permanente
30116 Eigenbrodt Way
Union City, California 94587
(510) 675-5739

XIV. STUDENT's RIGHT TO CANCEL

Each student has the right to cancel his/her Enrollment Agreement (EA) for a program of instruction, without any penalty or obligations (*Registration Fee is **Non-refundable***) including any equipment such as books, material and supplies or any other goods related to the instruction offer in the Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and you have the right to receive a prorated refund if you have completed sixty percent (60%) or less of the program. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal financial aid program funds. ***(Last day to exercise your right to cancel or withdraw is indicated on page 1 of the Enrollment Agreement.)*** Cancellation may occur when you give written notice of cancellation to the following address of Health Career College:

By mail: 115 Crescent Drive, Pleasant Hill, CA 94565
By FAX: (925) 687-9664
By Email: info@healthcareercollege.com

The written notice of cancellation sent by mail is effective when deposited in the mail properly addressed with postage prepaid.

If the Enrollment Agreement is cancelled, Health Career College will refund any money the student has paid, less registration fee ($100.00), less any deduction for equipment not returned in good condition, **within (30) days** after notice of written cancellation is received.

XV. WITHDRAWAL and DISMISSAL POLICY

Students have the right to withdraw from the program of instruction at any time after the period of cancellation (indicated on the Enrollment Agreement). Students who completed sixty percent (60%) or less of the schedule hours in the current payment period of the program through the last day of attendance will receive a prorated refund. Refund will not include registration fee ($100.00), less deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than sixty percent (60%) of the period of attendance for which the student was charged, the tuition is considered earned and student will receive no refund.

To withdrawal from the program, the student must submit to the school a signed written withdrawal statement/form.
Student can be dismissed or withdrawn administratively from the program due to:

A. Student demonstrated poor academic progress. Students failing course work will be evaluated on an individual basis.
B. Student received disciplinary incident report from faculty, staff or clinical instructor of unacceptable student conduct. A student who was administratively withdrawn due to disciplinary reasons, the student cannot be re-enrolled.
C. Student failed to attend class for more than three (3) consecutive "unauthorized" class days without applying for a Leave of Absence form (refer to page 4). Withdrawal date will be the last day of record.

XVI. REFUND POLICY

Note fee and refund schedule is as follows:

1. Student is obligated to pay only for educational services rendered and for unreturned equipment.
2. Registration Fee ($100.00) is **not refundable**. Please refer to Course Cancellation Policy and Student's Right to Cancel.
3. Program tuition fee **balance is due** at the beginning of the last term of didactic instruction. Financial obligations must be accomplished to avoid a delay on starting the clinical externship rotation.
4. A student has the right to withdraw from this program. Each student who has completed sixty percent (60%) or less of the course will receive a prorated refund of tuition and amounts paid for equipment. If student withdraws from program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services and any equipment not returned.

> Example: If a student enrolls in a 140-hour program and withdraws after receiving 50 hours of instruction, and if the student paid a $100 registration fee and $3000 in tuition, the school would deduct the $100.00 registration fee from the amount received; divide the remaining $3,000 by the number of hours in the program (3000 / 140 = 21.43) and multiply that hourly amount times the number of hours received by the student (50 x 21.43 = $1,071.43). The amount paid in excess of that amount would be the amount of the refund. ($3,000 - $1,071.43= $1,928.57 as the Refund Amount.)

5. The refund includes any amount paid for equipment, which is subsequently returned in good condition. For the purpose of determining the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:
    - Student notified the school of withdrawal or the date of withdrawal
    - School terminates the student's enrollment
    - Student fails to attend class for more than three (3) consecutive "unauthorized" class days without applying or Leave of Absence. Withdrawal will be deemed the last day of recorded attendance.

6. If any of student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student's financial aid programs from which student received benefits in the proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible for payment of that amount.
7. If student cannot complete externship within four weeks prior to the end of didactic section, student will have to sign a leave of absence form.
8. During clinical rotation, there is absolutely **no refund**.
9. Health Career College/Lifesavers Education, Inc. will not cover the cost of the National Healthcareer Association (NHA) exam. Any student who fails the NHA exam has the option to repeat the entire didactic portion of the program at no extra cost.

XVII. STUDENT TUITION RECOVERY REFUND

NOTE: Student does not pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) as of January 2015.

Student is not eligible for protection from the STRF if either of the following applies:

1. Student is not a California resident, nor is enrolled in a residency program, or
2. Student's total charges are paid by a third party, such as an employer, government program or other payer, and student has no separate agreement to repay the third party.

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education (BPPE).

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a 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 180 days before the closure of the school.
- The school's failure to pay or reimburse load 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 and other costs.
- There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
- However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Questions regarding the STRF may be directed to:

Department of Consumer Affairs Bureau for Private Postsecondary Education or visit http://www.bppe.com/applications/strf.pdf

XVIII. COURSE CANCELLATION POLICY

Health Career College may cancel any course, class, or program entirely for any reason. In such a case, the student is entitled to a full refund of all fees, including registration fee and textbook fees (if books are returned in excellent condition). If desired or requested, Health Career College will provide shipping label for you to return the textbooks. Health Career College will issue refund **within ten (10) business days.** There may or may not be adequate opportunity to notify student in advance. We will make every reasonable effort to prevent this from happening. Inconvenienced students will be provided automatic admission to the next equivalent course. Refund of all course costs will be granted unconditionally.

XIX. FINANCIAL AID and LOANS

Health Career College does not participate in any state or federal financial aid program. If student is eligible financial assistance from other resources (i.e. Cal Works, California State Department of Rehabilitation (DOR), or State of California Employment Development Department (EDD), student should have student's financial manager call the school directly.

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

If student is eligible for a loan guaranteed by the federal or state government and student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the previous loan is repaid.

If student is eligible to a private loan, student must understand that:

1) The loan rate is fixed or variable;
2) Private student loans can offer variable interest rates that can increase or decrease over time, depending on market conditions;
3) Private student loans have a range of interest rates and fees and each student should determine the interest rate of, and any fees associated with the private student load included in their financial aid awarded package before accepting the loan;
4) Students should contact the lender of the private student loan or their postsecondary educational institution's financial aid office if they have any questions about a private loan;
5) The interest rate on a private loan may depend on the borrower's credit rating.

XX. STUDENT RIGHTS POLICY

Students have the right to a quality education. Instructors have the right to a quality teaching environment. Administrators have the duty to maintain a quality school.

> All of the above rights are interpreted in the context of patient rights to quality, courteous, respectful and competent care. Students, instructors, and administrators are accountable to the communities they serve and thus are expected to maintain the highest of standards.

Here is the list of **Patient's Rights** acknowledged by students, teachers, and administration of Health Career College:

- *All members of the health care team must recognize that their first responsibility is to the patient's health, safety, and personal dignity.*
- *Respectful and considerate care.*
- *Accurate information about diagnosis, treatment, and prognosis.*
- *Informed consent.*
- *Refusal of treatment.*
- *Privacy.*
- *Confidentiality.*
- *Advanced directives.*
- *Review records about the patient's own treatment.*
- *Provision of health care services during a transfer.*
- *Information about the identity and role of personnel involved in his/her care.*
- *Information about research procedures involved in his/her care.*
- *Billing information and information of business relationships of those providing services.*

XXI. STUDENT PRIVACY RIGHTS

Student academic and financial records are maintained in a secure location within the administration department. This information is kept strictly confidential and will be released to no one other than the student. Transcripts may be sent to other educational institutions only upon the written request of the student. Instructors will not disclose grades, even through use of the social security number, to anyone other than the student. Instructors and administrative staff will not discuss the status of the student with anyone including the student's family. It is absolutely mandatory that everyone maintain the highest degree of confidentiality as well when dealing with information about patients/clients.

XXII. GRIEVANCE PROCEDURE

Any student believing there to be a problem related to his/her role, responsibilities or rights may initiate the following process in order to resolve the problem to the satisfaction of all concerned.

- Contact the student advocate (selected by student and approved by faculty) to discuss the scope and dimensions of the problem.
- Working with the advocate, develop a written plan of action to resolve the problem in a timely manner
- Implement the plan with the support and guidance of the advocate
- Evaluate the effectiveness of the plan
- If the problem has not been resolved, the student may request a committee to be formed to recommend a resolution to the problem

The committee will convene within 10 days, read the written resolution plan, listen to the student's description of the problem and seek further information from other sources.

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall provide the student with a written summary of the institution's complaint procedure.

If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that a complaint must be submitted in writing and shall provide the student with a written summary of the institution's complaint procedure.

If a student complains in writing, the institution shall, within **10 days of receiving the complaint**, provide the student with a written response, including a summary of the institution's investigation and disposition of it. **If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided to the student.**

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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

XXIII. ARTICULATION WITH OTHER SCHOOLS AND COLLEGES

Health Career College has **not** entered into articulation or transfer agreement with any other college or university.

XXIV. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDITIONALS EARNED.

The transferability of credits you earn at Health Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy, EKG, or Medical Assisting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Health Career College, to determine if you certificate will transfer.

XXV. TRANSFER CREDIT POLICY

Health Career College will request all records of prior training for evaluation and maintain a written record of the previous education. This record will clearly indicate that the credit has been granted and student will be notified accordingly.

XXVI. JOB PLACEMENT DISCLOSURE/ JOB CLASSIFICATION

Health Career College offers job preparedness assistance with resumes, on-line registrations and employment research from the internet.

With written permission from the graduate, we are able to inform prospective employers attendance and completion of training at our site. However, by law, we are unable to neither disclose information about grades nor provide recommendation to prospective employers.

In conjunction with our affiliation with Contra Costa Regional Medical Center, we are able to forward recruitment and employment information gathered by the Employee Recruiter/New Graduate Program Coordinator.

Note: Graduates, please respond to the annual survey sent by the Graduate Program Coordinator to gather job placement data as prior graduates have done for future students in the Fact Sheet.

Job Classification Code (US Dept. of Labor Standard Occupational Classification Codes)
EKG, Medical Assisting and Phlebotomy: **29-0000 Healthcare Practitioners and Technical Occupations**
:

XXVII. RULES OF OPERATION & STUDENT CONDUCT

- Applicant for admission to Health Career College courses must be 18 years old and possess a high school diploma or GED.
- Students are expected to attend and participate in each and every class session. Make up for absences or tardiness will be scheduled on an hour for hour basis.
- Students must maintain a 70% average and achieve a 70% on comprehensive exams for each course.
- Students must comply with performance, dress code and conduct expectations. Instructor may terminate any student who does not comply.
- Students must be courteous and respectful at all times and behave in a professional manner.
- Students may review their own records only. All academic and financial records will be maintained in the administration office available for student review of own records. All academic and financial records will be retained for a period of 5 years at the main campus location.
- Students withdrawing from a course must do so in writing. Student must use appropriate form to be eligible for reimbursement.
- Students must maintain strict confidentiality of patient information and test results. Safeguarding the dignity and privacy of the patient is expected in compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Students must consistently perform under the supervision of an approved clinical instructor or appointed clinical personnel.
- Students must recognize that any intentional fraud and/or abuse of Medical Center services are in violation of the Health Care Financing Administration (HCFA) guidelines and are subject to suspension and termination from the program.
- Students must endeavor to establish cooperative and respectful working relationships with other health care professionals, with primary objective of ensuring patient safety and quality care.
- Students may not use alcohol or drugs while in class, lab or clinical.
- Students may not participate in class, lab or clinical while intoxicated. Instructors reserve the right to dismiss anyone suspected of being under the influence of alcohol or drugs.
- Students are expected to reinforce the reputation of Health Career College and our other contracted healthcare facilities for honesty, integrity and reliability.
- In compliance with Medical Center policy, students are expected to report any unusual occurrence to Health Career College staff to be forwarded to hospital administration.
- In compliance with state law, students are required to report any suspected emotional and/or physical abuse of any patient/client.
- In compliance with our contracted healthcare facilities policies, the student must honor the Blood Borne Pathogens / Exposure Control Plan (see accompanying materials)
- Students are expected to perform as role models of optimal health for the community. In accordance, physical fitness, proper diet and exercise are valued.

XXVIII. DRESS CODE

- Appropriate dress standards have been established in order to present and maintain, at all times, a professional appearance.
- All students are expected to keep themselves neat, clean, and well-groomed at all times. The appearance of a Health Career College student is an important part of public relations.
- Anyone not conforming to this policy will be appropriately counseled and may be excluded from the program.

For Externship: The same Dress Code below applies, however, some externship sites have additional restrictions that may be covered by our policy.

ID Badge	Identification badge is to be worn at all times above the waist, with name visible
Hair	Should have a clean and neat appearance; hair that is shoulder length or longer will be pulled back. Facial hair must be clean, neat and well groomed.
Headwear	Religious head covers may be worn, baseball-type caps are inappropriate.
Jewelry	Should be appropriate for professional wear and not present a safety hazard when working with patients or equipment.
Tops/Blouses	White lab coat over business attire. No denim attire, tank tops, halter tops, sweatshirts, low cut necklines, transparent garments tops exposing bare midriff, back or chest, No sweatshirt or T-shirt with cartoons, graffiti, advertising or offensive pictures.
Skirts/Dresses	Skirts, dresses or jumpers worn are to be clean, neat and allow for the performance of the job without restrictions. Mini dresses/skirts or long skirts that might interfere with safety are not acceptable.
Slacks/Pants	Business type slacks or pants may be worn. No sweat pants, jogging pants, overalls, torn or patched pants, tight clothing (bike shorts, leotards, shorts or leggings).
Foot wear	Clean, closed-toed shoes will be worn. Clean, neat athletic shoes are acceptable.
Hygiene	Fragrances: Do not wear any perfume or cologne in excess that may be offensive and sensitive for both patient and health care provider.
Earrings	Earrings are allowed. Other body piercing other than the ears, Health Career College may advise discretion following professional code appearance.
Fingernails	Finger nails should be clean and appropriate, no longer than ¼ inch in length. Artificial nails are not appropriate in the clinical setting.

XXIX. LIABILITY RELEASE

As a condition of admission and enrollment in a course, class or program offered by Health Career College, the student agrees to a release of liability which states:

> I, my assignees, heirs, distributed guardians, and representative will not make any claim against, sue, or attaché the property of Health Career College, on account of injury, illness, or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent, contractor of Health Career College, in conjunction with my participation in any class, course or program. I hereby release Health Career College, form all actions, claims, or demands that I, my assignees, heirs, distributed guardians, and legal representative now have or may hereafter have for injury, illness or damage resulting from participation in any class, course or program. I have carefully read this release and fully understand its contents. I am aware that this is a release of liability and contract between Health Career College and myself. I am agreeing to this release of my own free will.

A copy of the signed *Liability Release* form is kept with the student's records.

XXX. TRAVEL DISCLOSURE

During clinical externship schedule, administrator will make every attempt to place a student as close to home as possible for clinical externship site; however, clinical experiences are often limited by the number of students living within a specific geographical region and by the number of clinical sites available.

Students may be required to rotate between clinical sites during the course of their clinical externship to ensure all students receive equitable high quality clinical education during their training.

Students may be required to travel several hours to clinical sites. All students are required to submit proof of medical insurance, if not available, a signed ***Release of Liability*** form if any unavoidable circumstances occurred during the travel.

Students must also be prepared and willing to commit themselves to any travel time required to achieve the educational goals of the course.

All externship requirements must be submitted before the first day of the externship schedule. (Refer to page with List of Affiliated Laboratories)

XXXI. INCIDENT/ACCIDENT REPORTS

All accidents/incidents occurred on school site and on clinical site that result in either personal injury or illness shall be promptly reported and investing to the highest administration officer. If the injury or illness requires emergency medical treatment, call 911 for proper notification or emergency services. The administration is to complete a detailed incident/accident report form.

XXXII. INJURY FROM A NEEDLE STICK

Student, faculty and staff shall follow the policy involving an event of exposure to blood or bodily fluids. Blood and/or bodily fluids pathogen includes Hepatitis B, Hepatitis C, and HIV.

Any wounds and skin site that may have been in contact with blood or body fluids should be washed with soap and water; mucous membranes should be flushed with water. Do apply caustic agents such as bleach or inject antiseptics or disinfectant into the wounds.

- Irrigate area with clean water, saline or sterile irrigates.
- Report the incident to the clinical supervisor, department supervisor, clinical instructor, etc.
- Follow-up with primary physician is indicated if the injury involves direct contact with a bodily fluid listed above AND there is evidence of compromised skin integrity such as dermatitis, abrasion, or open wound.
- The exposed individual should be evaluated for susceptibility to blood borne pathogen infections. Baseline testing for Hepatitis B, Hepatitis C and HIV antibodies should be performed.
- Individuals exposed to Hepatitis B, Hepatitis C or HIV should receive follow-up counseling, post exposure testing, and a medical evaluation. HIV-antibody testing should be performed for at least 6 months post exposure.
- An incident report MUST be completed in full.

XXXIII. CELL PHONE POLICY

The use of a cell phone during instructions and clinical externship is strictly prohibited. A student may use their cell phone on or before the class or during break periods. A student who does not comply with this policy will be subject to disciplinary probation.

XXXIV. RECORDING ELECTRONICALLY

Recording with any electronic device is strictly prohibited during instructions or clinical externship. This policy intends to protect the students' and patients' privacy. Student may otherwise use audio recording device only if the instructor or school staff gave them written permission and for learning purposes ONLY. Any student who does not comply with this policy will be subject to disciplinary probation.

XXXV. CONFIDENTIALITY AGREEMENTS

Confidentiality agreement for non-medical staff members and other personnel associated with medical staff peer review committees or activities:

> As a non-medical staff member or guest, or as a support individual to a committee involved in the evaluation and improvement of the quality of care rendered in the hospital, I recognize that confidentiality is vital to the free and candid discussions necessary for effective medical staff peer review activities. Therefore, I agree to respect and maintain the confidentiality of all discussions, deliberations, records and other information generated in connection with these activities, and to make no voluntary disclosures of such information except to persons authorized to receive it in the conduct of medical, nursing, or other ancillary staff affairs.
>
> Furthermore, my participation in peer review in quality assurance activities is in reliance on my belief that the confidentiality of these activities will be similarly preserved by every other member of the medical, nursing, or other ancillary/support staff involved in these activities. I understand the hospital and the medical staff are entitled to undertake such action as deemed as appropriate to ensure that this confidentiality is maintained, including application to a court for injunctive or other relief in the event of a threatened breach of the agreement.

XXXVI. LEARNING DISABILITY

A student with a learning disability needs to provide official documentation verifying the nature and extent of the disability prior to receiving any accommodations (especially national board certification exam). Documentation should be provided to the administration on professional letterhead and contains the following details: date of assessment, signature, titles and license/certification numbers of the diagnosing professional. Students can refer to National Healthcareer Association for NHA's Accommodations Procedure. *(Please ask an administrator.)*

XXXVII. SATISFACTORY ACADEMIC PROGRESS

Health Career College ensures that all students, not just those receiving financial assistance, will be **evaluated at the end of every term** (term equals: Phleb: 5 classes, EKG: 4 classes and MA: 11 classes) for Satisfactory Academic Progress (SAP.) With SAP, all enrolled students' academic standing in the course will be assessed. Satisfactory Academic Progress is considered a success when a level of competence in all course work was achieved. Course work includes the didactic instructions, laboratory and clinical setting. A level of expertise is expected which is consistent to that of what is required in passing the certification exams. If such expertise is achieved, it definitely guarantees the safety of all students and of the patients and occurrence of errors that may cause serious injury will be prevented. ****A grade of "C" is the minimum requirement to graduate and to continue receiving VA education benefits.**

Satisfactory Academic Progress Calculation

*QUALITATIVE GRADE POINT AVERAGE (GPA) and ACADEMIC STANDING:

To achieve a SAP, each student must maintain a minimum requirement of 70% or "C" at the conclusion of every evaluation period -- at 25%, 50%, 75%, and 100%.

*QUANTATIVE COMPLETION RATE:

Student must successfully earn at least 67% of overall clock hours for 150% of program length. Clock hours earned versus clock hours attempted.

Both Qualitative and Quantitative measurements will be calculated during evaluation period. For short programs, the evaluation periods will be conducted at 25%, 50%, 75% and 100% of normal program length. This grade is final. **A grade of "C" is the minimum requirement to graduate.**

**** The Director is to be notified with any change to a student.**

A. MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

For courses in credit hours that are defined as 1.5x, the number of credits listed in the catalog for the program. For clock hour program it is defined as 150% of the weeks to complete the program. Example: If it takes 48 weeks to complete 1500 hours, a student must complete the 1500 hours in 72 weeks.

Students exceeding the maximum time frame will be administratively withdrawn. Students who do not meet this requirement are no longer eligible for aid and may be terminated from the program. There will be limited opportunities to appeal. Hours counted include all courses attempted including repeated courses, developmental courses, and transfer hours accepted by the college. Time spent on approved leave of absence is not counted against the maximum time frame.

For short programs, students attend a maximum of 18 hours a week. For longer programs, such as the MA program, students attend up to 35 hours per week.

XXXVIII. SATISFACTORY ACADEMIC PROGRESS con't

B. PROGRESS EVALUATION PERIODS

Students are evaluated at 25%, 50%, 75% and 100% of normal program length--evaluation cutoff is 100%. In addition, students are evaluated after every section term for a 70% grade level. (Term for Phleb – 5 sections, EKG – 4 sections, MA – 11 sections.)

C. INCOMPLETE GRADES

Incomplete grades are not given, and students must repeat any classes in which they earn less than 70% average. The lowest grade will be dropped and highest grades will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of maximum time frame.

A grade of "**P**" is given for courses designated as pass/fail. A grade of "**P**" is not included in the GPA calculation. It is however considered as hours attempted.

A grade of "**F**" is given for courses designated as pass/fail does not enter into the GPA calculation. It is, however, considered as hours attempted.

A grade of "**W**" is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grade **"W"** is not included in GPA calculation. It is however included as hours attempted but not hours earned. (Refer to Withdrawal Policy in the Course Catalog).

A grade of "**R**" is given in the event that a student repeats a course. The highest grade that was already achieved in the course will be the grade used in the calculation of GPA. The course is indicated as a repeated course is not calculated in the GPA, but both original and repeated hours will be counted as hours attempted hours in quantitative completion rate calculations.

D. MISSED EXAMS

A student is to take any missed exam upon the student's immediate return to school. There will be an automatic 10% deduction for any missed quiz or exam. If the exam is not made up upon immediate return to school and the rate of zero will remain as a permanent grade on the student's record. The instructors/School Director has the option to administer an alternate exam.

E. REMEDIATION

A remediation period is limited to the length of the next class. If the student achieves a 70% grade level, student will resume Satisfactory Academic Progress.

A second remediation length is the next 2 classes and this is the MAXIMUM possible for remediation. If the student achieves a 70% grade level, student will resume Satisfactory Academic Progress.

XXXVIII. SATISFACTORY ACADEMIC PROGRESS con't

F. LEAVE OF ABSENCE

A Leave of Absence (LOA) may be requested by the student under the following rules:

- Students must submit a signed and dated letter addressed to the School Director requesting for a leave of absence; it must contain a valid reason for the leave of absence.

- An LOA may be granted under the following conditions:

  - Personal Medical Reason
  - Family Medical Reason (limit: immediate family only, i.e. spouse, parents, children)
  - Disability (Approved by Licensed Medical Practitioner)
  - Jury Duty
  - Military Services (Call to service or deployment)

- LOA may be granted for no more than 180 days within 12-month period
- Request will be evaluated on an individual basis
- Required for students who are not able to complete the externship within four week prior to the end of the didactic section.

G. ACADEMIC WARNING/PROBATION

A student who did not meet SAP standards will be placed on Academic Warning/Probation.

Likewise, any student who does not achieve the program academic requirements will be placed on Academic Warning/Probation.

During the Academic Warning period the student has until the next SAP evaluation period to raise the student's cumulative GPA and credits earned to the program minimum or the student will be terminated from the school.

However, if the student manages to raise the cumulative GPA and credit earned to the minimum grade level, the student will be removed from probation and be considered to be making satisfactory progress.

H. APPEAL PROCESS

Any student who is not meeting the school standards for SAP will be notified in writing by the School Director.

If the student believes that his or her situation deserves special consideration due to extenuating circumstances, a written appeal may be made addressed to the School Director within seven (7) training days from the date of dismissal. The institution is required to respond to the seven (7) training days upon date of receipt of the appeal.

XXXVIII. SATISFACTORY ACADEMIC PROGRESS con't

During this time, the school Director will discuss the policy for SAP and conditions for extenuating circumstances such as:

- Serious illness or accident on the part of the student
- Death, accident or serious illness in the immediate family
- Change in academic program
- Jury duty
- Military obligation
- Other extenuating circumstances that is beyond the control of the student

Once the appeal has been reviewed, the school Director may grant the student an extension of the probationary period up to one term/module.

I. REINSTATEMENT

Dismissed students may request reinstatement after ninety (90) days have been elapsed. They shall submit a written petition requesting for readmission addressed to the school Director. The request must contain the circumstances that resulted to unsatisfactory progress or not meeting SAP standards and what are the changes that may allow the student to improve or meet the SAP standards. Student may include supporting document(s). Petitions will be subject for review. Readmission may be granted, denied or postponed. Student must file a petition to return prior to the desired return date.

XXXVIII. GRADING SYSTEM

Class/Didactic (On campus)

- Each student must pass each course with a grade not less than 70%.
- Any student falling below 70% cumulated grade during the course will be counseled and offered remediation.
- Each student must maintain a 70% cumulative grade to take the final exam.
- Each student must obtain a 70% grade on the class final exam in order to progress to the next class in sequence (for course with multiple classes).
- Each student must also obtain a 70% grade on the course comprehensive final to qualify for the certification exam.
- Each student scoring less than 70% is allowed one (1) opportunity to retake a course comprehensive final.
- As with many career preparation courses, there is a comprehensive Competency Assessment
    - This examination includes both a Didactic and a Practical Components
    - Each student must pass both parts to qualify for the Certificate Exam
- Each student must complete all performance check offs by the conclusion of the course.
- Each student must have current skills checked off prior to performance in the clinical setting (for courses with concurrent clinical experiences.)

Laboratory (On campus)

- Any student failing a check off will be counseled and offered remediation.
- Each student performing at an unsatisfactory level is offered the opportunity to retake the lab comprehensive final.
- Each student will be permitted to progress to the next class (for courses with multiple classes) only when they have passed all the skills of the previous class by the posted deadline.
- Part of the course Competency Assessment includes a Practical examination. Students must pass this assessment prior to being permitted to perform the related skills with real patients in the clinical setting (externship).

Clinical (On affiliated Laboratory)

- A student must have completed all clinical assignments and scheduled hours by the conclusion of the course.
- Any student failing a clinical day will be counseled and offered remediation.
- Any student failing more than one clinical day will result in termination of the student from the program. This student will be given the opportunity to enroll in a subsequent course and repeat the entire process.

Final Grade (At the conclusion of each course the student will be issued one of these grades)

A = Outstanding performance	90 – 100%
B = Above average performance	80 – 89%
C = Average performance	70 – 79%
D = Lower than average performance	60 – 69%
F = Unsatisfactory	0 – 59%
P = Pass	
F = Fail	
W = Withdraw	

A grade of "C" is the minimum requirement to graduate.

XXXIX. EXPERIENTIAL CREDIT DISCLOSURE

Health Career College does not award credit for prior experiential learning.

XL. STUDENT RECORD

A student master file will be created when the student is accepted and will contain the application, transcripts, and other documents required for training purposes. At the completion of the program, all official information (copy of transcripts, record of clinical performance, lab experiments and record of program completion), will remain on file, on-site for five (5) years.

After five (5) years following program completion, all other student's information will be archived into an electronic format and will be kept on an off-site computer server. Health Career College will maintain student transcripts permanently. Each student is encouraged to make and archive copies of all important documentation throughout the training.

If a student withdraws prior to graduation, a summary statement of the student's progress and refund calculation as well as a copy of a refund (if applicable) will be placed in the folder. This folder will be treated as described above.

A student may inspect the student's own personal master file at any time under the direct supervision of the program director or authorized staff member. Should a student find upon the review of the student's own records, that there is/are inaccurate or misleading records, the student may request that errors to be corrected. In the event that a difference of opinion exists regarding the existence of errors, the student may request a meeting be held to resolve the matter.

All student records are confidential and information from them will only be given to authorized persons. Data such as grades, Registry and State certification examination scores, health records, and performance valuations may not be revealed without the student's consent. Only authorized personnel will have access to in-progress student evaluations and files.

XLI. ATTENDANCE

Each student is expected to attend and participate fully in all scheduled course/program classes, activities and experiences. Any and all absences, including interruption for unsatisfactory attendance/unexcused absences and tardiness, must be made up hour for hour (often minimum hours are also mandated by state regulation). Due to the accelerated nature of the course, any absenteeism must be made up prior to the student receiving a certificate of completion. A maximum of two missed didactic scheduled classes is allowed. "Make up Day" will be scheduled with the course instructor. Campus make-up time must be completed prior to progression to the next segment of the program, unless an extension is pre-approved by the program director.

If a clinical day, class or lab is missed, in whole or in part, the student must be present an equivalent amount of time on campus performing exercises and assignments designed to simulate and replace those learning experiences missed.

Students are evaluated at 25%, 50%, 75% and 100% of normal program length. In addition, students are evaluated after every section for 90% attendance.

A student who did not meet attendance standards or who does not achieve the program minimum attendance requirements will be placed on Attendance Warning/Probation for 1 evaluation period. If the student does meet the attendance after 1 evaluation period, the student will return to good standing.

**** The Director will be notified of violations of attendance standard for all students.**

**** Each program REQUIRES 90% yet recommends 100% didactic and externship attendance.**

An excess beyond **10%** absence is unacceptable and will lead to termination of the student from the program. Externship must be rescheduled and will require student to pay for rescheduling of instructor.

**Attendance (beginning and ending times) is required and recorded daily, weekly and into a cumulative format.

XLII. PARTICIPATION

Health Career College believes that students learn a great deal from one another and from lab/clinical staff. Each student is encouraged to have a proactive learning behavior, while passive behavior is discouraged. The instructor reserves the right to adjust grades for any course component on the basis of the student's degree of participation. This action may prevent the student from progressing in the program. This policy is also stated in the rules of Operation and Student Conduct.

XLIII. TARDINESS & PUNCTUALITY

Tardiness (15 minutes after class schedule time) to class, lab or clinical is unacceptable. Health Career College courses are designed to prepare students for the world of work where punctuality is valued by employers and employees. Health Career College reserves the right to dismiss any tardy student and treat the incident as an absence. This action may prevent the student from progressing in the program. Three or more (3+) "Tardy days" will equal one (1) day of absence.

XLIV. HOUSING

Health Career College does not provide nor has the responsibility for student housing. It does not have dormitory facilities to provide for students. Although there are housing rental facilities available that have the following rates $1,000-$1,200 (according to forrent.com). The institution has neither the responsibility to find nor to assist a student in finding housing.

XLV. STUDENT SERVICES

- **Library and Internet Facility**
  Includes, but not limited to, the latest video tapes, CDs and DVDs. It also includes current magazine publications and medical books are available for student to use and through the internet. It is all accessible on school site Monday-Friday from 9:00AM—5:00PM. Students can check to items released by school staff and should be returned no later than the due date approved.

- **Tutoring (by appointment only)**
  Students can avail our tutoring service for all of our programs. No cost for group tutors. Also additional assistance is provided with material from National Healthcareers Association. Contact Cyndi Uy or make an appointment at the front office desk.

- **Resume Assistance**
  A student may make an appointment for assistance with the formation and/or update of a resume in order to present an acceptable professional appearance.

- **Cover Letter Assistance**
  A student may make an appointment for assistance with the formation and/or update of a cover letter in order to present a professional appearance.

- **Job Leads Listings**
  Students can avail our current job listing posted onsite on the board and on the school's website, which is updated each month. In addition, students may call in to the main office for assistance.

- **Post Graduate Skills Review and Assessment**
  Students that are entering or re-entering the job market can avail our free alumni skills reviews and assessment. Students will be informed on current changes in their prospective heath fields. In addition, a student may make an appointment for interview preparation once the student has an interview scheduled.

XLVI. EXTERNSHIP REQUIREMENTS

- **Immunizations**

  In order to secure the protection and compliance with state regulations, all Health Career College students are required to be appropriately immunized. All records or documents of the immunizations must be provided to the school's administration before the start of the program or externship.

  Immunizations requirements may vary from each clinical facility. Some of the immunizations may not be listed in the catalog. The cost of the required immunizations is not included in the tuition fee and may or may not be part of the miscellaneous expense depending whether or not the student already have immunity.

  Specific Required Immunizations

  Current Tuberculosis (TB)
  The PPD screening test is a method used to diagnose silent (latent) tuberculosis (TB) infection. PPD stands for purified protein derivative.
  - Each student requires a TB screening test (PPD) *within past 6 months.
  - If a previous positive TB tests exists, students must have proof of negative chest x-ray within 2 years.
  - A copy is kept in student's file/record.
  - The student is responsible for providing updated information for student's file/record.

  Hepatitis B Vaccination
  - Each student requires a Hepatitis B (must be within 20 years) if not complete, proof of immunizations must be shown for the 1st shot within one month or 1st and 2nd shot within six months.
  - A copy is kept in student's file/record.
  - Student is responsible for providing updated information for student's file/record.

- **Background Check**
  Each student must provide and complete a general background check prior to the start of the program or externship. The cost of the background checking is not included in the tuition fee and may or may not be a part of the miscellaneous expense depending whether or not the student already has a background check. Refer to the background check information section on pages 45.

- **Basic Life Support for Healthcare Provider (American Heart Association)**
  Each student must provide proof of completion and current certification in BLS or CPR for Healthcare Provider before the start of the program or externship. Refer to the BLS/CPR information section on pages 45.

  Failure to provide complete and valid externship requirements will impact the student's ability to attend clinical externship as it is a requirement of the externship sites for all healthcare providers.

XLVII. EKG TECHNICIAN PROGRAM

The program provides the basic fundamentals in Electrocardiogram (EKG). The program will prepare a graduate to become an allied health professional with skills to perform the duties of an EKG Technician in various clinical settings. The program includes 10 weeks of didactic course and laboratory, and 24 hours of clinical externship. Lecture in the didactic course includes anatomy and physiology of the heart, heart rhythms, EKG wave patterns, Confidentiality, medical ethics as well as the 12 Lead procedure to ensure competency. Elective Clinical Externship at our affiliated laboratory provides hands-on training in EKG techniques. Completion of this course will not automatically qualify a graduate to work as an EKG Technician. However, once a student successfully achieves the assessment for skills and competency, he/she will be enabled to sit for the national exam. Participants who passed the exam, and successfully completed the requirements, the student is eligible to receive the EKG Certification of Completion and is now a certified EKG Technician.

Total Number of Clock Hours to Complete

100 CLOCK HOURS (5 weeks = 100 hours didactic)

Type of Certification Received

EKG Certificate of Completion

Program Objectives

1. Prepare a knowledgeable entry-level employee with technical skills and work habits necessary to perform effectively as a skilled professional EKG Technician.
2. Teach courses in anatomy & physiology of the heart, heart rhythm, EKG wave patterns, confidentially, medical ethics, and 12 Lead procedure to ensure competency.
3. Provide clinical activities that include patient identification and requisition, patient preparation

At the completion of the program the student will be able to:

- Perform office duties, current procedural terminology coding, and paperwork
- Maintain patient confidentiality
- Perform laboratory computer operations
- Perform quality control checks while carrying out clerical, clinical and technical duties
- Prepare patient for an EKG procedure
- Comply with all procedures instituted in the procedure manual
- Promote good public relations with patients and hospital personnel
- Assist in collecting and documenting monthly workload and recording data
- Maintain safe working conditions
- Perform quality control checks on pact instruments
- Sit for the credentialing examination

XLVII. EKG TECHNICIAN PROGRAM (con't)

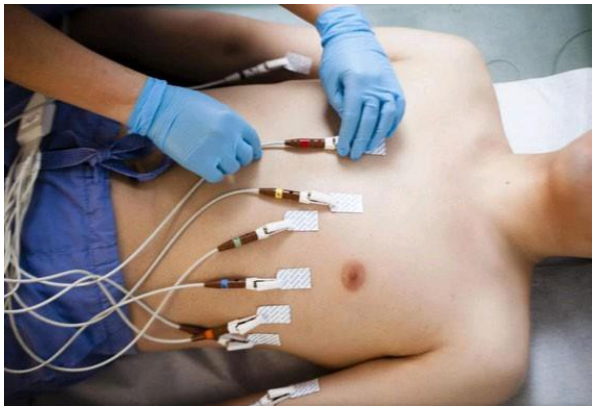
EKG Enrollment Requirements

- Scholastic Level Exam (SLE), Entrance Exam (passing score of 12)
- High School Diploma or GED
- Form of Picture ID (ex. California Driver's License, passport, Stated ID, or Visa)
- Proof of Medical Insurance (see the Travel Disclosure)

EKG Scheduled Dates

Please see school calendar that is published on our school website and school brochures available at the school office. Also found on **page 46** in this catalog.

EKG Program Delivery Location: Pleasant Hill Main Campus



EKG Technician Curriculum / Modules

E101: Basic Electrophysiology and Anatomy (Clock Hours: 18)
Students will learn basic anatomy and physiology of the cardiac, pulmonary, and vascular systems to set and acquire the basic fundamentals into the electrophysiology of the heart. Medical terms are introduced with simple explanations and definitions.

E102: Sinus, Atrial and Junctional Rhythms (Clock Hours: 18)
Students will be introduced to the normal and abnormal (dysrhythmia) Atrial rhythms of the heart. Students are able to recognize the different ECG wave patterns and able to correlate its possible causes, signs, and symptoms and emergency management.

E103: Ventricular, Pacemaker, and AV Block (Clock Hours: 18)
Students will be introduced to the ventricular, pacemaker rhythms and AV blocks of the heart. They are able to recognize the different ECG wave patterns and able to correlate its possible causes, signs, and symptoms and emergency management.

E104: Intro to 12 Lead EKG, Cardiac Stress Test, and Holter Monitor (Clock Hours: 22)
Students will be introduced to the 12 lead ECG. They are able to understand and recognize the 12 views of the heart and able to determine the different ECG wave patterns to diagnose the following cardiac problems: electrical axis, myocardial ischemia and infraction, electrolyte imbalances, cardiac dilation, hypertrophy, and enlargement. Perform cardiac stress testing and Holter Monitoring.

E105: Laboratory (Clock Hours: 24)
Students will are able to place EKG leads in the variety of types of EKG monitoring, such as Resting EKG, Exercises Stress (Treadmill) Test, and Holter Monitor. They are able to able to operate and trouble shoot any artifacts and distinguish from actual EKG readings. Students are able to give thorough instructions to patient on the steps and procedure required for the test. Students are able maintain proper usage and storage of these machines, especially machines that are battery operated, like the Holter Monitor.

Total Hours: 100

EKG Technician Program Expenses

Table **EKG Program Fees and Expenses**		
Tuition:	Includes cost of didactic instruction, externship and PowerPoint handout. Prorated upon course withdrawal. Refer to Refund Policy	$2,970.00
Registration:	Non-refundable: Application fee and seat reservation.	$100.00
STRF Fee:	Non-refundable: Student Tuition Recovery Fund (STRF)	$1.50
Lab Supplies:	Includes needles, alcohol swabs, lancets, tourniquets, test tubes, etc. May only be refunded and prorated to the portion of the Didactic instruction not attended	$30.00
	Total Charges for Current Period of Attendance	$3,000.00
EKG Required Fees Not Included in Tuition		
Textbook:	Textbook (1) Requirement. Maybe acquired at less expensive price online. Fast and Easy ECGs, 2nd Edition, by Shade, McGraw-Hill Publisher	$65.00
Uniform:	White Lab Coat $25	$20.00
EKG Exam	National Healthcareer Association (NHA) is approved by the State of California. Exam Fee and Proctor Fee.	$160.00
Background Check	Externship Requirement by United States Homeland Security	$42.00
BLS (CPR+AED) Training	Externship Requirement completed through American Heart Association (AHA) (Arrangements through HCC) Includes Class and card ($75); Book optional ($15)	$90.00
	Subtotal Schedule of Charges for Entire EKG Program	$382.00
Miscellaneous Expenses (Optional)		
Payment Plan	One-time occurrence, student must sign payment plan agreement to avail this service.	$100.00
	Subtotal for Miscellaneous Expenses	$100.00
	Estimated Total for Entire Cost of Attendance	$3,583.50

XLVIII. MEDICAL ASSISTANT PROGRAM

The program prepares the graduate to become an allied health professional with skills to perform the duties of a medical assistant in various clinical settings. The program includes 8 ½ months of didactic course and laboratory, and 1 ½ months of clinical externship. Lectures in the didactic course include courses in anatomy & physiology, clinical components such as infection control, phlebotomy and EKG course, administrative computer applications, clinical procedures, confidentiality, medical ethics, as well as basic front office and back office procedure to ensure competency. Clinical externship at our affiliated hospitals and laboratories provides hands-on training in medical assisting. Completion of the course will not automatically quality graduate to work as Medical Assistant. However, once a student successfully achieves the assessment for skills and competency and the clinical externship, the student is enabled to sit for the national board exam. Participants who passed the exam will be enabled to apply for licenses for the following fields: Medical Assistant, Phlebotomy and EKG. These licenses graduates can work in a medical office, Laboratory, Hospital, or in the Emergency Room (ER) as an ER Technician.

Total Number of Clock Hours to Complete

1084 clock hours (34 weeks [904 hours] Didactic and 6 weeks (180 hours)* of externship)
**To be completed within 6 weeks.*

Length of the Program: 10 months (40 weeks)

MA Program Delivery Location:

Pleasant Hill Main Campus

Type of Certification Received:

Medical Assistant Certificate of Completion

Medical Assistant Program Objectives

1. Prepare a knowledgeable entry-level employee with technical skills and work habits necessary to perform effectively as a skilled professional medical Assistant.
2. Teach courses in anatomy and physiology, clinical component, phlebotomy and EKG course, medical ethics and administrative component.
3. Provide clinical activities that include patient identification and requisition, patient preparation, equipment selection and assembly, selection of various venipuntures procedure, taking vitals, and patient home care advice.

At the completion of the Medical Assisting program, the student will be able to:

- Assume a wide range of responsibilities in a medical office or ambulatory care center
- Communicate with patients to schedule appointments, receive and process payments.
- Sit for the credentialing examination.

Medical Assistant Enrollment Requirements

- Scholastic Level Exam (SLE), Entrance Exam (passing score of 12)
- High School Diploma or GED
- Form of Picture ID (ex. state Driver's License, passport, Stated ID, or Visa)
- Proof of Medical Insurance (see the Travel Disclosure)

Medical Assistant Externship Requirements (Applicable to the Clinical Setting)

- Current Tuberculosis screening test (PPD)* within past 6 months. If positive students must have proof of negative chest x-ray within 2 years.
- Vaccinations:
    - Hepatitis B (must be within 20 years). If not complete, proof of immunization must be shown for the 1st shot within 1 month or 1st and 2nd shot within six months
- Current BLS/CPR (American Heart Association Healthcare Provider) is required
- Background Check (Results could impact the student's ability to attend the clinical externship, to complete the course's graduation requirements, or to obtain certification after completion of the course.) Please note if you have any legal conviction in your record, this will be subject to review by the State of California Department of Public Health.

MA Schedule of Class

Mon-Tue-Wed-Thurs 8:00 AM – 3:00 PM

MA Scheduled Dates

Please see school calendar that is published on our school website and school brochures available at the school office. Also found on **page 46** in this catalog.

MA Program Fees and Expenses

Table	**MA Program Fees and Expenses**	
Tuition:	Includes cost of didactic instruction, externship and PowerPoint handout. Prorated upon course withdrawal. Refer to Refund Policy	$10,200.00
Lab Supplies:	Included in tuition: needles, alcohol swabs, lancets, tourniquets, test tubes, etc. May only be refunded and prorated to the portion of the Didactic instruction not attended	$500.00
Registration:	Non-refundable: Application fee and seat reservation.	$100.00
STRF Fee:	Non-refundable: Student Tuition Recovery Fund (STRF)	$4.50
	Total Charges for Current Period of Attendance	$10,304.50
Required Program Expenses		
Textbook:	Textbook Requirement. Maybe acquired at less expensive price online. 1) The Medical Assisting, 11th Ed., Kinn	$200.00
Uniform:	White Lab Coat $25 Medical Scrubs $25	$50.00
Background Check	Externship Requirement by United States Homeland Security	$42.00
MA Exam	National Healthcareer Association (NHA) is approved by the State of California. Exam Fee and Proctor Fee	$224.00
	Subtotal Charges for Required Program Expenses	$642.00
Miscellaneous Expenses		
BLS (CPR+AED) TRAINING	Externship Requirement completed through American Heart Association (AHA) (Arrangements through HCC) Includes: Class and Card ($80) and optional Book ($15)	$90.00
Payment Plan	One time occurrence, student must sign payment plan agreement to avail this service. See Payment Plan Policy.	$100.00
	Subtotal Charges for Miscellaneous Expenses	$190.00
	Estimated Total Charges for the Entire Educational Program:	$10,946.50

MEDICAL ASSISTANT CURICULUM / MODULES

MA001: Introduction to Medical Assisting (Clock Hours: 96)
Prerequisites: HS Diploma and a pass score of 12 on the Scholastic Level Exam
In this course students will learn about the medical assisting profession, professional behavior in the workplace, interpersonal skills and human behavior. In addition, students will learn about the ethics and law in medicine.

MA002: Administrative Medical Assisting (Clock Hours: 48)
Prerequisites: MA001
In this course, students will learn Computer Concepts, Telephone Technique, Scheduling Appointments, Patient Reception, Processing, Office Environment, Daily Operations, Written Communications and Mail Processing.

MA003: Health Information in the Medical Office (Clock Hours: 48)
Prerequisites: MA001
In this course, students will learn: Medical Records Management, Health Information Management, and Privacy in the Physician's Office

MA004: Billing and Coding Procedures (Clock Hours: 96)
Prerequisites: MA002 & MA003
In this course, students will learn: Basics of Diagnostic Coding, Basics of Procedural Coding, Basics of Health Insurance, the Health Insurance Claim Form, Professional Fees, Billing and Collecting.

MA005: Financial and Practice Management (Clock Hours: 96)
Prerequisites: MA004
In this course students will learn about: Banking Services and Procedures, Management of Practice Finances, Medical Practice Management, Human Resources, Medical Practice Marketing and Customer Service.

MA006: Fundamentals of Clinical Medical Assisting (Clock Hours: 48)
Prerequisites: MA005
In this course, students will take what they have learned and apply with: Infection Control, Patient Assessment, Patient Education, Nutrition Health Promotion, Vital Signs and Assisting with the Primary Physical Examination.

MA007: Assisting with Medications (Clock Hours: 48)
Prerequisites: MA005
In this course, students will learn: Principles of Pharmacology, Pharmacology Math, and Administering Medications

MA008: Anatomy and Physiology (Clock Hours: 158)
Prerequisites: MA006 & MA007
In this course, students will learn: The Anatomy and Physiology of the human body. It will be broken down by medical specialties and how to assist with: Medical Emergencies,

Ophthalmology, Otolaryngology, Dermatology, Gastroenterology, Urology and Male Reproduction, Obstetrics and Gynecology, Pediatrics, Orthopedic Medicine, Neurology and Mental Health, Endocrinology, Pulmonary Medicine, Cardiology and Geriatrics.

MA009: Phlebotomy and EKG (Clock Hours: 176)
Prerequisites: MA008
In this course students will learn the skills in: Electrocardiography, Diagnostic Imaging, Clinical Laboratory, the urinalysis of Urine, Phlebotomy, Analysis of blood, Microbiology and immunology. After this course students will be sent to externship in the hospital to obtain a license in Phlebotomy and EKG.

MA010: Assisting with Surgeries (Clock Hours: 56)
Prerequisites: MA009
In this course, students will learn: Surgical Supplies and Instruments, Surgical Asepsis and Assisting with surgical Procedure.

MA011: Career Development (Clock Hours: 34)
Prerequisites: MA009
In this course, students will learn: interview techniques, resume writing and business correspondence.

MAEXT: MEDICAL EXTERNSHIP (Clock Hours: 180)
Prerequisites: MA001-MA011
In this course, students are able to practice all they have learned from all the courses of the program. Students will be sent to multiple sites throughout the Bay Area. You will be able to practice your skills in the Medical Office, hospital and laboratory. They will be trained in Medical Assisting after you successfully passed the National Board Exam and become certified.

Total Hours: 1084

MEDICAL ASSISTANT PROGRAM TEXTBOOK

Today's Medical Assistant, Clinical & Administrative Procedures
by : Kinn , The medical Assistant: clinical and administrative procedures ISBN: 978-1-4160-5439-9

ECGs Made Easy, Fourth Edition (Book & Pocket Reference) [Paperback]
Barbara J Aehlert, RN, BSPA
ISBN-10: 032306924X

Phlebotomy: 4th Edition Textbook/Workbook
Warkois & Robinsons, Elsevier
ISBN: 978—0-323-27940-6

XLIX. PHLEBOTOMY TECHNICIAN PROGRAM

The Phlebotomy Technician Program is for the motivated adult wanting a new medical career as a certified Phlebotomist. The program will prepare the graduate to become an allied health professional with skills to perform the duties of a Phlebotomist in various clinical laboratories. The program includes 10 weeks of didactic course and laboratory, and 40 hour of clinical externship. Lectures in the didactic course include but not limited to anatomy and physiology, medical terminology, phlebotomy procedures, advance phlebotomy procedures and office procedures. Clinical externship at our affiliated laboratory provides hands-on training in venipuncture technique. During this clinical externship students are required by California Department of Public Health Services-Laboratory Field Services to obtain forty (40) hours of training and a minimum fifty (50) successful venipuncture and ten (10) dermal skin punctures. All clinical experience will be supervised by a licensed phlebotomy instructor. Completion of this course will not automatically qualify a graduate to work as a Phlebotomist. However, once a student successfully achieves the assessment for skills and competency, he/she will enable to sit for the national exam. Participants who passed the national exam, and successfully completedthe required hours and number of venipunctures will enable the student to apply for California Department of Public Health Services,-Laboratory Field Services state License.

Total Number of Clock Hours to Complete

140 clock hours (10 weeks [100 hours] Didactic and 40 hours* Clinical Externship)
**To be completed within 4 weeks.*

Phlebotomy Program Delivery Location:

Pleasant Hill Main Campus

Type of Certification Received:

Phlebotomy Certificate of Completion

Phlebotomy Program Objectives

1. To meet the requirements set forth by the department of Public Health-Laboratory Field Services which entitles graduates to their certificate as a Phlebotomy Technician.

2. To prepare a knowledgeable entry-level employee with technical skills and work habits necessary to perform effectively as skilled professional phlebotomist.

3. To teach courses in anatomy, physiology, medical terminology, phlebotomy procedures, advance phlebotomy procedures and office procedures.

4. Provide clinical activities that include patient identification and requisition, patient preparation, equipment selection and assembly, selection of various venipuncture procedure, post puncture care and instruction, transport and processing specimen.

At the completion of the phlebotomy program, the student will be able to:

- Assume a wide range of responsibilities in a clinical laboratory
- Perform front office duties, current procedural terminology coding, and paperwork
- Maintain patient confidentiality
- Perform laboratory computer operations
- Perform quality control checks while carrying out clerical, clinical and technical duties
- Prepare patients for collection procedures associated with laboratory samples
- Comply with all procedures instituted in the procedural manual
- Collect routine skin puncture and venous specimens for testing as required
- Collect urine drug screen specimens
- Process specimens and perform basic laboratory tests
- Prepare specimens for transport to ensure stability of sample
- Transport specimens to the laboratory
- Promote good public relations with patients and hospital personnel
- Assist in collecting and documenting monthly workload and recording date
- Maintain safe working conditions
- Perform quality control checks on pact instruments
- Sit for the credentialing examination
- Participate in continuing education programs

Phlebotomy Enrollment Requirements

- Scholastic Level Exam (SLE), Entrance Exam (passing score of 12)
- High School Diploma or GED
- Form of Picture ID (ex. California Driver's License, passport, Stated ID, or Visa)
- Proof of Medical Insurance (see the Travel Disclosure)

Phlebotomy Externship Requirements

- Current Tuberculosis screening test (PPD) * within past 6 months. If a student's results are positive, the student must have proof of negative chest x-ray within 2 years.

- Vaccinations:

    - Hepatitis B (must be within 20 years). If not complete, proof of immunization must be shown for the 1st shot within 1 month or 1st and 2nd shot within six months

- Current BLS/CPR (American Heart Association Healthcare Provider) is required.

- Background Check (Results could impact the student's ability to attend the clinical externship, to complete the course's graduation requirements, or to obtain certification after completion of the course.) Please note if you have any legal conviction in your record, this will be subject to review by the State of California Department of Public Health.

Phlebotomy Scheduled Dates:

Please see school calendar that is published on our school website and school brochures available at the school office. Also found on **page 46** in this catalog.

Phlebotomy Program Fees and Expenses

Table **Phlebotomy Program Fees and Expenses**		
Tuition:	Includes cost of didactic instruction, externship and PowerPoint handout. Prorated upon course withdrawal. Refer to Refund Policy	$3,200.00
Lab Supplies:	Included in the tuition: needles, alcohol swabs, lancets, tourniquets, test tubes, etc. May only be refunded and prorated to the portion of the Didactic instruction not attended	$ 200.00
Registration:	Non-refundable: Application fee and seat reservation.	$ 100.00
STRF Fee:	Non-refundable: Student Tuition Recovery Fund (STRF)	$ 1.50
	Total Charges for Current Period of Attendance	$3,000.00
Phlebotomy Required Program Expenses		
Textbook:	Textbook (1) Requirement. Maybe acquired at less expensive price online. Phlebotomy, 4th Edition, Warekois	$ 65.00
Uniform:	White Lab Coat $25 Health Career College Logo Polo Shirt $25	$ 25.00
Background Check	Externship Requirement by United States Homeland Security	$ 42.00
Phlebotomy Exam	National Healthcareer Association (NHA) is approved by the State of California. Exam Fee and Proctor Fee	$ 160.00
	Subtotal Charges for Required Program Expenses	$ 292.00
Phlebotomy Miscellaneous Expenses		
BLS (CPR+AED) TRAINING	Externship Requirement completed through American Heart Association (AHA) (Arrangements through HCC) Includes: Class and Card ($80) and optional Book ($15)	$ 90.00
State Registration	On line Registration Fee to obtain a Certified Phlebotomy Technician (CPT-1) license in the State of California.	$ 100.00
Payment Plan	One time occurrence, student must sign payment plan agreement to avail this service. See Payment Plan Policy.	$ 100.00
	Subtotal Charges for Miscellaneous Expenses	$ 290.00
	Estimated Total Charges for the Entire Program:	$ 3,883.50

Phlebotomy Technician Curriculum / Modules

Phlebotomy 101: Intro to Phlebotomy Clock Hours: 20
Prerequisites: None
Students will learn how phlebotomy started, how it has progressed and the different laboratories in the hospital. Students also learn the legal aspects of phlebotomy, quality checks, and infectious control. In this course, students will learn all of these aspects and more to help the student become a phlebotomist. These are the aspects of phlebotomy that keeps the students and the patient safe. This course is taught through PowerPoint lectures and videos.

Phlebotomy 102: Medical Knowledge Clock Hours: 15
Prerequisites: Phleb 101
To become a better phlebotomist the students will know medical terms. Also anatomy and physiology are great knowledge to have as a phlebotomist. Since phlebotomy deals with drawing blood, the students focus on the heart and circulatory system. In this course, students will learn all of these aspects and more to help the students become phlebotomists. These are the aspects of phlebotomy that keeps the students and the patient safe. This course is taught through PowerPoint lectures and videos.

Phlebotomy 103: Basic Phlebotomy Procedures Clock Hours: 20
Prerequisites: Phleb 102
The basics of phlebotomy are to locate a vein, pick the right equipment for the requested lab test, and draw blood from the patient. In the course, students will learn all the basics of drawing blood. Students will learn the steps of the phlebotomy procedure and to choose the right equipment for the requested test. In the lab, students will be able to practice this procedure on a mannequin and will be walk through step by step on the students' first live draw.

Phlebotomy 104: Advance Phlebotomy Procedures Clock Hours: 15
Prerequisites: Phleb 103
In the last basic skills course, students draw from a patient. In this course, students learn advance skills of phlebotomy. Students learn how to get blood from a patient's finger and a baby's heal. Students will learn how to draw from different patients, from a pediatric to a geriatric patient. Students will learn the special collections and Point of Care Tests as well as observe an arterial draw. In the lab, students will do another live draw along with 10 dermal sticks.

Phlebotomy 105: Office Procedures Clock Hours: 30
Prerequisites: Phleb 104
As a Phlebotomist, the job doesn't begin and end with drawing blood. There's also office procedures students will have to do in any lab setting. In this course, students will learn how to collect non blood specimens and how to handle any kind of specimen. Students will also learn what these office procedures are and how to do them.

Clinical Externship: Clock Hours: 40

Total Hours: 140

Directions to Apply for Your California Phlebotomy License

Congratulations on completing your didactic and externship portions of your phlebotomy program. The next step is to apply for your California Phlebotomy License. Follow the instruction below to begin.

☐ Create a new account on https://secure.cpshr.us/cltreg/accountlogin.asp

Mother's Maiden Name: _____ **Valid SS#** _____
(Fill out all required fields on the application.)

Username:_____**Password:** _____
(Your username must be between **6 and 8 characters** long.)
(Your password must be **at least 8 characters** long. It also must include at least one **$** sign and at least one **CAPITAL letter**. You must login to finish your application.)

☐ Make online payment

- *Log into* Account. Start New Application. *Select* CPT-1. *Select* Save
  Select Phlebotomy Tech Cert Appl. *Select* Continue Automatically populates form.
- *Need school information from your transcript you are sending to the State.*
  Start Date:_____ End Date: _____
  ϒ *I will be sending my transcript directly to Laboratory Field Services. *The transcript must be enclosed in an **official sealed envelope**.*
- Make online payment of **$100** (CPT-1 Application fee) with a credit card.
- PRINT OFF the CONFIRMATION/ATTESTATION PAGE
  (Printable confirmation page after online payment)
- SIGN the CONFIRMATION/ATTESTATION PAGE of confirmation

Before sealing your envelope, did you remember to:

☐ Write (on the back) your NAME and SOCIAL SECURITY NUMBER **(N&SS)** on **every document**
☐ Enclose CONFIRMATION/ATTESTATION PAGE in envelope **N&SS_**
☐ Enclose OFFICIAL HIGH SCHOOL TRANSCRIPT **(sealed envelope)** **N&SS_**
☐ Enclose 2 PASSPORT size PICTURES (Can get at Fed Express, Walgreens, Costco…) **N&SS**
☐ Enclose HCC Certificate **(photocopy only)** **N&SS**
☐ Enclose DOCUMENTATION OF CLINICAL TRAINING/EXPERIENCE **(sealed envelope)** **N&SS**
☐ Enclose National Healthcareers Association (NHA) CERTIFICATE **(photocopy only)** **N&SS**
☐ MAIL APPLICATION and above documents to:

ATTN: PHLEBOTOMY PROGRAM
CALIFORNIA STATE DEPARTMENT OF HEALTH SERVICES
LABORATORY FIELD SERVICES
850 MARINA BAY PARKWAY, BLDG P, 1st Floor
RICHMOND, CA 94804-6403

If you have **ANY QUESTIONS,** please call Health Career College office at **(925) 687-9668** or the State of California Department of Health Services at **(510) 620-3826** and ask for the **Phlebotomy Department.**

Congratulations and Good Luck from all of us at Health Career College.

L. FACULTY OFFICERS and SCHOOL STAFF

Nieto Baluyut M.D., School Director/President/CEO, EKG Program Director, Medical Assisting Director. Dr. Nieto went to Pittsburg High School and later on went to Our Lady of Fatima University in the Philippines where he received his Medical Doctorate. For ten years he worked at the Makati Medical Hospital and also at a private clinic. When he moved back to the United States, his passion for teaching and giving back to the community brought him to develop Health Career College.

Gemma Francisco-Baluyut, D.D.S./ Vice President. Dr. Baluyut earned a Bachelor of Science degree in Pre-Dental from Centro Escolar University, Philippines, in 1983. She continued to go to Centro Escolar for her Doctorate in Dentistry where she graduated in 1987. Dr. Baluyut is board certified by the Dental Board of California.

Thomas Thomason, M.D., Medical Director. Dr. Thomason attended medical school at the University of California, San Francisco. He was also a Colonel in the United States Air Force. Dr. Thomason works in a private practice where he practices anesthesiology. He also helps the school by monitoring our externship sites and evaluates student's skills in order to continue to externship.

Elaine B. Sanchez CPT-1, Phlebotomy Program Director, Instructor. Elaine went to California State University Eastbay, where he received his Bachelor's Degree in Health Science. For more than 10 years, Elaine worked as a Phlebotomist at John Muir Health Laboratory. She attended Health Career College to receive her California CPT-1 License in 2005

Cyndi Uy, CPT-1, CET, Compliance Director, Financial Director. Cyndi attended Los Medanos College and transferred to the University of San Francisco, completing 2.5 years of Nursing and completed her undergrad in Business. At Health Career College, she completed the CPT-1 and EKG programs. She also lectures as a Student Physician Assistant on health topics to Senior Centers and communities in Contra Costa and Alameda Counties, since August 2013. In addition, she hold a commission as a Public Notary in California, a certification in Loan Signing, a certification as an Adult Residential Care Administrator, is a Senior Network Engineering Consultant and a private instructor. Cyndi joined Health Career College in January 2013; as administrative officer in our admission and compliance department.

LII. FACULTY OFFICERS and SCHOOL STAFF con't

Evelyn Elnar, CLS, CPT-1, Compliance Officer. Beng graduated from Trinity College Asia in the Philippines, where she received her Bachelor's Degree in Medical Technology. She worked as a Nuclear Medical Technologist for twelve years at St. Luke's Medical Center. She is a certified Clinical Laboratory Scientist and received CPT-1 License. Beng joined Health Career College in 2011 as our Compliance Officer. She is also an Alternate VA Certifying Official.

Valerine Yuzon, **Staff Development Director, Admissions Officer**. Valerine graduated California State University of California graduated in 2010 in Liberal Studies and minored in dance. Her prior experience includes working for WIC at Highland Hospital in Oakland as a Breastfeeding Counselor. She also works as a para educator in an after school program and is a Zumba Instructor. She joined our team as an Administrative Assistant in 2014.

Alma Huerta, **Reception/Front Desk/Records.** Alma graduated from Health Career College as a California Licensed Phlebotomist Technician-1 and as a Certified EKG Technician. She is a great help with the Front Desk as well as helping the students in class.

Ruth Untalan, **Reception/Front Desk/Records.** Ruth graduated from Health Career College as a California Licensed Phlebotomist Technician-1. She is a great help with the Front Desk as well as helping the students in class.

LI. TUITION FEE PAYMENT PLAN OPTIONS

All fees and tuition are subject to change without prior notice, with an effective date noted in the catalog addendum for enrollment that occurs thereafter.

Phlebotomy Technician Program

Option A: Full Payment
Payment: $3,300.00 in full upfront
Total Tuition Fee: $3,300.00 (includes $100 registration fee)

Option B: Installment Plan (with additional $100.00 processing fee)
Payment: 50% down of $1650
Bi-weekly: 4 Installment Payments of $412.50
Total Tuition Fee: $3,300.00 (includes $100 registration fee)

Option C: Tuition Fee Financing (Third Party Financing)
Application thru TFC for Tuition fee financing (approval required)

EKG Technician Program

Option A: Full Payment
Payment: $3,300.00 in full upfront
Total Tuition Fee: $3,300.00 (includes $100.00 registration fee)

Option B: Installment Plan (with additional $100.00 processing fee)
Payment: 50% down of $1,650.00
Bi-weekly: 4 Installment Payments of $412.50
Total Tuition Fee: $3,300.00 (includes $100 registration fee)

Option C: Tuition Fee Financing (Third Party Financing)
Application thru TFC for Tuition fee financing (approval required)

Medical Assisting Program

Option A: Full Payment
Payment: $10,300 in full upfront
Total Tuition Fee: $10,300 (includes registration fee)

Option B: Installment Plan (with additional $100 processing fee)
Registration Fee: $100
Down Payment: 50% down of $5,150.00
Monthly: 8 Installment Payments of $565.50
Total Tuition Fee: $10,300

Option C: Tuition Fee Financing (Third Party Financing)
Application thru TFC for Tuition fee financing (approval required)

Note: There is a $25.00 charge for returned checks and a 2% credit card convenience fee on charges greater than $100 (will be charged after full payment). For ALL Installment payments, a late fee of $30.00 will automatically be applied if payment was made after the due date stated on the Installment Payment Agreement.

LII. BACKGROUND CHECK INFORMATION

A background check is required by Homeland Security and is available through www.castlebranch.com

Order Code: HB98 -- Health Career College

OR

Students' employers may avail students to use the background check through their work.
(You will not be able to obtain your state license if you have a felony on your record.)

Background Fee: $42.00

LIII. BASIC LIFE SUPPORT (BLS) CLASS INFORMATION
BLS = CPR +AED

American Heart Association.
life is why™

American Heart Association Healthcare Provider Card

BLS certification is required prior to Clinical Rotation Externship.

Health Career College has ON-SITE BLS Classes on Sundays at Noon

BLS Class Fee: $90.00. Books are optional at $15 each.

CPR Class Dates 2021-2022 TBA

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

We require students to sign in upon arrival and sign out upon leaving, so in case of audit selection, there is proof that a student was present for the entire class time. Please make this a habit for all HCC classes. New procedure and new book in 2021.

LIV. SCHOOL PROGRAM 2022 CALENDAR START DATES

EKG TECHNICIAN PROGRAM - start dates

Section	2022	AM/PM	Days	Length	Time
1	Jan 31 to Mar 9	PM	MTW	7 wks	5:00 AM - 8:00 PM
2	Mar 22 to Apr 21	AM	MTW	7 wks	9:00 AM - 1:00 PM
3	Apr 25 to Jun 2	PM	MTW	7 wks	5:00 AM - 8:00 PM
4	Jun 13 to Jul 21	AM	MTW	7 wks	9:00 AM - 1:00 PM
6	Aug 2 to Sep 2	AM	MTW	7 wks	9:00 AM - 1:00 PM
7	Oct 28 to Dec 23	PM	TTH	8 wks	5:00 AM - 8:00 PM

MEDICAL ASSISTING PROGRAM - start dates

(classroom didactics only, not including 4 wks externship

Section	2022	AM/PM	Days	Length	Time
1	Sep 20 to Dec 15	AM	WTW	12 wks	9:00 AM to 1:00 PM

PHLEBOTOMY TECHNICIAN PROGRAM - start dates, (not including externship)

Section	2022	AM/PM	Days	Length	Time
1	Jan 31 to Mar 9	AM	MTW	7 wks	9:00 AM - 1:00 PM
2	Mar 22 to Apr 21	PM	MTW	7 wks	5:00 AM - 8:00 PM
3	Apr 25 to Jun 2	AM	MTW	7 wks	9:00 AM - 1:00 PM
4	Jun 13 to Jul 21	PM	MTW	7 wks	5:00 AM - 8:00 PM
5	Aug 2 to Sep 9	AM	MTW	7 wks	9:00 AM - 1:00 PM
6	Sep 20 to Oct 27	PM	MTW	7 wks	5:00 AM - 8:00 PM
7	Nov 8 to Dec 12	PM	MTW	7 wks	5:00 AM - 8:00 PM

Class schedules are subject to change without prior notice.

PHLEBOTOMY CONTINUING EDUCATION – 2020-2021 CLASSES

Jan 29, 2022	Saturday Class	9 AM - 3:30 PM
Feb 26, 2022	Saturday Class	9 AM - 3:30 PM
Mar 26, 2022	Saturday Class	9 AM - 3:30 PM
Apr 23, 2022	Saturday Class	9 AM - 3:30 PM
May 28, 2022	Saturday Class	9 AM - 3:30 PM
Jun 25, 2022	Saturday Class	9 AM - 3:30 PM
July 30, 2022	Saturday Class	9 AM - 3:30 PM
Aug 27, 2022	Saturday Class	9 AM - 3:30 PM
Sept 24, 2022	Saturday Class	9 AM - 3:30 PM
Oct 29, 2022	Saturday Class	9 AM - 3:30 PM
Nov 19, 2022	Saturday Class	9 AM - 3:30 PM
Dec 17, 2022	Saturday Class	9 AM - 3:30 PM

Class schedule and/or topic is subject to change without prior notice.
Cost is $100 in advance or $110 drop-in, if space is available.
Class schedules are subject to change without prior notice.

Continuing Education Subjects

Infection Control – 3 units	Saturday
Handwashing – 3 units	Saturday

LV. HOLIDAY SCHEDULE

SCHOOL HOLIDAYS

Holiday	2021	2022
New Year's Day	Jan 1-3 Fri Sat Sun	Jan 1-3 Sat Sun Mon
Martin Luther King, Jr.	Jan 18 Mon	Jan 17 Mon
President's Day	Feb15 Mon	Feb 21 Mon
Spring Break	Mar 28-Apr 4 Sun-Sun	Apr 11-16 Mon-Fri
Memorial Day	May 31 Mon	May 30 Mon
Independence Day	Jul 4 Sat	Jul 4 Mon
Labor Day	Sep 7 Mon	Sep 5 Mon
Columbus Day	Oct 11 Mon	Oct 10 Mon
Veterans Day	Nov 11 Thu	Nov 11 Fri
Thanksgiving Break	Nov 26-27 Thurs-Fri	Nov 24-25 Thurs-Fri
Christmas Break	Dec 23-Jan 8 Tues-Mon	Dec 23-Jan 4 Fri-Mon

LVI. HEALTH CAREER COLLEGE - Directions

Health Career College
115 Crescent Drive, Pleasant Hill, California 94523
Office: (925) 687-9668
Fax: (925) 687-9664
Email: info@healthcareercollege.com
Website: WWW.HEALTHCAREERCOLLEGE.COM

From Sacramento/Martinez I-680 South
Exit Monument Blvd
Turn **Right** on Monument Blvd.
Continue on Crescent plaza
Turn **Left** on Crescent Dr.

From San Jose/ Milpitas I-680 North
Exit Monument Blvd
Turn **Right** on Monument Blvd.
Continue on Crescent plaza
Turn **Left** on Crescent Dr.

From Oakland I-980 East
Becomes CA-24E
Merge onto I-680 N via Exit 15B to Sacramento
Merge onto Contra Costa Blvd via Exit 49A
Turn Left onto Boyd Road
Take the 1st right onto Crescent Dr.
115 Crescent Drive is on your left.

Taking BART
Take BART to Pleasant Hill BART station
Then take Bus

Bus Route from BART
Weekdays: Take County Connection Bus 9 or 19

Weekends: Take County Connection Route 316

Get off on Crescent Plaza in front of Peet's Coffee
HCC is located to the left side of Century Theaters.

THIS PAGE INTENTIONALLY LEFT BLANK.

LVII. APPLICATION for ADMISSIONS

Please provide the following information completely and legibly. Mark all items that apply.

Student Information:

Legal Name: _____ _____ _____
(Last) (First) (MI)

Address: _____ _____ _____ _____
(Street) (City) (State) (Zip + 4)

Phone: (_____)_____-_____ Cell: (_____)_____- _____

Date of birth:_____/_____/_____ High School Grad Date:_____/_____/_____
(Month / Day / Year) (Month / Day / Year)

Social Security Number_____/_____/_____ E-mail _____

Emergency Contact Information:

Name:_____ Relation: _____

Address: _____ _____ _____ _____
(Street) (City) (State) (Zip + 4)

Phone: (_____)_____-_____ Cell (_____)_____- _____

E-mail: _____

Please identify all schools previously attended:

School Name	City	State	Start Mo/Yr	End Mo/Yr	Degree/Certification

Please complete next page. _____
(Initials)

1. Program (s) enrolling in:
- ❍ Phlebotomy Technician Program
- ❍ Advanced Phlebotomy Technician
- ❍ EKG Technician
- ❍ Medical Assistant

2. Student Ethnic/Nationality Background
- ❍ African American
- ❍ Asian
- ❍ Caucasian
- ❍ Hispanic
- ❍ Other
- ❍ Decline to State

3. Please list any prior medical experience:

_____

_____

_____

4. Citizenship status (check one):
- ❍ United States Citizen
- ❍ United States Permanent Resident
- ❍ Other: Please Specify

_____

5. Is English the language spoken at home?
- ❍ Yes
- ❍ No
- ❍ Other: State Language

_____

6. Have you ever been convicted of a crime?
- ❍ Yes, if yes, specify _____
- ❍ No

7. Emergency Contact Information:

Name: _____

Relation: _____

Address: _____

Contact Phone: (_____)_____- _____

Registration Fee and Seat Reservation: $75.00 (non-refundable)

Please choose an acceptable form of payment:

Cash_____ Credit Card_____ Check _____

Money Order_____ Cashier's Check _____

Health Career College encourages student to read carefully before signing.

I hereby certify that the above information provided is true and complete to the best of my knowledge. I understand that if accepted into Health Career College, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize Health Career College to verify my background (education, prior experience, references, criminal, etc.) as to my qualifications as a Health Career College student. I hereby release any person, educational body, employer, and given references from any and all claims of whatever nature that the undersigned might have as a result of a response given to inquiries made by Health Career College.

X _____ _____

(Student's Signature) (Date)

Copy of this document, signed by the student, is kept in each student's file.