

# **Medical Training College**

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## **2021 CATALOG Volume I**

The content of this catalog does not constitute a contract between Medical Training College and its students on either a collective or individual basis. Medical Training College reserves the right to change any provision listed in this catalog including, but not limited to, course and curriculum changes; and including, but not limited to, academic requirements for graduation or modifications of tuition fee or other charges without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the individual student's responsibility to keep apprised of current graduation requirements.

Medical Training College does not discriminate on the basis of race, color, national origin, age, sex or handicap in admission to, access to, treatment in, or employment in its programs and activities.

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## **INTRODUCTION**

The college was incorporated in August of 1992 by Muffett Crowell and Michel Chauvin as “Massage Academy of the South” to meet the growing demand for professional quality training for individuals preparing to practice massage therapy within the state of Louisiana.

On June 6th, 1996, the college was purchased by “Medical Training College, Inc.” and the name was changed to “Medical Training College.” Accordingly, the college now offers courses in a variety of medical fields.

Medical Training College is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

Medical Training College is accredited by the Commission of the Council on Occupational Education. The Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

## **MISSION**

The mission of Medical Training College is to provide quality education in the medical field to those desiring to achieve earning power in a relatively short period of time.

## **PHILOSOPHY AND OBJECTIVES**

Medical Training College is dedicated to providing the finest career training to all its students, enabling them to grow both personally and professionally with the confidence that they are well versed in their respective fields of study. In pursuit of this goal, the college employs qualified teachers and utilizes modern equipment and facilities. Our philosophy which enables us to meet that goal is:

- To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.
- To offer, through a sincere concern on the part of educated and experienced personnel, the necessary tools of learning that will help to make the students' future a success.
- To assure all students and prospective students that, from first contact to graduation, their relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Medical Training College is to offer education and training that prepares students for entry-level positions in the medical field. This objective is reached via short-term certificate and/or diploma programs.

## **FACILITIES**

Medical Training College is located at 10525 Plaza Americana Drive, Baton Rouge, Louisiana, 70816. The college is conveniently located near the intersection of I-12 and Airline Highway and is easily accessible from Interstates 110, 10 and 12 via the Airline Highway North exit from I-12.

The equipment in use is comparable to that utilized in the work place and is of such a quality as to endure classroom use. The facilities are accessible to the handicapped person. There are also fully equipped lab classes for the Dental Assistant, Medical Assistant, Medical Office and Health Information Technician and Massage Therapy programs.

## **ADA Contact**

Persons with disabilities wishing to obtain information about Medical Training College, Inc. should contact the Admissions Director.

## **OWNERSHIP AND CONTROL**

Medical Training College is owned, governed, and controlled by Medical Training College, Inc., a proprietary school corporation of Louisiana and is owned by Billy L. Clark (33 1/3 %); David W. Clark (33 1/3%); and Randall C. Wagley (33 1/3%).

## **BOARD OF DIRECTORS**

Billy L. Clark ..... President  
Randall C. Wagley ..... Secretary  
David W. Clark ..... Director

# ADMINISTRATION & FACULTY

## Senior Management

Wayne Barineau, CPA .....	Accounting
Billy L. Clark .....	President
DeWanna Fontenot .....	Financial Aid Director
Vickie Hicks .....	Internal Compliance Director
Yvonne Swim .....	Financial Aid Administrative Assistant
Michell Thurman .....	President's Assistant / IT Support
Randall C. Wagley .....	CEO
Vicki Weales .....	External Compliance Director

## Administration

Kelly Berry .....	Financial Aid Officer
Tracy Flickinger .....	Placement Officer
Stacie Geisler .....	Student Services Coordinator
Miriam Law .....	Receptionist
Aimee Matzen .....	Financial Aid Officer
Barbara McMullan .....	Receptionist
Karen Vigé .....	Registrar
Kristen Beck .....	Admissions Representative
Misty Bridges .....	Admissions Representative
Bonni Smith .....	Admissions Representative
Deborah Switzer .....	Admissions Representative
Lola Summers .....	Director

## Faculty

### Full-Time

Shannon Millet, A.A.S. Degree, Faulkner State Comm. Coll. Dipl. Dental Asst, DHCI .....	Medical Assistant
Susie Paternostro, NRCAHA .....	Medical Office
Tymbra Recatto, A.A.S. Degree, OLOL; Dipl. Med. Asst. MTC .....	Medical Assistant and Medical Office
Steven Thomas, LMT, Humanities Center & Chiro. Asst. Parker Chiro College .....	Massage Therapy
Virginia Young, Offices Sys. Tech. Diploma; Accounting Tech. Diploma La. Tech. College .....	Computers/Office

### Part-Time

Jennifer Bordelon, BS Med. Office Adm, Pensacola Christian Coll, LMT-Medical Trng. Coll. ....	Massage Therapy
Brett Evans, Dipl. Massage Therapy, LMT, Medical Training College .....	Massage Therapy
Tracy Flickinger, LPN, Baton Rouge VoTech .....	Medical Assistant and Medical Office
I. Kathryn Hatcher, LMT, Blue Cliff School of Massage .....	Massage Therapy
Kara Mahoney, NCMOA, Nat'l Center for Competency Testing .....	Medical Assistant and Medical Office
Regina Milton, Dipl. Med. Asst. NCMA, Delta College .....	Medical Assistant
Destinie Mitchell, Dipl Massage Therapy, LMT, Medical Training College .....	Massage Therapy
Ashlea Perry, Dipl Massage Therapy, LMT, Medical Training College .....	Massage Therapy
Stacie Geisler, ASN, Lewis & Clark Comm. College .....	Medical Asst. and Med. Ofc.
Lola J. Summers, AAS - Union Cty College, LMT, Medical Training College .....	Massage Therapy

## **ADMISSION REQUIREMENTS**

Requirements for admission to the career programs at Medical Training College are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential). (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
3. Applicant must successfully complete a personal interview with appropriate college personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA.
6. Applicant must freely submit to random drug testing at any time during the program, as deemed necessary by the campus director, or affiliated clinical facilities. A positive drug screen will result in disciplinary action, which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. *All Students are recommended to undergo the Hepatitis B Series vaccination.*

**Notes:** *Valid home education credentials are accepted. Please contact the college Admissions Department for details.*

*Some majors may have additional admissions criteria (please see the description of each major later in this publication).*

*Some additional immunization requirements may be deemed necessary by clinical sites.*

Prospective students should contact the college to arrange an appointment for an interview. At the time of the appointment, parents, spouse, or other interested parties should accompany the applicant.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the financial aid officer.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

## **SCHOOL CALENDAR**

	2021
Classes Resume	Jan. 11
Mardi Gras	Feb. 15 & 16***
Easter Break Begins	Apr. 4
Classes Resume	Apr. 12
Summer Break Begins	July 4
Classes Resume	June 12
Thanksgiving Holiday	Nov. 25***
Classes Resume	Nov. 29
Christmas Break Begins	Dec. 24

### ***\*Requires Make-up Days***

MA/MOHIT/DA – usually 2 Fridays' following holiday (day & night classes)

MT – usually Saturday following holiday (day classes only)

### ***\*\*Requires Make-up Days***

MA/MOHIT/DA – usually the Friday before or following holiday (day & night classes)

MT – usually during the Christmas/New Year break (day classes only)

***Check with the front office for scheduled dates.***

## **RULES AND REGULATIONS**

### **Attendance**

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Excessive absenteeism of greater than 20% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it.

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges). Medical Training College, Inc. may take into consideration absences that may not be required to be made up in order to receive course credit.

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

### **Leave of Absence**

A leave of absence may be granted under certain conditions. Should you have a valid reason for requesting a "Leave of Absence" please see the receptionist for guidance. The LOA must be requested in writing using the college's form. The LOA must not exceed 180 days in any 12-month period.

An extension to an existing Leave of Absence may be granted under certain conditions. The extension request must be in writing with student's signature and date. Administrative approval is required. No telephone requests are accepted.

Failure to return to school at the scheduled LOA ending date will result in your being dropped from the rolls of the college and may affect your financial aid, student loan repayment terms, including the expiration of your grace period.

### **Tardiness**

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Director.

**Note: some majors may have more stringent requirements (please see the description of each major elsewhere in this publication).**

### **Make-Up Work**

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments. Regardless of whether students are allowed "make-up work," students are responsible for all course material taught.

**Massage Therapy Students** – The LA Board of Massage Therapy requires 90% attendance in all massage therapy classes. Absences exceeding 10% from any class will require make-up work OR class repetition. 20% absenteeism or greater in any class will require class repetition. The Director (or designee) may grant make-up work and an assignment will be given upon approval. All clinical absences must be made-up.

Make-up fees are charged per occurrence for any course and per occurrence for any clinical. Any clients needed to complete the assignment will pay the normal clinic fee.

## **Medical Assistant/Medical Office and Health Information Technician/Dental Assistant**

**Students** - time approved for make-up must be completed during a clinic, which is usually on a Friday 8:30 – 3:00. Make up time is approved by the director only. Any student approved for the make-up clinic must complete the entire 6 hours regardless of hours missed. There is a fee to attend this clinic. (See Make-Up Fees in the Tuition & Fees portion of this catalog).

**Note: some majors may have more stringent attendance requirements (please see the description of each major elsewhere in this publication).**

### **Student Conduct**

All students are expected to conduct themselves in a professional manner, taking their studies seriously. Respect is to be shown at all times to all Instructors and fellow students. No student will be permitted to attend class while under the influence of alcohol or other intoxicating substances. No food or drink is allowed in any classroom and smoking is not allowed within the college's facilities. Every student is expected to take part in the cleaning and straightening of classrooms at the end of each day.

Medical Training College reserves the right to dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff or other students.

### **Dress Code**

Students are required to wear the full school uniform for their respective programs. Additionally, students are expected to conform to accepted professional standards of good taste in dress, grooming and overall appearance. Classes are conducted in a professional environment.

### **Class Size**

Class size is closely monitored to facilitate quality instruction. Class size for lecture style classes typically have 25 students (up to 50) to one Instructor; lab style classes typically have 15 students (up to 23) to one Instructor, on-site clinics typically have 10 students (up to 20) to one Instructor, and off-site clinics have 8 students (up to 10) to one Instructor.

### **Student Work**

Medical Training College reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

### **Honor Code**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your Instructors and future employers a distorted view of your true abilities, and is very unfair to more honorable students who try hard to earn honest grades according to their abilities. Students caught cheating may be expelled from the class in question. The student may also be expelled from the college. If not expelled from the college, the student may repeat the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to eliminate suspicion.

### **Audited and Refresher Classes**

A student auditing a class receives neither a grade nor credit hours for that subject. He is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a credit class. Since no credit is given for an audited class, it does not apply toward the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class.

A refresher class is one in which a student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the college have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study. Non-graduates will be charged the same tuition rates as for a credit class. No grades or credit hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student beyond permission to attend class.

Graduates and current students may use the equipment and facilities of Medical Training College for educational purposes during regular school hours.

Veterans' Educational Benefits apply only when seeking an approved program of study.



## **Grading**

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 2.0: F--below 70: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the midpoint of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only for the highest grade earned. The lower grade will be removed from the student's transcript.

## **Graduation Requirements**

A student must meet the following criteria to graduate from Medical Training College.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum with a grade of "C" or better.
3. Each student must be in good financial standing with the College before graduation.
4. Each student must complete at least 50% of their chosen major at Medical Training College.
5. Any additional programmatic criteria (please check your major in this catalog).

## **Transcripts**

Transcripts are available upon request unless the student is indebted financially to the College. No transcript of grades will be released without the student's prior written approval. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee payable by cash, money order or certified funds. (See Miscellaneous Fees in the Tuition & Fees portion of this catalog). A government agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

## **Definition of Credit**

Subjects are evaluated in terms of collegiate Quarter Hours of credit. Quarter Hours of credit are earned in the following manner:

- 1 Quarter Hour of Credit = 10 class periods of lecture
- 1 Quarter Hour of Credit = 20 class periods of lab work
- 1 Quarter Hour of Credit = 30 class periods of externship/clinic time

One class period is generally defined as 50 minutes of instruction within a 60-minute period of time. Classes may contain lecture, lab, and/or shop components; therefore, credits are awarded based on the time spent in each method of instruction.

## **Advanced Standing & Prior Credit**

Medical Training College will grant full academic credit for many courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of "C" or better and the student must have been taking coursework at the post-secondary level within two years prior to their expected start date at Medical Training College. A student must complete at least 50% of their program at Medical Training College.

It is the student's responsibility to have official academic transcripts sent to Medical Training College and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior college work shall be approved by the Dean of Education. Written verification shall be placed in the student's file.

Transfer of credits from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average. If a student believes that his prior knowledge or experience is sufficient to warrant waiving a class requirement, a comprehensive inventory test may be administered to him. A minimum grade of "B" is required in order to waive the class. This test is to be taken in advance, if possible, but not later than the first week of the class. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are recorded as a grade of "P" and are counted as hours earned, but are not used when calculating grade point average.

## **Transfer of Credit**

Students wishing to transfer from one program to another within the institution should see the campus director to determine transferability of credits within the institution. All courses at the institution have a two letter/three digit code that is universal among programs at the institution thus facilitating transfer of credit between programs at the institution.

The courses of study offered by Medical Training College are essentially terminal in nature. Most students go directly into employment after graduation. Most courses offered by Medical Training College are non-academic and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

## **Termination**

Termination from the college may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or the college.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as established by the college and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.
8. Students must not remove from the college any supplies, books, equipment, or other property belonging to the college without prior written permission from the Director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as established by the college.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

## **Re-entrance After Dismissal**

A student who has withdrawn from college or has been dropped from the college and who wishes to re-enter must abide by the following time parameters:

First re-entry: Must wait until the next class start date

Second re-entry: Must wait three months, then next start date.

Third re-entry: Must wait six months, then next start date.

Fourth re-entry: Must wait one year, then next start date.

## **Complaint Procedures**

Student complaints relative to the actions/policies of school officials should first be resolved with college officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should send the complaint in written form to Louisiana Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, Louisiana, 70821-3677, Phone (225) 342-7084; OR the complaint should be sent in written form to Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898 or [www.council.org](http://www.council.org).

## **Security Policies and Procedures**

The institution is monitored during all operating hours to provide a safe and secure area for staff and students. The staff and students are encouraged to report crimes to local authorities and to the Director of the school. Should an incident occur, the Director would be called immediately who will respond, investigate and notify authorities as warranted.

**Facility Access:** All visitors and non-students are required to check in at the front lobby before entering any other portion of the building. There are no Residence facilities associated with the school.

**Law Enforcement:** Campus Security personnel have no enforcement authority. The administration encourages the reporting of all crimes to the local Police Department.

**Crime Prevention:** Normal operating procedures, rules and regulations are covered with students during orientation.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <http://www.lasocpr.lsp.org/socpr/>.

**Emergency Alert System:** Communication is crucial to effective crisis management. The institution subscribes to a text and email based emergency alert system to notify students, faculty and staff of weather related cancellations or delays, school closures or security lock-downs. Participation in this system is optional for all students and faculty.

**Alcoholic Beverages:** Alcoholic beverages are not allowed on the premises at any time. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day. On the next day, a determination will be made by the Director as to further action, which may include suspension or expulsion.

**Illegal Drugs or Weapons:** Neither is ever acceptable. Any person caught possessing illegal drugs will be immediately expelled from school (immediate termination for employees). Weapons are not allowed on campus. Any person caught possessing a weapon on campus will be suspended for the day and the incident will receive further investigation. After investigation, appropriate action will be taken which could include expulsion (termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each “new employee package.” All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

#### **Annual Security Report – Summer 2018**

Criminal Activity Report for 2015 – No criminal activity reported.

Criminal Activity Report for 2016 – No criminal activity reported.

Criminal Activity Report for 2017 – No criminal activity reported.

#### **Health & Safety Measures**

The institution maintains a written plan (Health & Safety Plan) for assisting students in cases of sickness, accidents, and emergency health care. The institution has a responsibility to maintain a safe and healthy environment for students, employees and guests. This plan should provide for orderly procedures to be followed in order to maintain our educational environment. In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. Please consult the Campus Director for additional information.

#### **First Aid**

A basic first aid kit (band-aids and minor wound care materials) is available in the front office and other strategic points around campus.

## **Accidents & Health/Safety Emergencies**

1. Accidents/Emergencies should be immediately reported to the campus director or designee.
2. The campus director will assess the situation and determine the appropriate course of action.
3. If warranted, the campus director should have someone call 911 for further assistance
4. If the student is conscious and coherent and refuses treatment, the campus director will document this (have the student sign saying they refused treatment). The campus director will have someone contact an emergency contact of the student's choosing or we will access the student's file for an emergency contact.
5. After the emergency is over, the campus director will be responsible for investigating the incident and completing an incident report.
6. The investigation should include discussions with all involved parties to determine exactly what happened and if there are any changes needed at the institution.
7. In the event that an accident or illness should happen while a student is on the externship or clinical portion of their program, the student and the site are responsible for reporting the incident to the appropriate college official. The student and site supervisor should complete an incident report. The appropriate college official will follow up with reporting to the Campus Director and assist with completing any investigation or insurance claims that may be required to be completed by the institution. The Campus Director will store all copies of incident reports, insurance claims and all pertinent information.
8. If changes are recommended, the campus director will involve the President and CEO to develop and implement policy.

## **Insurance**

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

## **Weather Emergencies**

In the case of an emergency while school is in session, the campus director has the authority to assess the situation and act accordingly. For emergencies occurring when school is not in session, the campus director will assess the situation and determine whether classes should be held. If classes are to be canceled, students and employees are notified through the emergency text, email and phone notification system of the college. Students and employees may also contact the school for voice messages left by administrative staff for procedures to follow regarding class cancellations. For weather emergencies occurring on weekends or holidays, the institution will follow the local school board's advice for cancellations. Due to the fact that many of our students have children in the local schools, we normally mirror the actions of the local public schools. If classes are to be held, no action is required.

## **Notification of Changes from Provided Information**

The student is required to notify the Business Office and the Dean of Education of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the college cannot locate students.

## **EXAMINATION OF STUDENT RECORDS**

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

### **Procedure for Examination**

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

## **Challenge to the Record**

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading, or in violation of the privacy or the right of the students; b) The reasons why the data is contested to be inaccurate, misleading, or in violation of the right of privacy or the rights of the students; c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data; and d) A request for a hearing on the challenge.

## **Release of Information**

Medical Training College does not permit access to or release of confidential information without the written consent of the student to any individual or agency for any reason except the following: 1) When records are required by college officials in the proper performance of their duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-380; 4) Accrediting agencies; 5) Parents of dependent children as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office in order for parent(s), spouse, or other relative(s), to discuss and/or disclose educational records with school personnel.

Medical Training College maintains files containing the following information for each student:

1) Social Security number; 2) name; 3) local address; 4) local telephone number; 5) permanent address; 6) permanent telephone number; and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

To file a complaint or grievance regarding FERPA, you may contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901, Email: [ferpa@ed.gov](mailto:ferpa@ed.gov)

## **ADVISING**

Staff and Faculty are available during regular school hours to aid the student with problems that may arise, whether academic or personal.

## **ORIENTATION**

Prior to class attendance, each new student attends an orientation to student life at Medical Training College.

## **STUDENT HOUSING**

There are no dormitory facilities at Medical Training College. Students from out of town or out of state must secure their own residence; however, the College will assist students in finding suitable accommodations.

## **COMPARABLE PROGRAM INFORMATION**

Comparable program information related to tuition and program length is available from the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. The COE phone number is (770) 396-3898.

# **REQUIREMENTS FOR SATISFACTORY PROGRESS AND CONTINUED RECEIPT OF TITLE IV FUNDS**

## **Process Overview & Responsibilities**

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The college developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

## **Same As or Stricter Than**

The SAP policy of the college for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the college's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the college, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the Massage Therapy program requires 90% attendance in all massage therapy classes.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

## **Increments of Measurement and Quarter Credit, Non-Term Basis**

To ensure the student is making sufficient progress both quantitatively and qualitatively, the college's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22 credit program, an increment must not exceed 11 credit hours.

The college operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During the first payment period, the student must complete one half ( $\frac{1}{2}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half ( $\frac{1}{2}$ ) of an academic year. During each payment period, the student must complete one fourth ( $\frac{1}{4}$ ) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

## **Full Time Students**

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

## **Part Time Students**

Although virtually all students at the college are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV eligibility for the next payment period.

### **Qualitative - Grade Point Average (GPA)**

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Quantitative – Time Frame**

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

### **Transfer Students**

The college will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

### **Withdrawals**

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

### **Incompletes**

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F".

### **Repeated Courses**

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

### **SAP Warning**

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

### **SAP Probation**

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

### **Attendance**

In accordance with the "Attendance Policy" in the "Rules and Regulations" portion of the catalog, any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

**Appeal**

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

**Satisfactory Progress Readmission Policy**

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the “Appeal” process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.



## Satisfactory Academic Progress Chart

### Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
8.0 months	12.0 months	4 months	4 months	4 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

### Full Time Program - Two Academic Years

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
15 months	22.5 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
16.5 months	24.75 months**	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
22 months	33 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months
24 months	36 months	6 months	6 months	6 months	6 months	6 months	6 months
	Minimum Required GPA	2.0	2.0	2.0	2.0	2.0	2
	Rate of Progress*	67%	67%	67%	67%	67%	67%

\*\*24.75 months - The student may stay in school for up to 24.75 months, but Financial Aid eligibility ends after 22.5 months

\*Rate of Progress = the percentage of courses attempted that must be successfully completed

## **PLACEMENT SERVICES**

Because of the proven competence of Medical Training College graduates, area employers are in frequent communication with the school Placement Office. Our Placement Office maintains complete records of available positions and graduates' qualifications.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified.

Placement services are available at no additional cost to Medical Training College graduates and include the following services:

1. Help in preparing a resume, typing services (limited), and copies as required (within reasonable amounts);
2. Advice on preparing for the interview; grooming; interview techniques, etc.;
3. Current job openings and potential employer lists;
4. Reference materials are available to students regarding job markets, interviewing, preparing a portfolio and preparing a resume'; and,
5. Referrals through notices of job openings (written and verbal) communicated to the college office.

All students seeking placement must submit a resume' to the Placement Office during their final module prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

## **FINANCIAL AID PROGRAMS**

The college currently participates in a number of public and private programs to help students defray the cost of their education. Each student will receive a personal interview with a financial aid officer to determine what programs will best fit their needs.

I understand that if there is a dispute about my loan(s) after contacting my school, lender and guarantor, my next step would be to contact the Ombudsman representative at the U.S. Department of Education at 1-877-557-2575.

## **FINANCIAL AID**

Medical Training College coordinates a variety of programs of financial aid for entering and continuing students. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Medical Training College, Inc. is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The College provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making satisfactory progress. The college defines its academic year as 30 weeks of training and 36 quarter credits and its award year is from July 1st to June 30th. Medical Training College makes every effort to assist students who need financial aid to complete their program.

## **Forms/Application Information**

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid." This is a confidential financial statement of parental and student income. This form is available in the financial aid office. It is helpful to bring to the aid office a copy of the appropriate U.S. Income Tax Return and W-2's for the most recent tax year. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

## **Eligibility**

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making satisfactory progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

## **Aid Recipient Selection**

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

## **How Will My Aid Be Processed?**

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts. The institution deposits Stafford checks as credits to students' accounts. If payments are made to the student, payment will be made from the Institution's account.

## **When Will my Aid Be Processed?**

Loan and grant payments are split into two payments. The first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received. The second loan disbursement is made half way into the academic year. The first grant payment is made as soon as the necessary paperwork is received. The second grant disbursement is made when the student completes one half of the academic year.

## **To Maintain Eligibility**

1) A student must meet the satisfactory progress standards printed in this catalog; 2) You must be enrolled when the Stafford Student Loan check and/or Pell Grant Student Aid Report (SAR) is processed; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

## **Transfer Students**

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Medical Training College, check with our financial aid officer to find out what steps you must take. If you are receiving Federal student aid and decide to transfer, you must have your former school send a financial aid transcript to your new school, Medical Training College; otherwise, you will have difficulty receiving aid.

If you have a Pell Grant as a transfer student, we will help you obtain a duplicate copy of your Student Aid Report (SAR) to submit to the financial aid officer at Medical Training College. If you have a Stafford Student Loan, you must check with your current lender (bank) to be sure you can re-apply for a loan for attendance at Medical Training College.

A financial aid transcript (or NSLDS printout) must be received from the prior school before being eligible for aid at this institution.

## **Verification**

Some students are selected for a process called verification. When this happens, Medical Training College is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a Student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

## **Veterans Information**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## **REFUND POLICY**

All monies paid by the prospective student, including registration fees will be refunded if cancelled within 3 business days after signing a Certificate of Enrollment, or after first making a payment to the college, or if the application is rejected by the College. After 3 business days, all tuition paid prior to entrance (with the exception of the \$100.00 registration fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the registration fee, not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. When a student's withdrawal date is before the sixty percent (60%) or less point (in time) for the student's current payment period, the School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the College will make a settlement with the student, which is reasonable and fair to both the student and the College.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the registration fee not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

## **Withdrawal Procedures**

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 45 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

## **Return of Title IV Funds**

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, SEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

**Withdrawal prior to graduation may result in the loss of Title IV funding!** Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The college's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the college for the time attended. The responsibility to repay unearned Title IV aid is shared by the college and the student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

### **Calculation**

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine "Earned" Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

### **Overpayments**

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any "Unearned" Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

### **Post-withdrawal Disbursement**

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

**Grant Funds:** The school will credit a student's account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account within 45 days after the date of the school's date of determination that the student withdrew.

**Loan Funds:** Within 30 days after the date of the school's date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30 day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school's date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school's possession will be returned to reduce the student's Title IV loan obligation.

### **For More Information**

Additional explanations of the Return to Title IV Funds requirements are available in the School's Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student's obligations upon withdrawal.

## **Refund Distribution Policy**

In the case of student withdrawal from classes prior to reaching the 60% point of the program, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Unsubsidized Direct Stafford Loans (other than PLUS Loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants
9. Other non-federal loan, grant, and/or scholarship programs as applicable
10. Refunded to Student

## **TUITION AND FEES**

### **Registration Fee**

Each new student is charged a registration fee of \$100 upon enrollment. Graduates entering a different program, and those applicants desiring re-entry due to voluntary or involuntary withdrawal should refer to the “Re-Entry Fees” section of the catalog.

### **Tuition**

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due.

Dental Assistant, 7.5 months day/12 months night.....	\$13,950
Medical Assistant, 7.5 months day/12 months night .....	\$13,950
Medical Office and Health Information Technician, 7.5 months day/12 months night .....	\$13,950
Massage Therapy, 9 months day/10 months night.....	\$13,130

### **Books & Supplies**

Textbooks and most required supplies are included in the tuition of all programs. These items will be issued as needed according to the courses listed on each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, linens, etc. are the responsibility of the student. Please see each major for a listing of additional supplies and costs.

The College assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

Although books are included with tuition, a student wishing to supply their own textbooks may be able to do so and receive a tuition credit. See the academic office for a listing of texts, our cost, ISBN numbers, and other important information.

### **Uniforms**

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the bookstore or an approved supplier.

### **Repetition Fees**

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately.

### **Make-Up Fees**

Make-up fees will be charged as follows for other required make-up time:

Daily Class or Lab Make-up Fee .....	\$25 per occurrence
Massage Therapy Clinical .....	\$25 per occurrence

### **Re-Entry Fees**

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed based on the amount of time elapsing from the student's last day of attendance until the first day of returning to school according to the following:

- Less than 6 months of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge plus “Repetition Fees. No additional tuition assessed. No Registration Fee Charged.
- Between 6 months and one year of absence: Tuition charge will be equal to all uncollected tuition charges from the original tuition charge, plus any increase in tuition since the student's original tuition charge plus “Repetition Fees”. Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. No Registration Fee Charged.
- Over one year of absence: The student will be treated as a new student and must repeat the entire program from the beginning. The student will be charged current tuition. No Registration Fee Charged.

## Leave of Absence Fees

There are no tuition or registration fee charges for a student returning from an approved leave of absence. However, if a student must repeat courses, the “Repetition Fees” policy will apply.

## Short Course Fees

Under certain circumstances, an applicant may be permitted to enroll in select courses only. The cost for these courses is equal to the normal per hour cost times the number of hours for the class. This fee covers any required books only – any additional items needed must be purchased separately. Short Course students are required to wear a school uniform and may purchase one from the school or an approved supplier. The standard registration fee will apply for short course students. It is important to note that there is no federal funding available for courses taken apart from an approved program of study offered by this institution. All charges must be paid prior to starting the classes. The standard refund policy will apply.

## Miscellaneous Fees

Student File copies (unofficial), per page.....	\$2.00
Maximum per file request (unofficial).....	\$20.00
Student File copies (sealed/official; except diploma or transcript), per page.....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript).....	\$50.00
Duplicate diploma (sealed).....	\$15.00
Additional Transcript (sealed/official) .....	\$5.00
Additional Unofficial Transcript .....	\$2.00
School Catalog (additional copy) .....	\$20.00



# **Medical Training College**

## **Programs of Study**

*Dental Assistant*  
*Medical Assistant*  
*Medical Office and Health Information Technician*  
*Massage Therapy*



***Dental Assistant***  
**Approximate Completion Time: 7 1/2 Months Days**

Classes for Day sessions are held Monday through Thursday, 8:30 AM to 3:00 PM. There are no Night classes offered for the Dental Assistant program.

This program is designed to prepare students for employment as entry level dental assistants in dental offices and clinics or to provide supplemental training for persons previously or currently employed in these or other dental auxiliary occupations. Graduation from the program provides the student with the minimum requirements to sit for the National Registry Exam for Dental Assistants and for an advanced dental assistant course in expanded duties. The program content includes, but is not limited to, chair side dental assisting skills, interpersonal skills, CPR, AIDS awareness & prevention, OSHA awareness, dental specialties, office & communication skills, and oral hygiene by a combination of theory and hands-on instruction.

***Diploma Program***

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Extern Hours</u>	<u>Total Hours</u>
CM 121	Communications	3.5	22	26	—	48
DP 101	Computer Literacy	3.0	12	36	—	48
TP 111	Elem. Typing / Keyboarding	2.5	4	44	—	48
DA 101	Embryology & Oral History	1.5	6	18	—	24
DA 102	Alginate & Study Casts, Oral Evacuation & Instruments Transfer	1.5	6	18	—	24
DA 105	Dental Language/Terminology I	1.5	6	18	—	24
DA 106	Dental Language/Terminology II	1.5	6	18	—	24
DA 107	Preventive Dentistry & Nutrition	1.5	6	18	—	24
DA 108	Restorative & Fixed Prosthodontics	1.5	6	18	—	24
DA 109	Infection Control, OSHA Awareness, & AIDS Education	1.5	6	18	—	24
DA 110	Microbiology & Oral Pathology	1.5	6	18	—	24
DA 111	Pharmacology, Anesthesia & Pain Control	1.5	6	18	—	24
DA 112	Dental Instruments & Materials	1.5	6	18	—	24
DA 113	Medical/Dental Emergencies & CPR	1.5	6	18	—	24
DA 114	Endodontics/Rubber Dam/Moisture Control	1.5	6	18	—	24
DA 115	Dental Radiology I & II	1.5	6	18	—	24
DA 116	Pediatrics & Orthodontics	1.5	6	18	—	24
DA 117	Removable Prosthodontics & Dental Implants	1.5	6	18	—	24
DA 118	Periodontics & Oral Surgery	1.5	6	18	—	24
DA 120	Computerized Dental Office	3.0	12	36	—	48
DA 119	Dental Assistant Externship	<u>6.0</u>	<u>---</u>	<u>---</u>	<u>180</u>	<u>180</u>
<b>Totals</b>		<b>42.0</b>	<b>144</b>	<b>432</b>	<b>180</b>	<b>756</b>

**Externship Scheduling**

Student externships are scheduled during hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

**Program Costs**

Registration Fee	\$ 100.00
Tuition, Books, Uniforms, Nametag	\$ 13,950.00

**Additional Expenses**

While enrolled in the Dental Assistant program at Medical Training College, students will incur the following expenses NOT covered by tuition:

White athletic or nurses shoes .....	\$20.00 - \$80.00
White socks (per pair) .....	\$1.00 - \$8.00

## Dental Assistant Course Contents

**CM 121 - Communications:** 3.5 Credits. Prerequisite: None. Stresses the importance and purposes of business communication and the role electronic communications play in today's office. Facets of communications include written, verbal, and nonverbal. General operations of the office are emphasized through application of theory. Telephone techniques, file management, work ethics, job search, and resumé writing are taught.

**DP 101 - Computer Literacy:** 3.0 Credits. Prerequisite: None. Provides an introduction to computers, with a brief introduction to Windows. Basic word processing concepts are taught using MS Word software.

**TP 111 - Elementary Typing / Keyboarding:** 2.5 Credits. Prerequisite: None. Key by touch (without visual assistance) on a standard keyboard. Introduces the techniques of keyboarding and skill building. Emphasis is placed on operating the keyboard accurately, and improving typing speed.

**DA 101-EMBRYOLOGY & ORAL HISTORY:** 1.5 credits. Prerequisites: None. In this module, the student will study the basic and advanced development of the fetus, oral and maxillofacial structures, tooth development, eruption and exfoliation.

**DA 102-ALGINATE & STUDY CASTS/ORAL EVACUATION/INSTRUMENTS TRANSFER:** 1.5 credits. Prerequisites: None. In this module, the student will study alginate or preliminary impressions, mixing of material, and assisting for application of and pouring study casts for diagnostic purposes. The student will also study oral evacuation techniques and maintenance as well as instrument transfer techniques.

**DA 105-DENTAL LANGUAGE/TERMINOLOGY I:** 1.5 credits. Prerequisites: None: In this module, the student will study the language and terminology of related anatomy of the head, neck, oral and maxillofacial structures.

**DA 106-DENTAL LANGUAGE/TERMINOLOGY II:** 1.5 credits. Prerequisites: None: In this module, the student will continue studies of the language and terminology of the related dental anatomy of the head, neck, oral and maxillofacial structures as well as the dental examination, charting and tooth morphology.

**DA 107-PREVENTIVE DENTISTRY & NUTRITION:** 1.5 credits. Prerequisites: None. In this module, the student will study preventive dentistry techniques, oral hygiene instruction techniques, and nutrition of the general population vs. the dental patient with special needs.

**DA 108-RESTORATIVE DENTISTRY & FIXED PROSTHODONTICS:** 1.5 credits. Prerequisites: None. In this module, the student will study the procedures, instrumentation and tray set-ups for restorative dentistry such as amalgam, composites, esthetic restorations as well as medications, materials and cements. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for fixed prosthodontics such as crowns and bridges and the use of temporary and permanent cementation options.

**DA 109-INFECTON CONTROL/OSHA AWARENESS/AIDS EDUCATION:** 1.5 credits. Prerequisites: None. In this module, the student will study different microorganisms, transmission, prevention, infection control, techniques, procedures, and use of infection control barriers and asepsis and OSHA awareness, recommendations and requirements. In addition, the student will study the AIDS Education Program as well as how it relates to the dental field. The course defines AIDS, HIV, and how the virus works, transmission, prevention and empathy.

**DA 110-MICROBIOLOGY & ORAL PATHOLOGY:** 1.5 credits. Prerequisites: None. In this module, the student will study the area of microorganisms, their transmission and prevention. Also studied in this course is the study of normal vs. abnormal oral and maxillofacial hard and soft tissues, diseases and cancers.

**DA 111-PHARMACOLOGY/ANESTHESIA/PAIN CONTROL:** 1.5 credits. Prerequisites: None. In this module, the student will study basics in related pharmacology, terminology, PDR use, various anesthesia used for pain control in the dental office and assembly of an anesthesia tray set-up.

**DA 112-DENTAL INSTRUMENTS & MATERIALS:** 1.5 credits. Prerequisites: None. In this module, the student will study various hand and rotary instruments as well as various dental materials such as cements, amalgam and tray set-ups used in the dental office.

**DA 113-MEDICAL/DENTAL EMERGENCIES/CPR:** 1.5 credits. Prerequisites: None. In this module the student will study emergency medical care procedures including allergic reactions to pain control medications and pediatric or geriatric client's special needs. The students will also study the American Heart Association - Basic Life Support for the health care provider.

**DA 114-ENDODONTICS/RUBBER DAM/MOISTURE CONTROL:** 1.5 credits. Prerequisites: None. In this module, the student will study endodontics including root canal techniques, instrumentation and tray set-up. This course will also cover the use and assisting with the application of rubber dam, the various uses and techniques as well as various moisture control techniques.

**DA 115-DENTAL RADIOLOGY I & II:** 1.5 credits. Prerequisites: None. In this module, the student will study the basics in radiology, techniques, applications & continue with emphasis on radiation safety, clinically exposing (on mannequins), exposure theory, processing theory and mounting instruction.

**DA 116-PEDIATRICS & ORTHODONTICS:** 1.5 credits. Prerequisites: None. In this module, the student will study the specific area of pediatric dentistry, techniques instrumentation, and laboratory procedures. In addition, procedures and techniques of orthodontics are presented in the content of this course.

**DA 117- REMOVABLE PROSTHODONTICS & DENTAL IMPLANTS:** 1.5 credits. Prerequisites: None. In this module, the student will study concepts and procedures with relation to removable prosthodontic. This course will also introduce various dental implant procedures and facts about dental implants.

**DA 118-PERIODONTICS & ORAL SURGERY:** 1.5 credits. Prerequisites: None. In this module, the student will study the specialty of periodontics, related gum disease and charting techniques. This course will also cover the dental specialty of oral surgery, pre-medication, post-operative care/instructions, instrumentation, procedures and protocol. The student will study the procedures, instrumentation, laboratory procedures, and tray set-ups for removable prosthodontics with special emphasis on the geriatric population.

**DA 120-COMPUTERIZED DENTAL OFFICE:** 3.0 credits. Prerequisites: None. This course will provide the student with an introduction to Dental Practice Management Software and an ample background in using the dental practice management software. Students will gain familiarity with the different dental practice management modules and their application including: entering and maintaining patient information, appointment scheduling, charting, and report generation. Students are introduced to dental office procedures as well.

**DA 119-CLINICAL EXTERNSHIP:** 6.0 credits. Prerequisites: DA 101-DA 118. In this module, the student will study various clinical aspects of an entry-level dental assistant. Here the student will put to use all the theory, classroom and laboratory learning. This module places students in a dental office where they will study and perform various aspects of an entry-level dental assistant, giving them the opportunity for a marketable skill.

## ***Medical Assistant***

**Approximate Completion Time: 7 1/2 Months Days – 13.5 Months Nights**

Classes for Day sessions are held Monday through Thursday, 8:30 AM to 3:00 PM. Classes for Night sessions are held Monday through Thursday, 6:00 PM to 9:00 PM.

Students are prepared for a broad range of entry-level positions in the Medical Assistant field. Clinical as well as administrative aspects of medical assisting are taught. Students will gain administrative competencies in medical bookkeeping; medical insurance billing & coding; medical records; medical office software; and ethics. The students will study appropriate anatomy & physiology, and medical terminology. They will also gain lab & clinical competencies in phlebotomy techniques; 12-lead EKG procedures; specimen collection; infection control & safety measures; vital signs; assisting with physical examinations and minor office surgery; performing injections; and mastering basic dosage calculations. The externship is designed to enhance the skills learned in the classroom by allowing the student first-hand experience in a medical office environment as part of the curriculum.

Employment opportunities abound. Clinics, laboratories, hospitals, and physicians' offices are among the locations where Medical Assistants will be found. Career positions may include:

Appointment Secretary	Insurance Claim Processor	Medical Records Clerk	Personnel Scheduler
Back Office Assistant	Insurance Clerk	Medical Reports Typist	Phlebotomist
Back Office Manager	Laboratory Assistant	Medical Secretary	Receptionist
Clinical Assistant	Lab Office Coordinator	Outpatient Clerk	Posting Clerk
Clinical Supervisor	Medical Assistant	Patient Admission Clerk	PR Assistant
EKG Technician Assistant	Medical Front Office	Patient Care Secretary	Private Duty Assignment
Family Planning Counselor	Medical Insurance Rep	Patient Representative	Surgery Scheduling Clerk
General Office Clerk			

### ***Diploma Program***

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Extern Hours</u>	<u>Total Hours</u>
CM 121	Communications	3.5	22	26	–	48
DP 101	Computer Literacy	3.0	12	36	–	48
TP 111	Elem. Typing / Keyboarding	2.5	4	44	–	48
MO 201	Computerized Medical Office	3.0	12	36	–	48
MS 151	Insurance, Bookkeeping & Ethics	3.0	12	36	–	48
MS 153	Essentials of Med Lang/Term I	4.0	32	16	–	48
MS 154	Essentials of Med Lang/Term II	4.0	32	16	–	48
MS 155	Essentials of Med Lang/Term III	4.0	32	16	–	48
MS 156	Med Lab Procedures I	3.0	12	36	–	48
MS 157	Med Lab Procedures II	3.0	12	36	–	48
MS 158	Med Lab Procedures III	3.0	12	36	–	48
MS 159	Pharmacology	4.0	32	16	–	48
MS 221	Medical Assistant Externship	<u>8.0</u>	=	=	<u>240</u>	<u>240</u>
	<b>Totals</b>	<b>48.0</b>	<b>226</b>	<b>350</b>	<b>240</b>	<b>816</b>

### **Externship Scheduling**

Student externships are scheduled during hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

### **Certification**

Graduates of the Medical Assistant program are eligible to take national certification examinations. National certification as a Certified Clinical Medical Assistant (CCMA); EKG Technician; Phlebotomist; or a Certified Billing & Coding Specialist (CBCS) is not required for employment or graduation. Graduates are encouraged to take the certification tests to enhance their employment prospects.

### **Program Costs**

Registration Fee	\$ 100.00
Tuition, Books, Uniforms, Nametag	\$ 13,950.00

### **NHA – National Healthcareer Association**

CCMA – Certified Clinical Medical Assistant	\$155.00
*One Certification test is paid by the college.	

### **Additional Expenses**

While enrolled in the Medical Assistant program at Medical Training College, students will incur the following expenses NOT covered by tuition:

White athletic or nurses shoes.....	\$20.00 - \$80.00
White socks (per pair).....	\$1.00 - \$8.00
Watch with second-hand.....	\$10.00 - \$20.00

## Medical Assistant Course Contents

**CM 121 - Communications:** 3.5 Credits. Prerequisite: None. Stresses the importance and purposes of business communication and the role electronic communications play in today's office. Facets of communications include written, verbal, and nonverbal. General operations of the office are emphasized through application of theory. Telephone techniques, file management, work ethics, job search, and resumé writing are taught.

**DP 101 - Computer Literacy:** 3.0 Credits. Prerequisite: None. Provides an introduction to computers, with a brief introduction to Windows. Basic word processing concepts are taught using MS Word software.

**TP 111 - Elementary Typing / Keyboarding:** 2.5 Credits. Prerequisite: None. Key by touch (without visual assistance) on a standard keyboard. Introduces the techniques of keyboarding and skill building. Emphasis is placed on operating the keyboard accurately, and improving typing speed.

**MO 201 – Computerized Medical Office:** 3.0 Credits. Prerequisite: None. This course will provide the student with an introduction to medical office software including: entering and maintaining patient data, appointment scheduling, posting transactions, primary and secondary insurance billing routines, patient billing, and report generation.

**MS 151 – Insurance, Bookkeeping, & Ethics:** 3.0 Credits. Prerequisite: None. This course includes a comprehensive lecture class that covers law and ethics as it relates to the medical office and HIPPA regulations. Communications, filing and customer services will be included in the course. Students will work through a medical front office simulation packet that includes learning opportunities in appointment scheduling and telephone techniques.

**MS 153 – Essentials of Medical Language / Terminology I:** 4.0 Credits. Prerequisite: None. Students will identify anatomy and physiology of the integumentary, musculoskeletal, and nervous systems. Also teaches essential elements of the eye, ear, nose and throat. Students will gain a basic understanding of medical terminology.

**MS 154 - Essentials of Medical Language / Terminology II:** 4.0 Credits. Prerequisite: None. Students will identify anatomy and physiology of the urinary, digestive, cardiovascular, and reproductive systems. Students will gain additional understanding of medical terminology in relation to the body systems studied.

**MS 155- Essentials of Medical Language / Terminology III:** 4.0 Credits. Prerequisite: None. Understand the composition of the blood and lymph system, as well as the endocrine system; and learn areas of respiratory system, nutrition, and mental health. Students will gain additional understanding of medical terminology in relation to the body systems studied.

**MS 156 - Medical Lab Procedures I:** 3.0 Credits. Prerequisite: None. Understand and practice infection control; and assist physicians with physical examinations and minor office surgery, as well as sterilization and disinfection procedures.

**MS 157 - Medical Lab Procedures II:** 3.0 Credits. Prerequisite: None. Perform urinalysis; assist with colon procedures; perform a 12-lead EKG; learn to accurately assess vital signs and assist with gynecological and prenatal care.

**MS 158 - Medical Lab Procedures III:** 3.0 Credits. Prerequisite: None. Understand and practice OSHA guidelines for the laboratory; perform phlebotomy and capillary puncture; and have an understanding of medical microbiology. Also learn First Aid and become certified in the American Heart Association's program for CPR.

**MS 159 -Pharmacology:** 4.0 Credits. Prerequisites: None. Perform injections, drug calculations, and correct documentation. Also develop an understanding of drug classifications, as well as administer medicine orally.

**MS 221 - Medical Assistant Externship:** 8.0 Credits. Prerequisite: All other courses in this curriculum must first be successfully completed. 240 hours will be invested by the student in a medical clinic or physician's office.

## **Medical Office and Health Information Technician**

**Approximate Completion Time: 7 1/2 Months Days – 13.5 Months Nights**

Classes for Day sessions are held Monday through Thursday, 8:30 AM to 3:00 PM. Classes for Night sessions are held Monday through Thursday, 6:00 PM to 9:00 PM.

Students are prepared for a broad spectrum of entry-level positions in Medical Office and related occupations. Students will develop levels of job task proficiency in medical / dental insurance coding and billing; reception area duties; medical filing and records; medical secretarial duties; medical bookkeeping; recognizing and accurately completing insurance forms; preparing correspondence; recording basic medical histories; and arranging for patient hospitalization. The graduate will be familiar with insurance rules and billing practices, and will understand the language of medicine: anatomy and physiology, diagnostic treatments and procedures. The externship enhances skills learned in the classroom by giving the student first-hand experience in a medical office environment as part of the curriculum. After completion of all lecture and lab hour requirements, the student will be placed in a setting typical for a Medical Office and Health Information Technician for a total of 240 hours to complete the program.

Employment opportunities abound. Clinics, laboratories, hospitals, and physicians' offices are among the locations where Medical Office and Health Information Technicians will be found. Career positions include:

Appointment Secretary	Insurance Clerk	Medical Reports Typist	Patient Representative
Back Office Assistant	Medical Front Office	Medical Secretary	Personnel Scheduler
Back Office Manager	Medical Insurance Bill Clerk	Outpatient Clerk	Receptionist
Bookkeeper	Medical Insurance Rep	Patient Admission Clerk	Posting Clerk
General Office Clerk	Medical Records Clerk	Patient Care Secretary	Surgery Scheduling Clerk
Insurance Claim Processor			

### **Diploma Program**

<u>Course No.</u>	<u>Course Title</u>	<u>Credits</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Extern Hours</u>	<u>Total Hours</u>
CM 121	Communications	3.5	22	26	–	48
DP 101	Computer Literacy	3.0	12	36	–	48
DP 151	Spreadsheet Concepts	3.0	12	36	–	48
TP 111	Elem. Typing / Keyboarding	2.5	4	44	–	48
TP 112	Intermed. Typing / Keyboarding	2.5	4	44	–	48
MO 201	Computerized Medical Office	3.0	12	36	–	48
MO 202	Medical Ins. Billing & Coding	3.0	12	36	–	48
MO 204	Advanced Billing & Coding	3.0	12	36	–	48
MS 151	Insurance, Bookkeeping & Ethics	3.0	12	36	–	48
MS 153	Essentials of Med Lang/Term I	4.0	32	16	–	48
MS 154	Essentials of Med Lang/Term II	4.0	32	16	–	48
MS 155	Essentials of Med Lang/Term III	4.0	32	16	–	48
MS 222	Medical Office Externship	<u>8.0</u>	=	=	<u>240</u>	<u>240</u>
	<b>Total</b>	<b>46.0</b>	<b>184</b>	<b>392</b>	<b>240</b>	<b>816</b>

### **Externship Scheduling**

Student externships are scheduled during hours which fall in the normal working schedule of the health care facilities to which the student is assigned.

### **Certification**

Graduates of the Medical Office and Health Information Technician program are eligible to take a national certification examinations. National certification as a Certified Medical Office Assistant is not required for employment as a Medical Office and Health Information Technician, nor is certification testing mandatory for graduation. Graduates are encouraged to take the certification test to enhance their employment prospects.

#### **Program Costs**

Registration Fee	\$ 100.00
Tuition, Books, Uniforms, Nametag	\$ 13,950.00

#### **NHA – National Healthcareer Association**

CMAA - Certified Medical Administrative Assistant	\$155.00*
*One Certification test is paid by the college.	

#### **Additional Expenses**

While enrolled in the Medical Office Assistant program at Medical Training College, students will incur the following expenses NOT covered by tuition:

White athletic or nurses shoes.....	\$20.00 - \$80.00
White socks (per pair).....	\$1.00 - \$8.00

## Medical Office and Health Information Technician Course Contents

**CM 121 - Communications:** 3.5 Credits. Prerequisite: None. Stresses the importance and purposes of business communication and the role electronic communications play in today's office. Facets of communications include written, verbal, and nonverbal. General operations of the office are emphasized through application of theory. Telephone techniques, file management, work ethics, job search, and resumé writing are taught.

**DP 101 - Computer Literacy:** 3.0 Credits. Prerequisite: None. Provides an introduction to computers, with a brief introduction to Windows. Basic word processing concepts are taught using MS Word software.

**DP 151 - Spreadsheet Concepts:** 3.0 Credits. Prerequisite: None. Introduction to the need for, and use of, spreadsheet software in the business environment. Gain practical experience utilizing spreadsheet software with Microsoft Excel. Students will learn to build worksheets and create charts, databases, and macros.

**TP 111 - Elementary Typing / Keyboarding:** 2.5 Credits. Prerequisite: None. Key by touch (without visual assistance) on a standard keyboard. Introduces the techniques of keyboarding and skill building. Emphasis is placed on operating the keyboard accurately, and improving typing speed.

**TP 112 - Intermediate Typing / Keyboarding:** 2.5 Credits. Prerequisite: TP 111. Introduction to numeric and symbol keyboarding, memorandums, tabulation, letters, and continued emphasis on speed building and accuracy. Minimum speed requirement: 35 GWAM / 5 errors / 5 minutes.

**MO 201 – Computerized Medical Office:** 3.0 Credits. Prerequisite: None. This course will provide the student with an introduction to medical office software including: entering and maintaining patient data, appointment scheduling, posting transactions, primary and secondary insurance billing routines, patient billing, and report generation.

**MO 202 – Medical Insurance Billing & Coding:** 3.0 Credits. Prerequisite: DP 101, TP 111. Medical Insurance Billing/Coding introduces the student to the fundamental principles of insurance billing, including but not limited to the legal and ethical side. Students learn basic diagnosis coding systems with instruction in International Classification of Diseases ICD-10. They also learn basic procedure coding systems with instruction in basic HCPCS coding with a focus on CPT coding. This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as it relates to government programs, such as Medicaid and Medicare.

**MO 204 – Advanced Billing & Coding:** 3.0 Credits. Prerequisite: DP 101, TP 111, MO 202. Advanced Billing and Coding is designed to prepare the student to code in a medical setting at an entry level. Students learn and practice coding with diagnosis coding systems with instruction in International Classification of Diseases ICD-10. They also learn and practice procedures of the coding systems with instruction in HCPCS coding with a focus on CPT coding. The student learns the reimbursement process, coding conventions and rules, evaluation and management coding, use of modifiers when coding, third party payment, inpatient and outpatient coding.

**MS 151 – Insurance, Bookkeeping, & Ethics:** 3.0 Credits. Prerequisite: None. This course includes a comprehensive lecture class that covers law and ethics as it relates to the medical office and HIPPA regulations. Communications, filing and customer services will be included in the course. Students will work through a medical front office simulation packet that includes learning opportunities in appointment scheduling and telephone techniques.

**MS 153 - Essentials of Medical Language / Terminology I:** 4.0 Credits. Prerequisite: None. Students will identify anatomy and physiology of the integumentary, musculoskeletal, and nervous systems. Also teaches essential elements of the eye, ear, nose and throat. Students will gain a basic understanding of medical terminology.

**MS 154 - Essentials of Medical Language / Terminology II:** 4.0 Credits. Prerequisite: None. Students will identify anatomy and physiology of the urinary, digestive, cardiovascular, and reproductive systems. Students will gain additional understanding of medical terminology in relation to the body systems studied.

**MS 155- Essentials of Medical Language / Terminology III:** 4.0 Credits. Prerequisite: None. Understand the composition of the blood and lymph system, as well as the endocrine system; and learn areas of respiratory system, nutrition, and mental health. Students will gain additional understanding of medical terminology in relation to the body systems studied.

**MS 222 - Medical Office Externship:** 8.0 Credits. Prerequisite: All other courses in this curriculum must first be successfully completed. 240 hours will be invested by the student in a medical clinic or physician's office.



## ***Massage Therapy***

**Approximate Completion Time: 10.5 Months Days or 13.5 Months Nights**

Classes for the Day sessions are held Monday through Thursday, 9:00 am to 1:00 pm and every other Friday 9:00 am to 3:30 pm. Classes for the Night sessions are held Monday through Thursday, 6:00 pm to 9:00 pm, and every other Saturday 9:00 am to 3:30 pm.

Students are provided with theory and practice for a variety of recognized modalities, or techniques. Anatomy & Physiology classes study the body and its functions relative to therapeutic massage. Training in numerous modalities of massage introduces students to basic techniques, theory related to the techniques, and practical experience. Health classes provide a well-rounded health care background.

Employment opportunities abound. Physical rehabilitation centers, chiropractic clinics, health clubs, resorts, spas, salons, cruise ships, university athletic departments, beauty salons, corporate offices, hospitals, nursing homes, wellness centers, and private practices all reflect the growing demand for well-trained massage therapists.

### **Diploma Program**

<b><u>Course No.</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Lecture Hours</u></b>	<b><u>Lab Hours</u></b>	<b><u>Clinic Hours</u></b>	<b><u>Total Hours</u></b>
TM 101	Introduction to Massage	2.0	20	–	–	20
TM 103	Swedish Massage	5.0	6	90	–	96
TM 105	Clinical Sports Massage	2.5	4	44	–	48
TM 107	Connective Tissue Massage	2.5	4	44	–	48
TM 108	Neuromuscular Massage I	1.0	3	21	–	24
TM 109	Neuromuscular Massage II	1.0	3	21	–	24
TM 110	Neuromuscular Massage III	1.0	3	21	–	24
TM 121	Chair Massage	.5	2	6	–	8
TM 125	Reflexology	1.0	4	12	–	16
TM 201	Applied Musculoskeletal Anatomy I	4.0	36	12	–	48
TM 202	Applied Musculoskeletal Anatomy II	3.5	30	10	–	40
TM 203	Body System Fundamentals for MT I	2.0	20	–	–	20
TM 205	Body System Fundamentals for MT II	4.5	40	12	–	52
TM 207	Body System Fundamentals for MT III	4.5	40	12	–	52
TM 301	Health/Law/Ethics	1.5	16	–	–	16
TM 305	CPR/First Aid	.5	2	6	–	8
TM 326	Documentation	.5	6	2	–	8
TM 401	Clinical Practicum I	1.0	–	–	36	36
TM 403	Clinical Practicum II	1.0	–	–	36	36
TM 451	Spa Applications	5.0	17	66	–	83
	Hydrotherapy, Hot Stone Therapy					
	Body Wraps, Salt Glow					
TM 501	Career Development	3.0	16	28	–	44
TM 505	National Exam Review	.5	5	–	–	5
	<b>Total Hours</b>	<b>48.0</b>	<b>277</b>	<b>407</b>	<b>72</b>	<b>756</b>

### **Massage Therapy Attendance Requirement**

Medical Training College follows the LA Board of Massage Therapy attendance requirements. The LA Board of Massage Therapy requires 90% attendance in all massage therapy classes. Absences exceeding 10% from any class will require make-up work OR class repetition. 20% absenteeism or greater in any class will require class repetition. The Director (or designee) may grant make-up work and an assignment will be given upon approval. Make-up fees are \$25.00 per occurrence for any course.

### **Massage Therapy Clinical Scheduling**

After completion of Swedish massage, students begin compulsory participation in the Clinical Practicum portion of the curriculum. Clinics provide massage therapy to the public on Medical Training College's premises, which help the students gain assessment skills while learning to operate the business of massage under the direct supervision of a licensed massage therapist instructor. Medical Training College provides massage tables and related equipment for student use on premises. Students are neither expected nor required to purchase massage tables to pursue this course of studies.

### **Massage Therapy Employment Requirements**

No one may work as a Massage Therapist in the State of Louisiana unless currently licensed by the State. To obtain this license, a person must pass an approved written national certification exam, and submit the State application. The application will be submitted by the School within seven (7) – ten (10) business days from student providing successful results of national exam. The student is responsible for the criminal background check and picture required by the Board. A license will be issued once the Board has approved the application.

Upon completion of the Massage Therapy curriculum, the student is awarded a diploma acknowledging graduation.

### **Program Costs**

Registration Fee	\$ 100.00
Tuition, Books & Uniforms	\$ 13,130.00

### Certification

Graduates of the Massage Therapy program are prepared to take an approved written National Certification Exam. Medical Training College covers the cost of the following:

- National Certification Exam\*
- Louisiana State Licensing Application\*\*

### Additional Expenses

While enrolled in the Massage Therapy program at Medical Training College, students will incur the following expenses NOT covered by tuition. These items may include:

#### Mandatory Supplies\*\*\*

(4) twin sheet sets including pillow case (white or pastel only).....	(price per set)	\$10.00 - \$50.00
(1) pillow or bolster.....		\$5.00 - \$25.00
(4) large towels.....	(price each)	\$2.00 - \$10.00
(2) medium towels.....	(price each)	\$2.00 - \$8.00
(4) hand towels.....	(price each)	\$1.00 - \$5.00
(1) blanket (lightweight) .....		\$5.00 - \$15.00
(1) med. size battery operated clock.....		\$5.00 - \$15.00
(1) shower cap.....		\$.25 - \$2.00
(1) pkg. disinfecting wipes.....		\$4.00 - \$6.00
(1) pkg. flour sacks.....		\$3.00 - \$8.00
(1) pair athletic type or nurses shoes.....		\$20.00 - \$80.00
White socks (per pair) .....		\$1.00 - \$8.00

#### Licensure Fee

Louisiana State License Fee .....	\$125.00
2 x 2 passport picture to be submitted with application .....	10.00
Criminal Background check to be submitted with application.....	40.00 or more
(fee is dependent on type of background check needed)	
Notary Fee for affidavit with application .....	10.00 or more

- \* One National Test Fee is paid by the college. Students are responsible for any retest fees. Students will decide which exam to take during their final term.
- \*\* Upon successful completion of your National Exam, Medical Training College will reimburse your State Application Fee of \$75.00
- \*\*\* To minimize additional expenses incurred by the purchase of mandatory supplies, students may use items already on hand, acquired from family/friends, or purchased from garage sales, consignment shops, etc. Any previously owned (used) items should be free of tears, holes, rips and stains.

## Massage Therapy Course Contents

**TM 101 - Introduction to Massage:** 2.0 Credits. Prerequisite: None. Introduction to the history, contemporary approaches, and future of massage. Includes introductions to various massage modalities, and ethical responsibilities of the therapist, as well as study techniques.

**TM 103 - Swedish Massage:** 5.0 Credits. Prerequisite: None. Teaches the basics of Swedish massage. Massage Therapy is studied and practiced in the lab setting; skills and timing are refined with repetition of routine.

**TM 105 - Clinical Sports Massage:** 2.5 Credits. Prerequisite: TM 103. Teaches pre-event and post-event massage, maintenance and recovery for the athlete, active isolated stretching techniques, PNF techniques, bio-mechanical evaluations, assessment procedures for an injured person.

**TM 107 - Connective Tissue:** 2.5 Credits. Prerequisite: TM 103. Study of the composition and the structure of the fascial system in the body and its functions, its relationships to organs and muscles, and techniques used to release myofascial dysfunction.

**TM 108 - Neuromuscular Massage I:** 1.0 Credit. Prerequisite: TM 103. An introduction to a glossary of neuromuscular terms, characteristics and symptoms of myofascial trigger points, misconceptions of trigger points, and treatment to myofascial trigger points. Neuromuscular techniques including suboccipitals, and lamina groove.

**TM 109 - Neuromuscular Massage II:** 1.0 Credit. Prerequisite: TM 108. This course is a continuation course designed to teach the student neuromuscular techniques to the upper shoulder, levator scapulae, and the rotator cuff muscles.

**TM 110 - Neuromuscular Massage III:** 1.0 Credit. Prerequisite: TM 109. This course is a continuation course designed to teach the student neuromuscular techniques to the back and lower trunk including the hamstrings, quadriceps, and gastrocnemius.

**TM 121 - Chair Massage:** 0.5 Credits. Prerequisite: TM 103. This course is designed to offer the student a seated-chair massage routine that may be used as their primary modality.

**TM 125 - Reflexology:** 1.0 Credit. Prerequisite: TM 103. This course is designed to offer the student a unique method of using the thumb and fingers on the reflex areas which correspond to all of the glands, organs, and parts of the body.

**TM 201 – Applied Musculoskeletal Anatomy I:** 4.0 Credits. Prerequisite: None. Study of fundamental word elements, terminology of location & position, and basic structure of the body as a whole. Particular emphasis is placed on learning the structures of the musculoskeletal system of the upper torso and upper extremities. Palpation in the lab is included where appropriate.

**TM 202 – Applied Musculoskeletal Anatomy II:** 3.5 Credits. Prerequisite: TM 201. This course is a continuation of the head, neck and face, lower extremities and gait assessment. Palpation in the lab is included where appropriate.

**TM 203 – Body System Fundamentals for MT I:** 2.0 Credits. Prerequisite: None. The student will gain a working understanding of organizational and systemic physiological processes so as to understand how and why bodywork methods are beneficial to the human body. This class studies the structure & function of Cells/Tissues and the Integumentary System. Included is an understanding of pertinent terminology, diseases, and massage contraindications associated with these systems to assist the future therapist in the clinical application of massage.

**TM 205 - Body System Fundamentals for MT II:** 4.5 Credits. Prerequisite: None. The student will gain a working understanding of organizational and systemic physiological processes so as to understand how and why bodywork methods are beneficial to the human body. This class studies the structure & function of the Muscular, Nervous, Skeletal, and Endocrine System. The student will gain an understanding of pertinent terminology, diseases, and massage contraindications associated with these systems to assist the future therapist in the clinical application of massage.

**TM 207 - Body System Fundamentals for MT III:** 4.5 Credits. Prerequisite: None. The student will gain a working understanding of organizational and systemic physiological processes so as to understand how and why bodywork methods are beneficial to the human body. This class studies the structure & function of the Respiratory, Digestive, Circulatory, Reproductive, and Urinary systems. The student will gain an understanding of pertinent terminology, diseases, and massage contraindications associated with these systems to assist the future therapist in the clinical application of massage.

**TM 301 – Health/Law/Ethics:** 1.5 Credits. Prerequisites: None. This course is designed to teach the student factors involved in personal health, hygiene, and sanitation. Included are pathophysiology and disease awareness, hygiene and health for the massage therapist, safety and fire prevention for the massage therapist. The student will gain an understanding of the HIV/AIDS virus and to determine an appropriate course of action when dealing with a client who is infected with the virus. This course will also review the laws of massage therapy according to the Louisiana Board of Massage Therapy. The student will also learn the code of ethics pertaining to this profession.

**TM 305 - CPR/First Aid:** 0.5 Credits. Prerequisite: None. This course is designed to teach the student basic cardiopulmonary resuscitation and First Aid.

**TM 326 - Documentation:** 0.5 Credits. Prerequisite: TM 103. This course is designed to teach the student the writing skills needed to prepare functional reports using the SOAP method.

**TM 401 - Clinical Practicum I:** 1.0 Credit. Prerequisite: TM 103. Prepares the student through hands-on clinics under direct supervision of an instructor. Students provide therapeutic massage for the public through scheduled appointments, and conduct the essential operations of a therapeutic massage business. Evaluation forms are completed by those receiving massages for student progress determinations.

**TM 403 - Clinical Practicum II:** 1.0 Credit. Prerequisite: TM 103. The final phase of supervised, hands-on experience in a clinical setting. Final evaluations are conducted.

**TM 451- Spa Applications:** 5.0 Credits. Prerequisite: TM 103. This course is designed to teach the student the health benefits from therapeutic spa treatments. This course will include Hydrotherapy, Hot Stone Therapy, Body Wraps, and Salt Glows.

**Hydrotherapy:** The student will learn applications of hydrotherapy, and guidelines pertaining to indications and contraindications.

**Hot Stone Therapy:** The student will learn the application of hot stones to the body to promote relaxation.

**Body Wrap:** The student will learn the benefits and application of performing a body wrap.

**Salt Glow:** The student will learn the benefits and applications of performing a salt glow.

**TM 501 - Career Development:** 3.0 Credits. Prerequisite: None. This course stresses the importance and purpose of business communication skills including human relations, written, verbal and nonverbal. General office operation and professional workplace skills are emphasized through application and theory. Topics include workplace etiquette, proper dress, customer service, conflict management, preparing for the job search, writing resumes and cover letters and interviewing techniques. An overview of the career options of and adjuncts to the licensed massage therapist as well as private practice strategies are covered.

**TM 505- National Exam Review:** 0.5 Credits. Prerequisite: None. This course covers the necessary procedures to follow when taking the National Exam. It will also cover all fees, forms, and mailing procedures.

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