Medical Career
& TECHNICAL COLLEGE
Jump Start Your Career!

630 Eastern ByPass
University Shopping Center
Richmond, Kentucky
Ph: 859-624-1988
Fax: 859-624-1933
ACADEMIC CALENDAR

2017

Term 1
January 2 – February 9
2nd New Term Begins
January 16th Martin Luther King Day Observed (School closed)
January 6th NHA and CTC Testing on Campus

Term 2
February 13 – March 23
13th New Term Begins

------Spring Break, March 27 – March 31------

Term 3
April 3 – May 11
3rd New Term Begins
April 7th NHA and CTC Testing on Campus

Term 4
May 15 – June 22
22nd New Term Begins
May 29th Memorial Day Observed (School closed)

------Summer Break, June 26 – June 30------

Term 5
July 3 – August 10
3rd New Term Begins
4th Independence Day (School closed)
July 7th NHA and CTC Testing on Campus

Term 6
August 14 – September 21
14th New Term Begins
September 4th Labor Day Observed (School closed)
September 17th Constitution Day (School in Session)

Term 7
September 25 – November 3
25th New Term Begins

Term 8
November 6 – December 14
6th New Term Begins
November 10th NHA and CTC Testing on Campus
November 22-24 Thanksgiving Observed (School closed)

------Christmas Break, December 18 – January 1, 2018------
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WELCOME
Whether you are just starting out or looking to advance or switch your career, Medical Career & Technical College can help you achieve this dream! Founded by two healthcare educators and practitioners who embrace a passion for education, we are here to help you “Jump Start Your Career”. Thank you for choosing us to assist you in your educational journey.

ADMINISTRATION/OFFICERS
Medical Career Training Center, LLC, D.B.A. Medical Career Technical College is owned and operated by Patricia Mullins, Chief Executive Officer and Kristi Bertrand, Chief Academic Officer.

Patricia Mullins, RN, BS, APRN (ACNM)
Chief Executive Officer, Co-Owner/Founder
Ms. Mullins is an Advanced Practice Registered Nurse, Certified Nurse Midwife and previous business owner. Retired from the Kentucky Public Health System and from private practice, Ms. Mullins has also taught at various higher education institutions. She brings her many years of experience as a business manager, clinician, and educator.

Kristi Bertrand, MPH, CMA (AAMA), CPC, PBT (ASCP)
Chief Academic Officer, Co-Owner/Founder
As an educator and academic manager for numerous years with experience in her credentialed fields, Ms. Bertrand has developed, guided and directed several medical career programs for various higher education institutions. Ms. Bertrand is also an active accreditation site-surveyor and has sat on numerous health care educational boards. Her love and passion for medical career education is what founded Medical Career & Technical College.

MISSION OF THE SCHOOL
The mission of Medical Career & Technical College is to provide quality career focused education by allowing students to complete a college diploma in a modular based setting focusing on one course at a time. Training offered will allow students to become credentialed in their particular field or fields immediately at course completion and obtain entry level employment in their chosen field.

HISTORY OF THE SCHOOL
Founders and owners, Kristi Bertrand and Trisha Mullins began Medical Career Training Center in 2011. To better relate the mission and vision of the school to the community interests, the name was changed to Medical Career & Technical College in 2012. In 2013 the College expanded its campus and moved to a larger and more visible location while still remaining in Richmond, KY. After years in the medical field as practitioners and educators, the founders believed there had to be a more economical way to provide demanding medical careers. This was achieved by creating a subject focused curriculum in a modular setting where students take only one course at a time while attending only two days a week, and keeping the program curriculum’s not too short where not enough education and skill level can be achieved and not too long involving paying for classes not necessarily required for the professional standards.

We are committed in providing you professionally credentialed and experienced faculty and staff that have the same vision as the founders. Our commitment is to treat you with respect and utilize the highest quality program standards so that our graduates obtain the best jobs in the market.
SCHOOL ACCREDITATION AND APPROVALS

Accreditation
Medical Career & Technical College is INSTITUTIONALLY accredited by the Accrediting Bureau of Health Education Schools (ABHES). The Medical Assistant Program has met program specific standards with the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools
ABHES
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
703-917-9503
www.abhes.org

Licensed
Medical Career & Technical College is licensed by the Kentucky Commission on Proprietary Education. This license is granted under legislative authority of KRS 165.

Kentucky Commission on Proprietary Education
500 Mero Street
Capital Plaza Tower Room 303
Frankfort, KY 40601
502-564-4185
kcpe.ky.gov

Approvals
Medical Career & Technical College Medical Massage Therapy program is approved and a program in good standing by the Kentucky Board of Licensure for Massage Therapy.

Kentucky Board of Licensure for Massage Therapy
911 Leawood Drive
Frankfort, KY 40601
502-782-8808
bmt.ky.gov

Medical Career & Technical College Medical Assistant program is recognized as an approved program with the American Association of Medical Assistants (AAMA) allowing its graduates to sit for certification as a CMA (Certified Medical Assistant) (AAMA).

American Association of Medical Assistants
AAMA
20 N. Wacker Drive, Ste 1575
Chicago, IL 60606
1-312-899-1500
www.aama-ntl.org

Medical Career & Technical College Dental Assistant program is recognized as an approved program with the American Medical Technologists Association (AMT) allowing its graduates to sit for certification as an RDA (Registered Dental Assistant).

American Medical Technologists
10700 West Higgins Rd, Ste 150
Rosemont, IL 60018
847-823-5169
www.americanmedtech.org
Medical Career & Technical College is recognized as an approved educational institution by the National Health Career Association (NHA). The school is a recognized certification examination testing site for the graduates of the school.

National Health Career Association
7500 West 160th Street
Stilwell, KS 66085
1-800-499-9092
www.nhanow.com

Medical Career & Technical College is recognized as an approved educational institution with Certification Testing Corporation (CTC). The school is a recognized testing site for the graduates of the Veterinary Assistant program to sit for the National Certified Veterinary Assistant (NCVA).

Certification Testing Corporation
6709 W 119th St. #458
Overpark, KS 66209
913-396-0782
www.certifytoday.org
ADMISSION TO SCHOOL

Eligibility for Admission

(1) Applicants must be a high school graduate or satisfied the GED (General Education Development) test of which is recognized by the Department of Education. Applicants complete an attestation to this requirement and a copy is requested by admissions. Students who have attended a college or university in the past may show transcripts for possible credit allowance (see transfer of credit policy).

(2) An ACT composite score of 18 or better. If the ACT score is less than 18, it’s been more than five years ago, or has never been taken, an Entrance Exam is required. A score of 70% or better on the entrance test is considered passing. The Entrance Exam is free of charge and covers the high school equivalent basic general knowledge.

(3) Criminal background assessment; persons convicted of non-violent felonies and may or may not be accepted. Medical Career & Technical College, at sole opinion, may not admit a student that may have difficulty finding employment in the field as a result of issues disclosed on their criminal history.

(4) One letter of recommendation from a previous employer, teacher, guidance counselor, caseworker, or supervisor. Letters from friends, clergy, and relatives, are not accepted.

(5) Personal statement of why the applicant has chosen their field of interest including professional goals once graduated.

(6) Personal interview by the Chief Academic Officer and/or Chief Executive Officer may also be requested prior to admission.

Accepted students are those who have been evaluated by Administration along with the Admissions interview and have demonstrated they can benefit from instruction offered. No single factor will eliminate or guarantee admission.

Procedures of Application

1. Complete Career Assessment Questionnaire (application) and enrollment form with applicable fees (i.e. application fee, background check, liability insurance, or other administrative fees). These fees are non-refundable. Enrollment may be accepted up to the five (5) days prior to the start of the term; however, is dependent upon seat availability.

2. Complete financial requirements with the financial aid office prior to the start of class.

3. Provide proof of a negative TB skin test or chest x-ray

4. Provide a copy of high school diploma or GED

5. Provide a copy of driver’s license and social security card

6. All vaccinations should be up to date, such as MMR, HBV, Tetanus. Externship sites may require further vaccination such as flu, chicken pox, etc. prior to placement.

7. Provide CPR Healthcare Provider level certification. If not CPR certified, the school provides the course for a minimal fee on a monthly basis. All students must be CPR certified prior to entering their core program classes.

Transfer of Credit

For consideration of transfer credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), it is the students’ responsibility for obtaining their specific transcripts of previous college credit for the school to review. Courses for consideration must be within the previous 5 years and have received a minimum grade of a B. Students must complete 75% of their courses from Medical Career & Technical College and courses with clinical competencies are not approved due to the nature of the profession and the professions standards. No credit is given for on the job or experiential learning. The college does not admit students on advanced placement.

Bypass Examinations

If a student feels their previous course work, knowledge, experience, and skill level in Medical Terminology or Anatomy/Physiology is at competent level, a student has the right to request a special examination for advanced placement course credit. Application with a $50 bypass exam fee must be made and exam scheduled with admissions. A bypass grade of an 85% must be obtained for course credit. A maximum of 1 bypass exam can be attempted.
Transferability of Course
Institutions are required to review any credit of training received. However, it is left to the individual institution as to the receiving of any courses or credit from other colleges or schools.

Withdrawal/Drop
If student chooses to withdraw from their course after the course has already begun or withdraw from the school, the student must sign a withdrawal form with administration. See tuition refund policy regarding dates of withdrawal and policy.

If a student misses more than 2 days during an individual module; the instructor is required to drop the student and will report as an F on the student’s transcript.

Repeat Courses
Due to Failing a Course
If after one attempt in the course due to failing the course or being dropped from the course, and the student wishes to repeat the class, must meet with the Director of Education prior to the start of the next term. Students are not granted permission to repeat automatically when failing a course. Students must meet the college’s Satisfactory Academic Progress policy. The Director of Education will also determine if there is available seating for the course as the student may have to await availability. Tuition will apply.

If after another attempt in a course due to not meeting attendance requirements or failing the course, and the student is in good standing financially and meets satisfactorily the rate of completion (150% maximum achievement timeframe to graduation), the student is allowed one (1) additional repeat of the course only. The student may only be admitted to the course based on recommendation by the Director of Education.

Leave of Absence
If a student anticipates a leave and will be need to be absent a term or longer, the student must submit a letter to the Director of Education stating the reason of the leave and dates of leave and return. A leave of absence is only granted for a period of 2 terms. If after the 2nd term the student does not return, the student will then follow the school’s readmission policies.

Readmission to School
Former students, those that have withdrawn and wishing to re-enroll must make a new application to the school. All fees and tuition will be assessed. Previous courses taken at Medical Career & Technical College will be reviewed as to their current acceptance and credit approval. Content only courses previously taken within the past five (5) years will be considered for credit if the student received a B or better in that course. Competency courses previously taken within the past two (2) years will be considered for credit if the student received a B or better in that course.

Transfer between Programs (Change of Program)
If a student wishes to change their program a “Change of Program” form must be completed. The student will be allowed to petition for one (1) program change. This form is located with the Director of Education. A meeting with the Director of Education and with the Business Office must also be completed prior to being eligible for program transfer. If change of program is accepted, the change would take place at the beginning of the next term.

Transcript Request
Students who desire a transcript of their academic record and are in good standing financially with the school may complete a “Transcript Request” form. This form can be found with the Director of Education and in the Business Office. Official transcripts can be mailed directly to designated recipient. The first transcript is free; thereafter, a $3 processing fee is assessed per transcript.
TUITION, FEES, AND POLICIES

Enrollment Fees
A one-time, non-refundable $75 enrollment fee is assessed at time of registration. Other fees may include a background check and liability insurance dependent upon program choice, supply fees, and graduation fees.

Tuition per Program

<table>
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<tr>
<th>Program</th>
<th>Contact Hours</th>
<th>Tuition</th>
<th>Cost per Class</th>
<th>Fees Total</th>
<th>Total Cost</th>
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</thead>
<tbody>
<tr>
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<td>636</td>
<td>$9500</td>
<td>$1583.33</td>
<td>$320</td>
<td>$9820</td>
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<td>Medical Administration</td>
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<td>$8500</td>
<td>$1214.28</td>
<td>$220</td>
<td>$8720</td>
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<tr>
<td>Medical Assistant</td>
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<td>$10500</td>
<td>$1166.66</td>
<td>$320</td>
<td>$10820</td>
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<tr>
<td>Medical Massage Therapy</td>
<td>990</td>
<td>$9500</td>
<td>$863.63</td>
<td>$320</td>
<td>$9820</td>
</tr>
<tr>
<td>Veterinary Assistant</td>
<td>600</td>
<td>$6500</td>
<td>$1083.33</td>
<td>$320</td>
<td>$6820</td>
</tr>
</tbody>
</table>

How to Pay for School
Federal Financial Aid is available to those who qualify. Not all programs qualify at this time. Each incoming student will meet with the Financial Aid Director prior to the start of their program.

In addition to Financial Aid, we offer an option for everyone! Medical Career & Technical College provides tuition payment plans to help students pay for their school.

1. Full Pay (cash, credit/debit card, check).
2. Pay for one course at a time, NO INTEREST and be debt free at graduation!
3. Interest Free Loans! Tuition is divided into equal tuition payments, depending on your program.

Other Financial Information

Veteran’s Educational Benefits: Medical Career & Technical College is approved for the training of veteran’s, veteran’s survivors, and children of disabled veterans under public laws administered by the United States Veteran’s Administration. Veterans or their families who think they may be eligible for benefits should contact their local Veteran’s Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility or for more information.

- VA makes benefit determination not Medical Career & Technical College

Rehabilitation Programs: Medical Career & Technical College serves clients of Kentucky Vocational Rehabilitation. A student with a noted handicap to employment may be eligible for financial assistance while training.

- Amount available is determined by the agency and the individual circumstance not Medical Career & Technical College

Workforce Innovation and Opportunity Act (WIOA): The Workforce Investment Boards (WIBs) provide grants to eligible students who have been displaced or who are unemployed. Information is available through the local WIBs.

- Approval and amount determined is that of WIB and not Medical Career & Technical College

Certification Examination Fees
At completion of each program, all students are eligible to become credentialed in their particular field/fields. These fees are paid directly to the certification exam body. Fees for exams are due at completion of your chosen program and fee range is dependent on the number of exams you choose to take, as most programs offer stacked credentialing. The average range in pricing is $105-$200. Some of the exams are given off site at a computerized testing facility, such as the CMA (AAMA), Certified Medical Assistant with the American Association of Medical Assistants; and the RDA (Registered Dental Assistant) given by the American Medical Technologist Association examinations. The school is an approved testing facility with the National Healthcareer Association (NHA) offering the phlebotomy and administrative credentials; and with Certify Today which credentials the veterinary assistants. See the
Academic Calendar for NHA and the Certify Today on campus exam dates that are given on campus. Registration and payment due dates for those exams is 2 weeks prior to test date. See academics to register for these exams.

Examination Participation
We recommend and encourage all graduates to sit for their particular certification exam (if applicable) no more than 3 months after program completion to ensure their success in passing.

Examination Pass Rates
Any student or prospective student may request from the Director of Education certification examination pass rates from the previous two years from any exam.

Other Possible Costs
Scrubs, non-canvas white or black shoes, CPR certification (required prior to clinical participation), or TB skin test and/or immunizations as recommended by the students’ physician. A $5.00 fee applies to replace a name badge. To request to copy or print certain classroom assignment pages, a fee of 0.15 cents is assessed per copy.

Cancellation Policy
Three-Day Cancellation: An applicant who cancels within three (3) business days of executing the enrollment agreement is entitled to a refund of all tuition and fees.

Tuition Refund
Tuition is assessed per program with the following tuition refund policy:

- Withdrawal prior to the start of class, the student is entitled to all monies minus non-refundable fees.
- Withdrawal during 1st two (2) weeks of class, 50% refund of module.
- Withdrawal after 2nd week of instruction, no refund. The full course amount is still owed.
- If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.

Official withdrawal includes completing a withdrawal form with Administration within the timeframes of the above for tuition refund approval. The dated form will determine an official date of withdrawal; and/or a student’s last day of attendance is the day a student last sat in class or the date the student had any academically related activity such as externship or clinical experience, or examination. If tuition refunds are owed, refunds are made within 45 days after the date the school determines that the student has withdrawn.

Pro-Rata Refund Policy for Veterans and other Eligible Students: Per CFR 21.4255 Medical Career and Technical College has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

Financial Aid Refund
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The recalculation is based on the percentage of earned aid. If a student is the recipient of federal financial aid, the Federal Return of Title IV funds formula is required to be performed. This calculation may result in a portion of aid being returned to the U.S. Department of Education. This oftentimes results in a balance being owed by the student to the school. Any balance that results from this calculation is the student’s responsibility to repay.

Delinquent Student Accounts
Loans must be repaid even if the student does not finish their education. A delinquent student account is sufficient cause to prevent future registration for classes at the school, issuance of a diploma/certificate to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the students’ behalf, and the release of grades for current course work.
Outstanding unpaid balances owed to Medical Career & Technical College may be referred to a collection agency/small claims court. If this action should occur, the student may be responsible for both the amounts owed the school and any collection fees assessed by the collection agency and/or small claims court.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress (SAP) policy is based on the quality of each student’s academic performance. This is represented by a student’s cumulative grade point average (GPA) and a quantitative review of progress. Students are made aware of their academic progress through various methods including testing, skills assessment, attendance, and other as indicated on the course syllabus. Instructors may provide academic counseling at mid-term with arrangements made per student as indicated on the counseling form. To maintain financial aid academic eligibility, a student must also comply with the following standard.

Standard 1: The GPA Standard
Students must pass each program module with a grade of 70% unless a specific course mandates a higher percentage, and maintain in sufficiency each of the areas included on the course syllabus. Students must maintain a GPA of at least a “C” (2.0) beginning by the end of the first term.

Standard 2: The Pace Standard
This measures the pace at which the student progresses toward program completion. Federal regulations require that a student complete a minimum of 66.67% of required contact hours they attempt. Pace is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted.

Standard 3: The Maximum Timeframe Standard
This is used to determine if a student is actually completing the academic program within a reasonable overall timeframe based on hours attempted. Students are required to complete their program in a timeframe of 150%. This is calculated by multiplying the minimum units (courses) required for the academic program by 150% to determine a maximum number of units (courses) a student can attempt before becoming ineligible for financial aid.

All transfer credits and credit by exam are included when calculating satisfactory academic progress.

Consequences of not meeting Satisfactory Academic Progress:
Probation: A student will be placed on Probation for one term if any one of the SAP standards is not met. If at conclusion of the probationary term a determination is made that the student has achieved SAP, the probationary status will be removed. If a student is unable to meet these conditions, the student will be ineligible for aid until the cumulative GPA is at least 2.0 and the cumulative completion rate is at least 66.67%
Suspension: If at conclusion of the probationary term a determination is made that the student has not achieved SAP, that student will be suspended from the school.

Suspension/Appeal Rights: If after a student has been suspended due to not meeting SAP policy, a student has a right to submit an appeal to be placed on an Academic Plan of probation for one term. If a student demonstrates he/she is academically and motivationally prepared to continue his/her program of study, the student may be reinstated with certain requirements mandated by the Director of Education during the probationary period. These requirements will be discussed individually. As the student is found in meeting the Satisfactory Academic Progress policy, the student will then be removed from probation. If an appeal is denied the student is terminated. See the Director of Education for an official appeal form.

Dismissal from the School: The school reserves the right to terminate any student that does not maintain satisfactory academic progress, is not current with financial agreements, or fails to abide by established standards of conduct. If a student is convicted of a felony during the course of their schooling that student will be immediately dismissed.

Satisfactory Academic Progress: Criteria for Financial Aid
The measurement of a student’s Satisfactory Academic Progress (SAP) enrolled in a program is that the student must maintain a 2.0 GPA for a specified number of clock hours as the student progresses through a program (i.e. Medical Assistant: 456 hours; Medical Administration: 315 hours; Dental Assistant: 318 hours). Progress reports are issued every course during a student’s program.

**Financial Aid Warning**
When a student fails to meet Financial Aid SAP Standards, the student will be placed on Financial Aid Warning status. Such students will still be eligible for financial aid; however, these students must make satisfactory academic progress during the period of the course they are in warning status, to continue as eligible for financial aid.

**STUDENT PROGRAMS AND SERVICES**

- **School Facility**
  The school facility is located at the University Shopping Center and includes several classrooms, computer lab/resource room, several simulation laboratories for skills practice, a conference room, several restrooms, a student area, and administrative area.

- **Learning Resources**
  A Learning Resource Center (LRC) is available for students and is equipped with internet access for student use for school purposes only. It is available Monday through Friday. See LRC hours located at LRC entrance. In addition, program specific books, audiovisual and other materials are available through individual instructors. Students can access learning resources, such as books, journals, and databases through Madison Library at [www.madisonlibrary.org](http://www.madisonlibrary.org)

- **Career Services**
  Career Services is available to each student; however, the institution does not guarantee employment. The mission of Career Services is to meet the needs of our students by providing accurate educational and career information that meets each student’s future goals. Career Services helps to assist and expects students to be very active in their employment search as graduation nears. All last term students will receive career preparation booklets in the following: preparation of “Resume and Cover Letters”, “Interviewing Techniques and Skills”, and “Where to Find a Job”. Placement service continues after graduation is needed!

- **Externship/Clinical Rotations**
  Several of the programs require a certain number of hours in the field at completion of the didactic classroom courses. The student is expected to play an active part in the search for a clinical site; however, assistance by the school is available. Each student will be visited by school faculty during their rotation and a separate grade from the clinical site is given. The externship/clinical rotations have proven a key part in obtaining employment in the field.

- **ASSIST Friday’s**
  Instructors are available to provide support every Friday from 10-12. One-on-one time with your instructor is available to provide content support with various other learning methods provided. The laboratory is also available for skills practice to students every Friday from 10-12. A lab instructor is available.

- **Orientation Class**
  All incoming students will attend a mandatory orientation prior to the start of their term. Orientation provides important overview of the school policies and program information. During orientation students will have an
opportunity to meet other new students, faculty, and administration and have any individual questions answered.

- Commencement Exercises (Graduation)
  Services are held in the Fall of each year. All students that graduated prior to those dates are invited to attend. Location and time of services will be announced.

STUDENT RESPONSIBILITIES

Student Parking
Students are able to park in the parking lot in front of the school. We ask that students park beyond the light poles allowing retail vendors to utilize the front spaces. An elevator is located in the middle of the pedestrian way if needed.

Academic Integrity
Students are expected to maintain academic integrity at all times by doing your own work on assignments, papers, tests, homework, etc. All products are to be the work of the individual student unless otherwise specified by the instructor. The following are unethical and unprofessional:

- Plagiarism – using another person’s words or ideas without giving proper credit
- Using notes, textbooks, electronics, or other materials when not allowed during an exam
- Giving test questions or answers to another student or obtaining them from another student
- Completing an assignment for another student

Consequences:
1st Offense: zero on assignment or exam
2nd Offense: “F” given for the class and student suspended for remainder of term
3rd Offense: Dismissal from school without re-entry

Americans with Disabilities Act
The Medical Career & Technical College provides, upon request, reasonable accommodations to participate in the programs. Students requiring accommodations must first provide professional verification by a licensed healthcare provider of the condition(s) that necessitate the accommodations with recommendation for accommodation. The college strives to attempt to identify reasonable accommodations. These accommodations do not include measures which fundamentally may place an undue financial burden on the school, or which may endanger the student or others at the college. A review of the document with a personal interview will be conducted to explore the needs of the student.

Students with learning disabilities must provide professional testing and evaluation results that reflect students’ level of achievement and information processing. A review of documents with a personal interview to review previous academic adjustments and accommodations will be conducted to explore the needs of the student. If accommodations are granted, the student will meet upon request with the Director of Education to evaluate effectiveness of accommodations.

Non-Discrimination Policy
The Medical Career & Technical College is committed to a policy of nondiscrimination in matters of admission and other policies. The College complies with all federal and state rules and regulations and does not discriminate against anyone on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.
**Drug Free School**
Use of illegal or illicit drugs, prescribed or not, and intoxication is a violation of school regulations. Students must be physically free of any substance that may impair their intellectual, physical, and emotional functions. Students found in possession of such substances or found in violation of this policy will be terminated.

**Sexual Harassment Policy**
Medical Career & Technical College seeks to provide an environment that is free of sexual harassment. Sexual harassment violates federal, state, and school laws. Sexual harassment occurs when unwelcome verbal, physical, or sexual behavior has occurred. Individuals who are aware or who have witnessed an offense should immediately report to the Chief Executive Officer. This grievance will be investigated with report made.

**Smoking Policy**
In effort to prevent health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students, and visitors who choose to use tobacco products may do so away from the building. Please dispose of cigarette butts in the receptacle provided. Do not leave cigarette butts on the school property.

**Privacy Rights of Students**
Each student and graduate has the right to review the official educational records directly related to him or her. No record or personally identifiable information contained therein shall be released to any individual or agency without the express written consent of the student.

**Health & Safety**
The campus Safety and Emergency Preparedness Plan that includes first aid procedures, health and safety of students, fire procedures, etc. can be found in the administration offices or the faculty office. Specific safety concerns that deal with the lab components with specific training provided is included in the clinical classes.

**Code of Conduct**
Students are expected to maintain academic integrity, abide by any policies, such as attendance, externship, classroom, and uniform policy. Students are expected to abide by all policies as written in this catalog. If at any time it is suspected that you have not maintained these policies, a written reprimand may be given with plan of action taken. A Student Handbook with more detail is given and reviewed at school orientation.

**Classroom Management**
Students are prohibited from bringing children with them to class. Food and drinks are not allowed in the classroom, lab, or clinical setting. Water only in a closed container is allowed in the classroom. It is the responsibility of each student to read the student handbook and abide by all policies to include professional ethics.

**Inclement Weather Policy**
In the event of inclement weather, a determination is made within 1 ½ hours prior to class starting time. A message is posted on the schools Facebook page and on the local weather channels if a delay or cancelation occurs.

**Criminal Record**
All students will have criminal background check prior to enrollment and cannot be accepted into the program with a felony conviction. The fee for this background check is the responsibility of the prospective student. A criminal background may also hinder your ability to obtain employment in the medical field and/or your eligibility to sit for credentialing exams. If a student is convicted of a felony during the course of their schooling that student will be immediately dismissed.
Uniforms
Our goal is to help you graduate as a competent professional who has adopted professional behaviors. As a reminder, students must wear proper uniform which consists of red scrub top and pants, a white lab coat, name badge with school lanyard, and all white or all black non-canvas shoes. In addition, students are to cover tattoos, and no display of facial/body jewelry and tongue piercings. See Student Handbook for further appearance policies.

Student Identification Cards
Students are required to purchase a lanyard and name badge holder to wear to class daily. This can be purchased in the school store.

Visitors to Campus
Non-enrolled guests and children are not permitted to attend class. If a visitor is stopping by the campus for clinical/lab purposes, the visitor must check in at the front desk prior to lab attendance.

ACADEMIC REGULATIONS

Grades
Grades are a means of communicating student achievement. The following grading scale applies:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80%</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70%</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60%</td>
</tr>
<tr>
<td>F</td>
<td>59 - 0%</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W/D</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

An “Incomplete” grade is used for emergencies only and when only a minor portion of the assignments and/or skills have not been completed. A one week “incomplete” is the extent and must be approved with the instructor and the Director of Education. See course syllabus for specifics on externship incomplete policy. An “Incomplete” grade may also be used for those students in good standing on externship for a period of one term.

A “W/D” grade is given to students that have officially withdrawn from class during the first 2 weeks of class (see Tuition Refund Policy); otherwise a grade of an “F” is given to students that disappeared after sitting in class the first 2 weeks. All attempted clock hours will count toward the 150% maximum attempt level as stated in the Satisfactory Academic Progress policy.

Attendance Requirements
Class attendance is an absolute requirement. It is the student’s responsibility to attend every class the scheduled length of time. Excessive absences, tardiness, and leaving class early may be taken into consideration by instructors in assignment of grades. A tardy is given to students who arrive late or leave early and is counted as a one-half absence. A student will be dropped from any course if the student misses in excess of 18% of the course contact hours. This equivocates to 2 absences in a typical daytime 84 contact hour course. In competency/lab based courses, the absence stipulation may be greater at instructor discretion. If a student misses beyond the 18%, the student fails the course and an “F” is posted on the students’ transcript. Students may re-enter missed courses in the next available course on a space available basis.

If a student does not sit for class during Week 1 of the term, that student will not be eligible to take that particular course that term; thus, pushing the student farther back from graduating, possibly causing the student to not meet Satisfactory Academic Progress and being placed on probation, and it may affect the students financial aid status. Therefore, Week 1 of each term is imperative a student must be in attendance.
Examinations
Students are expected to take numerous exams, often weekly, and submit projects or assignments. Students are expected to take exams and complete assignments as the instructor schedules (refer to course syllabus). The instructor is under no obligation to reschedule missed exams or to extend deadlines for assignments, unless the student and instructor have made prior arrangements. ASSIST Friday’s may be made mandatory for those students that may need to repeat missed tests or assignments.

Honors Graduate
Students that maintain a 4.0 GPA throughout their chosen career courses will be recognized as an Honors Graduate from the school. This recognition will be received at graduation.

Grievance Procedure
Under extenuating circumstances beyond the student’s control or ability to foresee, an appeal or grievance may be filed with the Director of Education for an exception to any stated policy or to address any complaints or concerns. Medical Career & Technical College desires to resolve these concerns.

A grievable offense is any alleged action that violates school policy and the grievant is personally affected by such violation. The college first asks that the complaint attempt to be resolved with the individual or department it pertains to. To state a formal grievance, after attempting to resolve with the individual party it pertains to, submit a formal grievance with a complete detailed statement to the Director of Education. The grievance must be submitted for review within 14 calendar days the student knew or should have reasonably known about the action. If it is determined to be grievable, the statement will be reviewed and shared with the participating party, who will also provide a statement as to the grievance. Administration will render a decision and make determination as to the complaints resolution.

If you do not agree with the college’s grievance procedure you may contact The Commission on Proprietary Education.

Student Handbook
Each incoming student will receive a Student Handbook during orientation. All students must also abide by those policies.

Notice
Medical Career & Technical College reserves the right to change any provision or requirement at any time within the student’s term of attendance. The school reserves the right to change fees, policies, regulations, and calendar to revise programs as deemed necessary and desirable. Any changes would only occur provided they are within the terms and conditions of the enrollment agreement and no undue hardship or disruption to the program of study would be placed on the student. The school also has the right to delay a course or program start where the number of students scheduled to start is too small economically to start the course.
CAREER PROGRAMS

PROGRAMS AND INDEX

Dental Assistant .............................. Page 18
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Veterinary Assistant .......................... Page 22

The College uses a Clock Hour system which indicates actual sat hours in the classroom, laboratory, and externship/clinical rotations. A student carrying a minimum of 14 clock hours is considered to be a full-time student with our institution.
About the Program
Dental Assistants work for Dentists with duties ranging from basic dental office skills to more comprehensive clinical procedures. Dental Assistants help with dental records, billing, scheduling appointments, sterilizing dental instruments, assisting dentists during procedures, assisting in dental lab tasks, etc. In addition to classroom and laboratory, an externship will complete the program.

Upon employment as a Dental Assistant, you are deemed “registered” when the dentist employer reports your name to the Kentucky Board of Dentistry. Annually, as the Dentist reports to the Kentucky Dentistry Board, that Dentist is required to place the dental assistant name on the registry list. However, this is different than becoming credentialed in the field by passing a national exam from a third party. The schools’ graduates are eligible to sit for national certification testing with the American Medical Technologists organization to become a Registered Dental Assistant (RDA).

Course Schedule
Classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is taken as a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation in a dental office is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly with limited enrollment.

Modules:
MED100 Medical Terminology 84 Clock Hours
MED101 Anatomy/Physiology 84 Clock Hours
DTL101 Dental Assistant I 84 Clock Hours
DTL102 Dental Assistant II 84 Clock Hours
DTL103 Dental Assistant III 84 Clock Hours
DTL150 Dental Assistant Externship 216 Clock Hours

Program Objective
The Dental Assistant program objective is to provide training in the profession that leads to employment in the field. The Kentucky Dental Practice Act does not mandate a dental assistant be credentialed in the field, but Medical Career & Technical College believes that demonstrating specific testing documentation from a third party is valued and deemed significant to the profession and therefore an added objective is that graduates become credentialed in the field. The program combines didactic and competency based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field.

About the Program
This program includes Medical Billing & Coding. Keep healthcare offices running smoothly; medical administrators are familiar with health insurance rules, billing and coding, medical terminology, medical office procedures and medical office management. There are many different career titles for the medical administrator; however, this individual serves patient and organizational needs by performing a huge variety of office support or business functions within the healthcare organization.

Upon successful completion of the program, students will sit for certification with the National Healthcareer Association (NHA) to become a Certified Medical Administrative Assistant (CMAA) and the Certified Billing and Coding Specialist (CBCS); and are also eligible to sit for examination with the American Association of Professional Coders (AAPC) to become a Certified Professional Coder (CPC).

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly with limited enrollment.

Course Schedule
The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4.

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<tr>
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<td>Anatomy/Physiology</td>
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</tr>
<tr>
<td>ADM101</td>
<td>Medical Office Administration</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>ADM102</td>
<td>Electronic Health Records</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>ADM103</td>
<td>Medical Coding</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>ADM104</td>
<td>Advanced Medical Coding</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>ADM140</td>
<td>Medical Coding Practicum</td>
<td>126 Clock Hours</td>
</tr>
</tbody>
</table>

Program Objective
The Medical Administration program objective is to provide the most current training that leads to obtaining professional credentials in the field and employment in the field. The program combines didactic and competency based learning in the areas of medical office administration, medical billing and coding, and electronic health records, thus offering graduates the ability to obtain employment in a variety of areas.

About the Program
Medical Assistants possess both administrative and clinical skills. This program focuses on the clinical and administrative skills required to work in doctor’s offices, clinics, and other. Medical Assisting continues to be one of the fastest growing healthcare professions. Medical Assistants work to assist physicians in the day to day clinical and administrative duties of ambulatory patient
care. These duties include rooming of patients to performing insurance duties. Graduates may choose to specialize in one of the various specialty practices such as dermatology, gynecology, internal medicine, surgery, and many other rewarding fields. Graduates are eligible to sit for certification as a Registered Medical Assistant (RMA) with the American Medical Technologist (AMT) organization. Or the CMA (AAMA) exam offered by the American Association of Medical Assistants. Graduates are also eligible to sit for the Certification as a Phlebotomist through the AMT or the National Healthcareer Association (NHA) and EKG Technician with the NHA. Graduates are also eligible to sit for the Certified Medical Administrative Assistant (CMAA) exam, the Certified Billing and Coding Specialist (CBCS) exam, and the CPC (Certified Professional Coder) exam with the AAPC (American Association of Professional Coders).

**Course Schedule**
Classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4.

An unpaid externship rotation in a doctor’s office is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly with limited enrollment.

**Modules:**
- MED100 Medical Terminology 84 Clock Hours
- MED101 Anatomy/Physiology 84 Clock Hours
- ADM101 Medical Office Administration 84 Clock Hours
- ADM102 Electronic Health Records 84 Clock Hours
- ADM103 Medical Coding 84 Clock Hours
- CLN101 Clinical Assistant I 84 Clock Hours
- CLN102 Clinical Assistant II 84 Clock Hours
- LAB100 Medical Laboratory Procedures 84 Clock Hours
- CLN150 Medical Assistant Externship 240 Clock Hours

**Program Objective**
The program objective of the Medical Assistant program is to provide training that meets the standards of the medical assisting profession that leads to eligibility to sit for national certification and employment in the field. The program curriculum also encompasses a vast array of skills leading to additional national certifications offering the graduate the opportunity to obtain stacked credentials in various administrative and clinical areas. The program combines didactic and competency based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field.

**About the Program**
Massage Therapists learn to apply skill and knowledge in the area of specialized touch to create relaxation, comfort, and healing. Massage therapists employ a variety of massage techniques finding careers at hospitals, doctors or chiropractic offices, cruise ships, resorts, health and fitness facilities, salons or as a business entrepreneur. As the program advances, students will encompass the field
of medical massage by gaining more knowledge in advanced medical conditions and their contraindications while applying the use of massage in a hospital setting.

Course Schedule
The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation completes the program.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly with limited enrollment.

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<td>MED101</td>
<td>Anatomy/Physiology</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT101</td>
<td>Massage Therapy 1</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT102</td>
<td>Massage Therapy 2</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT103</td>
<td>Massage Therapy 3</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT104</td>
<td>Massage Therapy 4</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT105</td>
<td>Massage Therapy 5</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT106</td>
<td>Massage Therapy 6</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT107</td>
<td>Massage Therapy 7</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>MMT150</td>
<td>Massage Therapy Externship I</td>
<td>117 Clock Hours</td>
</tr>
<tr>
<td>MMT151</td>
<td>Massage Therapy Externship II</td>
<td>117 Clock Hours</td>
</tr>
</tbody>
</table>

Program Objective
The program objective of the Medical Massage Therapy program is to provide training that leads to professional certification and employment in the field. Students are eligible to sit for licensure through the MBLEx (Massage and Bodywork Licensing Exam). The program combines content and hands on skill opportunities allowing students to practice required competencies while gaining proficiency in those skills.
About the Program
Veterinary Assistants work for Veterinarians and will assist with the examination of animals, will feed/water animals, sterilize instruments used for surgery, assist with procedures, provide post-op care and education to families, administer medications orally and topically, and assist with lab procedures. According to the Bureau of Labor Statistics, Veterinary Assistants should see a faster than average job growth for the profession. With the advancement of science and technology having a Diploma in the field will set you apart from others along with certification! Our graduates are eligible to sit for the Nationally Certified Veterinary Assistant (NCVA) exam.

Course Schedule
The classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week. It is a residential (on campus) program and your schedule may include a Monday/Wednesday or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation in a veterinary clinic is also required with varying hours.

Students must also obtain CPR certification from the American Heart Association or demonstrate proof of current certification. The course is offered on campus monthly with limited enrollment.

Modules
<table>
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<tr>
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<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED100</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>MED101</td>
<td>Anatomy/Physiology</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>VET101</td>
<td>Veterinary Assistant I</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>VET102</td>
<td>Veterinary Assistant II</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>VET103</td>
<td>Veterinary Assistant III</td>
<td>84 Clock Hours</td>
</tr>
<tr>
<td>VET150</td>
<td>Veterinary Assistant Externship</td>
<td>180 Clock Hours</td>
</tr>
</tbody>
</table>

Program Objective
The program objective of the Veterinary Assistant program is to provide training that leads to employment in the field. The program combines didactic and competency based education providing the student a hands-on learning opportunity to master a required skill set. The program completes with an externship opportunity allowing the student to actively engage and participate in the field. Students are eligible to sit for certification as a Nationally Certified Veterinary Assistant (NCVA).
ON-CAMPUS OBJECTIVE
Classes are held on-campus in a Residential Delivery Method. Classes are taught in a modular curriculum taking one class at a time, each six-weeks in length. Each class is taught two days a week from the hours of 9:00 a.m. until 4:00 p.m.; thus, allowing for a total of 14 class hours per week. Externship and Practicum courses will have varying hours.

ADM104/Advanced Medical Coding (84 Contact Hours): The medical coding student will continue to advance in their coding skill. The course includes case studies to be coded with service codes and diagnostic codes. Official guidelines for coding and reporting are mastered and the skill of auditing is practiced.

MED101/Anatomy/Physiology (84 Contact Hours): Students are introduced to the general structure and function of the human body with emphasis on specific organ systems including the integumentary, musculoskeletal, blood, cardiovascular, lymphatic, digestive, endocrine, respiratory, nervous, and genitourinary systems. The student will learn the basic pathophysiology of common disorders of each system.

CLN101/Clinical Assistant I (84 Contact Hours): Students will gain an understanding of medical law and ethics, HIPAA, medical record documentation, medical asepsis and the OSHA standard, PPE, vital signs, height, weight, ear & eye assessment, preparation, positioning, and assistance with routine physical and specialized examinations.

CLN102/Clinical Assistant II (84 Contact Hours): Students will gain apply skill and knowledge in disinfection, sterilization, minor office procedures including sterile technique, suture and staple removal, sterile dressing changes, ECGs and spirometry. Students will also learn basic pharmacology, drug calculations and administration including various injection methods. Students will also be introduced to radiology and diagnostic imaging procedures gaining knowledge of the procedures and necessary patient preparation.

DTL101/Dental Assistant I (84 Contact Hours): Students will be introduced to the profession of dental assisting to include dental ethics and dental law. Dental sciences to include dental anatomy, physiology, histology, landmarks, and tooth morphology are discussed. Knowledge and skill in oral health and prevention of dental disease and infection prevention in dentistry is also obtained. Dentistry as a business will also be introduced in this course.

DTL102/Dental Assistant II (84 Contact Hours): Students will begin to learn and apply skill as it pertains to dentistry occupational health and safety. The patient assessment to include the patient record, vital signs, oral diagnosis and treatment planning with assisting in medical emergencies is discussed. Dental administrative duties are also discussed to include proper handling and storage of patient and office documents. Progression into clinical dentistry such as the use of dental instrumentation and delivering dental care completes the course.

DTL103/Dental Assistant III (84 Contact Hours): Students will learn dental laboratory skills utilizing dental materials. The course includes radiographic imaging with knowledge and skill applied. Assisting in comprehensive dental care completes the course.
DTL150/Dental Assistant Externship (216 Hours): This course requires the dental assistant to integrate and apply knowledge and skills from all previous dental assistant courses in an actual dentist office. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident dental assistant. This is a supervised, unpaid, clinical experience.

ADM102/Electronic Health Records (84 Contact Hours): Students are introduced to Electronic Health Records with hands on approach. Keyboarding skills are also introduced. The entire medical office workflow process, from scheduling an appointment to collecting the final payment is covered. Practice management and health information management concepts are included.

MMT101/Massage Therapy 1 (84 Contact Hours): Students will be introduced to the profession of massage therapy and its history. Professional development, ethics, and the self-care of the massage therapist are discussed. Students will also begin to navigate the muscles of the body to include the shoulder and arm, the forearm and hand, and the spine and thorax.

MMT102/Massage Therapy 2 (84 Contact Hours): Students will continue to navigate the muscles of the body to include the head, neck, and face, the pelvis and thigh, and the leg and foot. Students will begin to apply knowledge and skill as it relates to the clinical applications of massage. Contraindications, documentation, proper hygiene and body mechanics are also discussed.

MMT103/Massage Therapy 3 (84 Contact Hours): Students will begin to apply knowledge and skill in various massage techniques and applications. Students will also gain a hands-on approach to study the various aspects of kinesiology.

MMT104/Massage Therapy 4 (84 Contact Hours): Students will learn and apply additional massage techniques and applications while learning to apply those techniques with special populations. The course also includes various body system pathologies.

MMT105/Massage Therapy 5 (84 Contact Hours): Students will further their massage therapy skill into myofascial massage, trigger point therapy, lymphatic facilitation, reflexology, and Asian and energy-based bodywork. The course continues with various body system pathologies.

MMT106/Massage Therapy 6 (84 Contact Hours): Students will begin to focus on massage therapy as a business by developing career plans and discuss employment. Finances, marketing, management, health insurance billing, and business ethics are also discussed. The course continues with various body system pathologies.

MMT107/Massage Therapy 7 (84 Contact Hours): Students will learn to utilize case studies by use of literature review to aid in massage treatment planning and in patient education. This course also includes a final review of all skills learned throughout the program. A final competency evaluation is performed throughout the course.

MMT150/Massage Therapy Externship I (117 Contact Hours): This course requires the massage therapist to integrate and apply knowledge and skills from all previous massage therapy courses. Students perform duties under the supervision of a licensed massage therapist or other licensed healthcare professional. This is a supervised, unpaid, experience. Externship hours may take place in the spa setting, a medical clinic, a hospital, or the student massage clinic. Students will also prepare for the business of massage.

MMT151/Massage Therapy Externship II (117 Contact Hours): This course continues from MMT150. This course requires the massage therapist to integrate and apply knowledge and skills from all previous massage therapy courses. Students perform duties under the supervision of a licensed massage therapist or other licensed healthcare professional. This is a supervised, unpaid, experience. Externship hours may take place in the spa setting, a medical clinic, a hospital, or the student massage clinic. Students will also prepare for the business of massage.

CLN150/Medical Assistant Externship (240 Contact Hours): This course requires the medical assistant to integrate and apply knowledge and skills from all previous administrative and clinical courses in an actual ambulatory healthcare setting. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident medical assistant. This is a supervised, unpaid, externship experience.
LAB100/Medical Laboratory Procedures (84 Contact Hours): Students will learn phlebotomy skills as it relates to dermal and venipuncture. Students will learn government regulations as it relates to the medical laboratory. The microscope, urinalysis, hematology, chemistry, immunology, microbiology, reference values, and common lab tests are also discussed.

ADM101/Medical Office Administration (84 Contact Hours): Students are introduced to various healthcare professions and settings and will learn verbal and written communication skills, and ethical and legal considerations and guidelines. Administrative skills learned will include basic office skills, patient scheduling, medical record management, medical insurance, daily accounting and financial practices with billing and collections and human resources.

MED100/Medical Terminology (84 Contact Hours): Students will learn to identify medical words by combining prefixes, suffixes, and medical word components. Medical terms will be learned in relation to body systems with spelling and pronunciation. Medical abbreviations will also be taught.

VET101/Veterinary Assistant I (84 Contact Hours): Students will learn an overview of the veterinary profession, office procedures, client relations, animal behavior, restraint, husbandry, and nutrition. Anatomy, physiology, and pharmacology as it pertains to the veterinary medicine are also applied.

VET102/Veterinary Assistant II (84 Contact Hours): Students will apply medical terminology as it relates to veterinary medicine. Skills are applied in caring for animals and nursing, anesthesia, surgical assisting, diagnostic imaging, and laboratory procedures. Avian and exotic animal care and nursing are also discussed.

VET103/Veterinary Assistant III (84 Contact Hours): Students will obtain the basic information needed to succeed in the large animal field to include the daily large animal practice responsibilities, clinical and surgical procedures. Common diseases, nutrition, and reproduction are also discussed.

VET150/Veterinary Assistant Externship (180 Contact Hours): This course requires the veterinary assistant to integrate and apply knowledge and skills from all previous courses. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident veterinary assistant. This is a supervised, unpaid, clinical experience.
**Administration**

**Kristi Bertrand, MPH, CMA (AAMA), PBT (ASCP)**  
**Chief Academic Officer, Co-Owner/Co-Founder**  
Associate of Science, Medical Assisting  
Eastern Kentucky University  
Bachelor of Science, Community Health Education  
Eastern Kentucky University  
Masters of Public Health  
Eastern Kentucky University  

**Patricia Mullins, RN, CNM (ACNM), APRN**  
**Chief Executive Officer, Co-Owner/Co-Founder**  
RN Diploma, Nursing  
Sinclair Community College  
Bachelor of Science, Psychology and Nursing  
University State of New York  
Advanced Practice Registered Nurse, Certified Nurse Midwife  
University of Mississippi School of Medicine

**Financial Aid Director**

**Tammy Hardwick, AAS, CCMA, CMAA, CET, CPT, CMA (AAMA)**  
Associate of Applied Science, Office Administration  
Bluegrass Community and Technical College

**Adjunct Faculty**

**Amy Blackburn, BS, NCVA**  
**Externship Coordinator (Veterinary Assistant Program)**  
Bachelor of Science, Animal Science  
University of Tennessee

**Rhonda Hale, RN, BSN**  
Bachelor of Science, Nursing  
Eastern Kentucky University

**Ronni Hoke, LMT**  
Bluegrass Community & Technical College, Associate of Arts  
Spencerian College, Massage Therapy Diploma

**Sherrie Isaacs, RN, BSN, CPT**  
Bachelor of Science, Nursing  
Eastern Kentucky University

**Jennifer Lyon, CMA (AAMA), CBCS**  
**Externship Coordinator (Medical Assistant Program)**
Associate of Science, Medical Assisting
American National University

Teresa VanWinkle, CMAA
Associate of Science, Health Information Management
Eastern Kentucky University

Barb Wipert, RDA
Externship Coordinator (Dental Assistant Program)
Diploma, Dental Assistant
Paraprofessional Institute of Columbus

Staff
Amara Herald, Admissions Adviser
Diploma, Medical Assistant
Medical Career & Technical College

DISCLOSURES

Filing a Complaint with the Kentucky Commission on Proprietary Education
To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed “Form to File a Complaint” (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov.

Student Protection Fund
KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed “Form for Claims Against the Student Protection Fund”. This form can be found on the website at www.kcpe.ky.gov.