



**Medical Career**  
**& TECHNICAL COLLEGE**  
*Jump Start Your Career!*

**MAIN CAMPUS**

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

**SEPARATE EDUCATIONAL CENTER**

**975 Hustonville Road, Suite #1  
Danville, KY 40422  
Ph: 859-209-2131  
Fax: 859-209-2128**

**ACADEMIC CALENDAR**

**2021**

**Term 1**

**January 4 – February 12**

January 4	New Term Begins
January 18	Martin Luther King Day Observed ( <i>School Closed</i> )

**Term 2**

**February 15 – March 26**

February 15	New Term Begins
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**-----Spring Break, March 29 – April 2 -----**

**Term 3**

**April 5 – May 14**

April 5	New Term Begins
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**Term 4**

**May 17 – June 25**

May 17	New Term Begins
May 31 <sup>st</sup>	Memorial Day Observed ( <i>School closed</i> )

**-----Summer Break, June 28 – July 2 -----**

**Term 5**

**July 5 – August 13**

July 5	New Term Begins
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**Term 6**

**August 16 – September 24**

August 16	New Term Begins
September 6 <sup>th</sup>	Labor Day Observed ( <i>School closed</i> )
September 17 <sup>th</sup>	Constitution Day ( <i>School in Session</i> )

**Term 7**

**September 27 – November 5**

September 27	New Term Begins
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**Term 8**

**November 8 – December 17**

November 8	New Term Begins
November 24-26	Thanksgiving Observed ( <i>School closed</i> )

**-----Christmas Break, December 20, 2021 – December 31, 2021-----**

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## WELCOME

Whether you are just starting out or looking to advance or change your career, Medical Career & Technical College can help you achieve this dream! Founded by a healthcare practitioner educator who embraces 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 Kristi Bertrand, President.

### MEET THE PRESIDENT

#### Founder, Medical Career & Technical College

Since 1996, Kristi Bertrand, MPH, B.S., A.S., CMA (AAMA) has been actively involved in higher education from holding a faculty position, developing curriculum, to the management of several higher educational allied health programs. Her vast experience included that of leading programs and campuses through the accreditation process and doing so flawlessly. Ms. Bertrand has served on numerous educational boards and participates as an on-site evaluator for various accrediting bodies.

Ms. Bertrand advocates for increased awareness to access affordable quality skills training where employment is readily available. With that came the vision for Medical Career & Technical College. Unlike many two-year or four-year institutions, students can graduate with a career skill in just a year's time and for a smarter overall total tuition cost.

In addition to affordability, Ms. Bertrand realized to attend college it takes time, and in today's era, families require an income, which requires time to work. The vision of offering programs where students attend just two days a week is the key to so many student's success. Another key factor in the success of learning is that students take just one course at a time, allowing a true stair step approach that meets the needs of today's academic learner.

Welcome to Medical Career & Technical College and we thank you for your commitment in choosing our great institution and letting us help you Jump Into your Career! Your success is our priority!

## 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 taking one course at a time. Training offered will allow students to become credentialed in their particular field immediately at program completion and obtain entry level employment in their chosen field.

## HISTORY OF THE SCHOOL

Medical Career Training Center, LLC was founded 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. In 2019 an additional campus was opened in Danville, KY. The college provides a subject focused curriculum where students take only one course at a time while attending only two days a week. The programs were developed in a perfect fashion where they are not too short for the skill level to be achieved and not too long involving paying for classes not necessarily required for the professional standards. Our graduates have seen great success in becoming credentialed in their field and in obtaining employment. Medical Career & Technical College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and is an active participant with Federal Financial Aid.

## 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](http://www.abhes.org)

### Licensed

Medical Career & Technical College is licensed by the Kentucky Commission on Proprietary Education.

Kentucky Commission on Proprietary Education

300 Sower Boulevard

Frankfort, KY 40601

502-564-4185

[kcpe.ky.gov](http://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](http://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](http://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](http://www.americanmedtech.org)

Medical Career & Technical College is recognized as an approved educational institution by the National Health Career Association (NHA) allowing its graduates to sit for certification of approved programs.

National Health Career Association  
 7500 West 160<sup>th</sup> Street  
 Stilwell, KS 66085  
 1-800-499-9092  
[www.nhanow.com](http://www.nhanow.com)

Medical Career & Technical College is recognized as an approved education institution with American Allied Health. The school is a recognized testing site for the graduates of the Veterinary Assistant program to sit for the Certified Veterinary Assistant (CVA) examination.

American Allied Health  
 P.O. Box 1487  
 Lowell, AR 72745  
 479-553-7285  
[www.AmericanAlliedHealth.com](http://www.AmericanAlliedHealth.com)

## 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 of the diploma or transcript is required upon admission. If an applicant holds an Associate degree or higher, transcripts or copy of the degree may serve to replace the high school diploma.

Students who have attended a college or university in the past may show transcripts for possible credit allowance (see transfer of credit policy).

(2) Applicants must acknowledge a clear criminal background check. Assessment may be requested by the student's externship site.

(3) The admissions process includes an interview evaluation with accepted students being those who have been evaluated by admissions and administration and who have demonstrated they can benefit from the instruction offered. The college may deny admission to an otherwise qualified candidate and no single factor may eliminate or guarantee admission.

### Medical Massage Therapy Applicants

Prospective Medical Massage Therapy program students must present documentation of having received a massage during the admissions process. See an Admissions Representative for more information.

### Procedures of Application

1. Complete Career Assessment Questionnaire (application) and enrollment packet. Enrollment may be accepted up to the three (3) 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 tuberculin test (i.e. skin test, chest x-ray, or blood test).
4. Provide a copy of high school diploma or GED. Provide college transcripts if applicable.
5. Provide a copy of driver's license or legal picture identification and social security card.

## CLINICAL REQUIREMENTS

### Immunizations

It is recommended that all vaccinations be up to date based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers. Documentation is not required unless requested by the student's clinical externship site. An externship site may require further vaccination such as flu, chicken pox, etc. prior to placement.

### Hepatitis B Vaccine

Students are highly encouraged to take the Hepatitis B vaccination. Healthcare professionals are at greater risk to the exposure of Hepatitis B through occupational exposure of blood or blood products. The vaccine does not protect against other forms of hepatitis. Student orientation will cover further details regarding Hepatitis B.

### Tuberculosis

Students are not permitted to practice in any clinical, laboratory, or classroom activity with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled. Tuberculin testing is performed by either skin testing, chest x-ray, or by blood testing. The student's individual physician will make recommendation.

### Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by American Heart Association or American Red Cross must remain current once the student reaches the third course of their program. The college must maintain a current copy of the student's CPR card within the student file. The college offers a class each term with fee included in the enrollment fees.

**Professional Liability Insurance**

The college maintains student professional liability insurance on all students while at externship. Student professional liability insurance is malpractice insurance that is intended to pay claims made against a student by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student. All students at externship sites are supervised by approved clinical preceptors. Each student is covered while supervised at the externship site. Coverage ceases upon termination of the student's enrollment.

Student professional liability insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The college recommends the student maintain personal health care insurance which provides primary coverage of medical bills.

**Pregnancy**

Pregnancies should be promptly reported to the respective program instructor. Following each prenatal visit any restrictions must be reported immediately to the student's instructor.

**ADMISSIONS POLICY****Transfer of Credit**

Transfer of credit is always the decision of the individual college. Accreditation does not guarantee transfer of credits. Requests for transfer credit must be submitted prior to enrollment. 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 (60 months) 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 clinical competencies required.

No credit is given for on the job or experiential learning. The college does not admit students on advanced placement.

**Transferability of Course to Another Institution**

Institutions are required to review any credit of training received, if requested by the prospective student. The individual institution makes the determination as to the receiving of any courses for transfer credit from other colleges or schools.

**Bypass Examinations**

If a student feels their previous course work, where no transfer credit applied to the Medical Terminology course or the Anatomy & Physiology course, is at competent level, the prospective student may request bypass examination. 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.

**Withdrawal Procedures**

Official Withdrawal - If a student chooses to withdraw from their course after the course has already begun or chooses to withdraw from the school, the student must sign a withdrawal form with administration. The student may be responsible for tuition owed to the school or to the Department of Education. See tuition refund policy regarding dates of withdrawal and policy. Effective date of withdrawal will be the date of written notification provided by the withdrawn student, or the date of the last day of attendance or where coursework or class participation occurred.



Failure to Attend – Attendance policy states that if a student misses more than 2 days during an individual course, the instructor is required to drop the student from the course and the student may receive a failing grade for the course. If the student repeats the course, the failing grade will be replaced with the new grade.

Note – Students contemplating withdrawing from a term should be cautioned with the following:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat the course they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course to be offered again.
- Their graduation date will change.
- Their financial aid and/or tuition costs may be affected.

### **Repeating a Course**

If after one attempt in the course the student fails the course, or if a student has been dropped from the course due to absences, and the student wishes to repeat the course, the students' academic record will be assessed to see if the student meets Satisfactory Academic Progress. Students are not automatically granted permission to repeat a course. Tuition will be assessed for the repeat course. Students are only allotted one attempt of repeat per course, and only if the student meets Satisfactory Academic Progress.

### **Leave of Absence**

Students who need to interrupt their program of study because of a medical condition, active military service, or other severe or unanticipated personal circumstance may make an application for a Leave of Absence (LOA). Students experiencing these types of circumstances should meet with the Campus Manager or the Campus President to discuss the need to temporarily interrupt their education.

The applicant for the LOA should have successfully completed at least one grading period and have a minimum GPA of a 2.0 and making Satisfactory Academic Progress and be current in his or her tuition obligation. The college policy allows for a two term (12 week) or 90-day leave of absence only. Except for approval of extreme circumstance approved by the Campus Manager, an additional 90-day leave of absence may be granted to total 180 days. If the student does not return, enrollment is terminated, and the student must then follow the school's readmission policies if he or she pursues to return. The students' federal student loans will have entered their federal loan "grace period" as of the applicant's actual last day of class attendance. Further, repayment of the student's loans will begin six months after his or her last day of class attendance.

### **Readmission to School**

Former students who withdrew in good standing 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. Courses previously taken within the past five (5) years will be considered for credit if the student received a C or better in that course.

### **Transfer between Programs (Change of Program)**

If a student wishes to change their program a "Transfer Between Programs" form must be completed. The student will be allowed to petition for one (1) program change only. The student must meet with the Campus Manager and with the Financial Aid Office for determination to be made. If change of program is accepted, the student must remain in good academic standing for the current term and the program change would take place at the beginning of the next term.

**Transcript Request**

Due to federal privacy laws, a written form request with the student's signature is required. This form can be found on the school's website or in the administrative office. Official transcripts will not be released to persons who are delinquent on meeting financial obligations to their program or considered not to be in good standing. Transcript request fee applies.

**TUITION, FEES, AND POLICIES****Enrollment Fees**

Non-refundable fees to include application fee, liability insurance, lab/supply fees, and graduation fee is assessed at time of enrollment.

**Tuition per Program**

Program	Contact Hours	Tuition	Cost per Class	Fees Total	Total Cost
Dental Assistant	636	\$10,900	\$1516.66	\$675	\$11,575
Medical Administration	630	\$9,500	\$1357.15	\$675	\$10,175
Medical Assistant	912	\$11,900	\$1322.22	\$675	\$12,575
Medical Massage Therapy	990	\$11,200	\$1120.00	\$675	\$11,875
Veterinary Assistant	600	\$8,200	\$1366.66	\$675	\$8,875

**How to Pay for School**

Federal Financial Aid, that includes federal grants and federal loans, is available to those who qualify. Each incoming student will meet with the Financial Aid office during the enrollment process.

**Federal Pell Grant**

This is funding from the federal government that does not have to be repaid. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education. Awards will vary based on expected family contribution. The Free Application for Federal Student Aid (FAFSA) is available on-line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

**Federal Direct Loan Program**

The Federal Direct Loan Program has both subsidized and unsubsidized loans. A subsidized loan is awarded based on financial need. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower has the option to pay the interest or allow the interest to accumulate. See [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to apply.

**Federal Direct Parent Loan Program**

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the U.S. Department of Education. See [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) to apply.

**Verification**

A student's FAFSA may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the financial aid office and given a verification worksheet that includes specific requirements, deadlines, and

consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax or income information as directed by the financial aid office.

**Payment Periods & Disbursement Procedure**

The college has defined the clock hour and academic year for awarding and disbursement purposes as 900 clock hours and 60 weeks of instruction for all programs other than the Medical Assistant program is based on 912 clock hours and 54 weeks of instruction. Note that some programs are a full academic year and others are less. If a student is eligible to receive Federal Pell, funds will be used to pay the balance of fees, tuition, books, and supplies. Any credit balance remaining will be disbursed to the student. The student hours completed, and satisfactory academic progress will be verified prior to disbursement.

*Medical Assistant Program (912 Clock Hours/54 Weeks)*

1 <sup>st</sup> Academic Year	
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period
456 clock hours	456 clock hours
27 weeks	27 weeks

*Medical Massage Therapy Program (900 Clock Hours/60 Weeks)*

1 <sup>st</sup> Academic Year	
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period
450 clock hours	450 clock hours
30 weeks	30 weeks

*Medical Administration Program (630 Clock Hours/42 Weeks)*

1 <sup>st</sup> Academic Year	
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period
315 clock hours	315 clock hours
21 weeks	21 weeks

*Dental Assistant Program (636 Clock Hours/36 Weeks)*

1 <sup>st</sup> Academic Year	
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period
318 clock hours	318 clock hours
18 weeks	18 weeks

*Veterinary Assistant Program (600 Clock Hours/36 Weeks)*

1 <sup>st</sup> Academic Year	
1 <sup>st</sup> Payment Period	2 <sup>nd</sup> Payment Period
300 clock hours	300 clock hours
18 weeks	18 weeks

**Medical Career & Technical College Payment Plans**

1. Pay in Full (cash, credit/debit card, check).
2. Pay for one course at a time, **NO INTEREST**.
3. Pay equal monthly tuition payments. **NO INTEREST**.

If payment with this plan falls into arrears, training may be interrupted or terminated.

**Other Financial Information**

Veteran's Educational Benefits: Medical Career & Technical College is approved by the Kentucky State Approving Agency for Veterans Education (SAA) to offer VA Education Benefits (GI Bill®) to eligible individuals enrolled in approved programs.

*\*GI Bill is a registered trademark of the U.S. Department of Veterans Affairs (VA)\**

- VA makes benefit determination not Medical Career & Technical College

Eligible students must submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of a course. The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delay in disbursement funding from the VA. The institution may however require payment that is the difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement.

Rehabilitation Programs: Medical Career & Technical College is approved to serve clients of Kentucky Vocational Rehabilitation. Contact your local Office of Vocational Rehabilitation (OVR).

- OVR makes benefit determination 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. Information is available through the local WIBs.

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

**Certification/Licensure Examination Fees and Participation**

At completion of each program, students are eligible to become credentialed in their particular field. These fees are paid directly to the certification exam body. Fees for exams are due when registering with the certifying body and fee is dependent on the exam. The average range in pricing is \$125 - \$225. Most exams are given off site at a proctored, computerized testing facility. We recommend all graduates sit for their particular certification exam no more than three months after program completion to ensure exam success.

Examination Pass Rates - All current and prospective students are entitled to review the college's completion and/or job placement rates. See the administrative offices for this information.

**Other Costs**

-Uniform to include scrub pant, scrub top, non-canvas white or black shoes. School approved t-shirt may also be purchased.

-CPR certification (fee included in enrollment fees).

-Tuberculin testing, immunizations as recommended by the students' physician.

-Background check or drug test as required by the student's externship site or as required for licensure.

**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 1<sup>st</sup> two (2) weeks of any course (term), 50% refund of the individual course.
- Withdrawal after 2<sup>nd</sup> 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**

School debt 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 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. 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. By signing that you have received a copy of the college catalog at orientation also gives express written consent that a collections company may contact you the consumers' cellular telephone number via automated telephone dialing equipment and/or to leave an automated and/or pre-recorded voice or text message. You have the right to revoke the consent at any time.

## **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 with an overall grade point average of 70%. Individual courses may require either a 70% or an 80% to pass. 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. Pace is also calculated by dividing the total number of weeks required to complete the number of hours in a payment period by the total number of weeks taken to actually complete.

**Example: Pace of Completion Calculation Expressed in Hours**

- At 450 scheduled hours and the student has completed 300 hours
- $300/450 = 67\%$  pace of completion

**Example: Pace of Completion Calculation Expressed in Weeks**

- 13 weeks to complete a required 450 hours
- 21 weeks actual time of completion
- $13 \text{ weeks} / 21 \text{ weeks} = 62\%$  pace of completion

**Standard 3: The Maximum Timeframe Standard**

This standard is used to determine if a student is completing the academic program within a reasonable overall timeframe based on hours attempted (scheduled). Students are required to complete their program in a timeframe of 150% as this is the greatest number of weeks for which a student may receive Title IV aid while attempting to complete a program. This measure is calculated by multiplying the program length (in calendar time – weeks) by 150% to determine a maximum number of weeks a student must complete the program.

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 with a completion rate of at least a 66.67% of the scheduled hours in order to finish the program within the 150% maximum timeframe.
- **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 administration 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 Campus Manager 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) is that the student must maintain a 2.0 GPA. Before disbursement is made, GPA progress is assessed. This occurs at one-half the required program contact hours. The Dental Assistant program is assessed at 318 hours, Medical Administration at 315 hours, Medical Assistant at 456 hours, Medical Massage Therapy at 450 hours, and Veterinary Assistant at 300 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 in Richmond is located at the University Shopping Center and includes several classrooms, computer lab, learning resource room, several simulation laboratories for skills practice, a conference room, several restrooms, a student area, and administrative area. The school also has an on-site student massage clinic. The facility in Danville is located at the Southland Shopping Center and includes classrooms and laboratories.
- **Academic Advising**  
The college provides academic advising to assist students with their particular career goals, identify the next appropriate course for their program, and to assist with any academic problems. Appointments or guidance may be scheduled with the administrative office.
- **Learning Resources**  
To support and enhance the educational process a Learning Resource Center (LRC) is available for students and is equipped with computers and internet access. Available hours are those when the college is open. In addition, program specific books, audiovisual and other materials are available. Program resource sheets are also available within the LRC. Students can access learning resources, such as books, journals, and databases through Madison Library at [www.madisonlibrary.org](http://www.madisonlibrary.org). Student orientation will cover how to access.
- **Career Services**  
Obtaining employment is ultimately the graduate's responsibility, nor does the institution guarantee employment. Career Services helps to assist and expects students to be highly active in their employment search as graduation nears. This college provides resume and interviewing support and works with local employers on placement; however, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the career services department. Recent graduates who have not yet obtained employment in the field of their program should notify Career Services for support.
- **Externship**  
An externship component is included in each program and provides students with the opportunity to apply their knowledge and skills to real-life situations. Students are required to complete the required externship hours. Students are not paid for work performed at the externship site. Each program has an Externship Coordinator that will provide orientation, placement, and evaluation. The externship is a graded course.
- **ASSIST**  
Academic tutoring services are available Monday – Thursday 8:30 – 9:00 and 4:00 – 4:30 and Friday's 9:00 – 12:00 and may be individualized or group study. ASSIST may be assigned by the instructor for make-up exams or help with assignments.

- **Mandatory Orientation**  
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. Academic and financial components are also discussed. During orientation students will have an opportunity to meet other students, faculty, and administration and have any individual questions answered.
- **Faculty Access**  
Students have access to their course faculty for academic and/or course advisement at times that are outside regularly scheduled class hours. Faculty contact information is published on course syllabi. Office hours are 8:30 – 9:00 and 4:00 – 4:30.
- **Commencement Exercises (Graduation)**  
Services are held in the Fall of each year. All students that graduate during that academic year are invited to attend. Location and time of services will be announced.

## STUDENT RESPONSIBILITIES

### Student Parking

Students at the Richmond campus can 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 in the middle of the pedestrian way if required. The college assumes no responsibility for student vehicles. Students assume all responsibility for transportation to and from the college and clinical sites. Danville students may park in the parking lot in front of the campus.

### Academic Integrity

Students are always expected to maintain academic integrity 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:

1<sup>st</sup> Offense: zero on assignment or exam

2<sup>nd</sup> Offense: “F” given for the class and student suspended for remainder of term

3<sup>rd</sup> Offense: Dismissal from school without re-entry

### Americans with Disabilities Act

As part of the commitment to help all students reach their full potential, the College offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities, in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

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 colleges administration 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 based on race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability.

#### **Drug and Alcohol Policy**

The college is a drug-free environment. Use or possession of illegal or illicit drugs or alcohol on campus or its premises is prohibited. 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. See the Student Handbook for further policy.

#### **Non-Smoking/Non-Tobacco Policy**

The college is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas. Smoking in non-designated areas is a violation of professional conduct. Please dispose of cigarette butts in the receptacle provided. Do not leave cigarette butts on the school property.

#### **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 administration. This grievance will be investigated with report made.

#### **Family Educational Rights and Privacy Act (FERPA)**

Education records are maintained in a secure environment and access is afforded to college officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility. All students have the right to inspect, review and challenge their academic record. Students may request a review of their records by writing the Campus President. The review will be granted within 45 days and available during regular school hours. Students may challenge the record for purposes of correcting its contents. The challenge must be made in writing with the reason fully stated. Determination by campus management will then be addressed.

The college obtained written permission from each student upon enrollment as to who could access the academic record. If at any time a student wants to update that permission, see management to make that indication. Parenteral access must also have student permission.

The college may disclose educational records without consent to any of the following: school officials with legitimate educational interest, schools to which a student is transferring, specified officials for the purposes of audit or evaluation, appropriate parties in

connection with financial aid, organizations accrediting body, to comply with judicial order, appropriate officials in the case of health and safety emergencies.

**HIPAA Requirement**

All those in healthcare must comply with the federal regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. Penalties for wrongful disclosure range from fines and/or imprisonment. Further information is provided within the program curriculum.

**Health & Safety**

The campus Safety Manual includes safety measures such fire procedures, firearms, emergency response, and other safety items. The manual is located within the Campus Manager's office. The college also utilizes an Exposure Control Plan that is also located in this office and in each program laboratory. Specific safety concerns that deal with the lab components is included in the clinical classes where training is provided.

**Standards of Professional Conduct**

As students interact with their fellow classmates, faculty and staff, and the business community, they are expected to act in a professional and respectful manner that is complimentary to the learning process. Misconduct may lead to disciplinary action up to and including dismissal. Such actions include those related to academic integrity, criminal behavior, interfering with the right of others to an education, violation of safety rules, disruptive and discourteous behavior, physical or verbal abuse, unauthorized entry into facilities, drug violations, possessing firearms, misuse of equipment, failure to comply with direction, etc. These actions are not all-inclusive. A Student Handbook with more detail is given and reviewed at school orientation and is available on the school's website.

**Anti-Bullying Policy**

There is zero tolerance for bullying of students, faculty, or staff. Behavior that infringes on others security of safety and respect will not be tolerated. A student shall not intimidate, harass, or bully students, faculty, or staff through words or actions. All forms of bullying will be investigated, and disciplinary action may include expulsion. See the Student Handbook for further policy.

**Campus Protection Measures**

- Students are prohibited from bringing children or visitors with them to class.
- Food and drinks are not allowed in the classroom, lab, or clinical setting. Water 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.
- Personal property is the sole responsibility of the student. The college does not assume liability for any loss or damage.
- Vehicles should always be locked to avoid theft.
- Further safety procedures can be in the Safety Manual located in the Campus Managers office.

**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**

On enrollment students must attest to a clear criminal background. A criminal background may 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 their schooling that student will be immediately dismissed.

**Dress Code**

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 clean wrinkle free 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. Students must comply with the college's dress code while attending classes, including externship. See Student Handbook for further appearance policies.

Personal hygiene is also advised, and students must take daily preventive measures to maintain cleanliness. Hair must be clean and conservatively styled. For laboratory classes, long hair must be pulled off the collar. Nails must be manicured with a short length and free polish or decoration. In laboratory classes, artificial nails are not permitted. Mustaches and beards must be trimmed and well groomed.

**Student Identification Cards**

Students are required to wear identification badges while in uniform. Badges are given to each student at orientation. Replacement badges will require a fee.

**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.

**Copyright Policy**

The college prohibits the duplication, distribution, or use of materials by faculty, students, or other employees of any copyrighted material not covered by fair use or the Technology, Education, and Copyright Harmonization Act of 2002. *Fair use* is a legal principle that provides certain limitations on the exclusive rights of copyright holders. The Copyright Act of 1976 recognizes the need for educators, scholars, and students to use copyrighted materials without permission from the copyright holder. This provision is called *fair use*. Specifically, *fair use* doctrine offers a means of balancing the exclusive right of the copyright holder with the public's interest in dissemination of information affecting areas of universal concern, such as art, science, history, or industry. The *fair use* provision of the Copyright Act allows reproduction and other uses of copyrighted works under certain conditions for purposes such as criticism, comment, news reports, teaching, scholarship, and/or research.

**Crime Awareness and Campus Security Act**

The college provides information to all its employees and students as part of its commitment to safety and security and pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The campus security report is distributed directly in paper format annually by October 1 of each year. This same information can also be found in the college's disclosures located on the institutions' website.

**Violence Against Women Act (VAWA)**

The college is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Offenses of such matter will not be tolerated. The college will support and assist victims of sexual violence by directing them to community resources as applicable. The college will investigate student complaints and a student who has committed such offense could result in dismissal from school. Further policy can be found in disclosures located on the institutions' website.

## ACADEMIC REGULATIONS

### Grades

Grades are a means of communicating student achievement. The college measures progress based on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the students' GPA. The following grading scale applies:

Grade	Percentage
A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%
I	Incomplete
W/D	Withdraw

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 Administration. 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.

### Academic/Financial Aid Warning

Students who do not meet the minimum standards for courses completed or cumulate grade point average will receive written notification stating that he or she is being placed on an Academic/Financial Aid Warning. That student would have one additional term to correct the deficiency and meet the minimum requirements. The student will remain eligible for federal financial aid while on academic/financial aid warning. If the student does not achieve the minimum quantitative and qualitative requirements the student will no longer be eligible for any form of federal student assistance and be dismissed from the college unless the student submits an Appeal and is granted a “Probationary” period. See Satisfactory Academic Progress policies for further guidance.

### Attendance Requirements

Class attendance is an absolute requirement. It is the student's responsibility to attend every class for 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. A total of 2 tardies equal one absence. A student will be dropped from any course if the student misses in excess of 2 absences. An “F” is posted on the students' transcript as failing the course if a student is dropped due to absences. Students may re-enter the failed course in the next available term on a space available basis only and if in good standing with the financial aid office.

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.

The following attendance attestation will be reviewed in each course:

- 1) Anyone not present at the start of class will be counted tardy. Two (2) tardies equal one absence.

- 2) Students leaving prior to 12:00 noon will have one-half (1/2) day deduction. If student returns after the lunch break and leaves before 4:00 p.m., student will accrue a one-half (1/2) day deduction.
- 3) Deductions will be made in half and whole day increments ONLY.
- 4) Students are allowed a maximum of two (2) days absence in any class regardless of the reason. However, attendance over the course of the program requires the student to attend at minimum 90% of the required program hours. Therefore, student may not be granted make-up time and will then be required to repeat the course if excessive days missed has occurred when reviewing the accumulative hours.

<u>Program</u>	<u>Maximum Days Absent</u>
<i>Medical Assistant</i>	<i>13</i>
<i>Medical Massage Therapy</i>	<i>12</i>
<i>Dental Assistant</i>	<i>9</i>
<i>Medical Administration</i>	<i>9</i>
<i>Veterinary Assistant</i>	<i>8</i>

- 5) If a tardy or absence occurs the student is expected to follow the syllabus and is responsible to communicate with their instructor on any course work missed. Students will be required to complete any make-up hours and any missed tests, homework, etc. at the instructors assigned required scheduled day and will be scheduled no more than one week from the tardy or absence. If a student does not attend the make-up session, a ZERO is assigned to that missed work and no further make-up is allowed.
- 6) If more than 2 absences occur, the student must meet with the Campus Manager. An action plan may or may not be granted and student will have failed the course.
- 7) Make-up time will not be granted for excessive absences and is only granted in the case of extenuating circumstances.

**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 may be made mandatory for those students that may need to repeat missed tests or assignments.

**Honors Graduate**

Students that maintain a 3.8 to a 4.0 GPA throughout their chosen career courses will be recognized as an Honors Graduate either Summa Cum Laude or Magna Cum Laude. 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 administration. 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 complaint’s resolution.

**Student Handbook**

Each incoming student will receive a Student Handbook during orientation. All students must 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**

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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 a full-time student with our institution.

**About the Program**

**Offered at the Richmond Campus**

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, and many other. Expanded Duty Dental Assistant (EDDA) functions is also learned, allowing students to obtain employment as an EDDA, with an externship completing 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. Graduates are eligible to sit for national certification testing with the American Medical Technologists organization to become CERTIFIED as a Registered Dental Assistant (RDA).

**DENTAL ASSISTANT  
Diploma**

**Clock Hours: 636 Total  
Lecture/Lab/Extern**

**Weeks to Complete: 36**

**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, Wednesday/Friday or a Tuesday/Thursday class that 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 no later than the entrance into the first clinical course.

**Courses Required:**

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 with EDDA	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; 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**

**Offered at the Richmond Campus**

This program includes medical billing, medical coding, and medical administrative skills. Students will become familiar with health insurance rules, coding guidelines, medical terminology, anatomy and physiology, electronic health records, medical office procedures, and medical office management. There are many different career titles for the medical administrator, such as medical receptionist, biller, coder, office manager, medical claims, and many other. Employment is found in hospitals, doctors offices, clinics, and insurance companies.

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/or a Certified Billing and Coding Specialist (CBCS). Another eligible certification, by instructor or employer recommendation includes that 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.

**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.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
ADM101	Medical Administration I	84 Clock Hours
ADM102	Medical Administration II	84 Clock Hours
ADM103	Medical Administration III	84 Clock Hours
ADM104	Advanced Medical Coding	84 Clock Hours
ADM140	Medical Administration Externship and Practicum	126 Clock Hours

**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.

**MEDICAL  
ADMINISTRATION**

**Diploma**

**Clock Hours: 630 Total  
Lecture/Lab/Practicum**

**Weeks to Complete: 42**

**About the Program**

**Offered at the Richmond and Danville Campuses**

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 facilities. 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. 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 Certified Medical Assistant, the CMA (AAMA) credentialing exam offered by the American Association of Medical Assistants.

**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.

**MEDICAL ASSISTANT**

**Diploma**

**Clock Hours: 912 Total Hours**  
**Lecture/Lab/Extern**

**Weeks to Complete: 54**

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
ADM101	Medical Administration I	84 Clock Hours
ADM102	Medical Administration II	84 Clock Hours
ADM103	Medical Administration III	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**

**Offered at the Richmond Campus**

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.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
MMT101	Massage Therapy 1	84 Clock Hours
MMT102	Massage Therapy 2	84 Clock Hours
MMT103	Massage Therapy 3	84 Clock Hours
MMT104	Massage Therapy 4	84 Clock Hours
MMT105	Massage Therapy 5	84 Clock Hours
MMT106	Massage Therapy 6	84 Clock Hours
MMT107	Massage Therapy 7	84 Clock Hours
MMT150	Massage Therapy Externship	144 Clock Hours

**MEDICAL MASSAGE  
THERAPY  
Diploma**

**Clock Hours: 900  
Lecture/Lab/Extern**

**Weeks to Complete: 60**

**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 certification with the MBLEx (Massage and Bodywork Licensing Exam), and eligible to apply for licensure with the Kentucky Board of Massage Therapy. The program combines content and hands on skill opportunities allowing students to practice required competencies while gaining proficiency in those skills.

**About the Program**

**Offered at the Richmond and Danville Campus**

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 Certified Veterinary Assistant (CVA) 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, Wednesday/Friday, or a Tuesday/Thursday class and meets from 9-4. An unpaid externship rotation in a veterinary clinic is also required with varying hours.

**VETERINARY  
ASSISTANT  
Diploma**

**Clock Hours: 600 Total  
Lecture/Lab/Clinical Hours**

**Weeks to Complete: 36**

**Modules**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
VET101	Veterinary Assistant I	84 Clock Hours
VET102	Veterinary Assistant II	84 Clock Hours
VET103	Veterinary Assistant III	84 Clock Hours
VET150	Veterinary Assistant Externship	180 Clock Hours

**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).

## PROGRAM DELIVERY

### ON-CAMPUS OBJECTIVE

Classes are held on-campus in a Residential Delivery Method. Classes are taught 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 courses require more hours per week and will have varying hours.

## COURSE DESCRIPTIONS

**ADM104/Advanced Medical Coding (84 Contact Hours):** The Advanced Medical Coding module will cover medical diagnostic and procedural coding. ICD-10-CM coding processes are learned along with HCPCS. CPT-4 skill and guidelines are also covered.

**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 patient history taking and medical record documentation medical asepsis and the OSHA standard, PPE, vital signs, height, weight, ear and eye assessment, preparation, positioning, and assistance with routine physical and specialized examinations.

**CLN102/Clinical Assistant II (84 Contact Hours):** Students will learn basic pharmacology, apply drug calculations and injection administration. Students will learn to apply skill in the process of performing electrocardiograms and in spirometry.

**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.

**MMT101/Massage Therapy 1 (84 Contact Hours):** Introduction of the study of pathology of the human body and specifically diseases and conditions of the integumentary, musculoskeletal, neurological, endocrine, respiratory, gastrointestinal, cardiovascular, lymphatic, and immune systems. Emphasis is placed on massage considerations for each disorder.

**MMT102/Massage Therapy 2 (84 Contact Hours):** This course continues with human pathology of the urinary, reproductive, oncology, mental disorders, and geriatrics with massage considerations. Hospital-based massage is also discussed.

**MMT103/Massage Therapy 3 (84 Contact Hours):** Students will be introduced to the profession of massage therapy and its history. Topics include self-care, history of massage, contraindications for massage, ethics, scope of practice, building therapeutic relationships and communication skills, laws, HIPAA regulations, body mechanics, infection control, documentation, and overview of various massage techniques.

**MMT104/Massage Therapy 4 (84 Contact Hours):** Students will learn to navigate the muscles of the upper body and begin to apply knowledge and skill as it relates to kinesiology. Identification of muscle origin and insertion area also learned.

**MMT105/Massage Therapy 5 (84 Contact Hours):** Students will gain a hands-on approach to study the various aspects of kinesiology as it relates to the lower body. Identification of muscle origin and insertion are also learned.

**MMT106/Massage Therapy 6 (84 Contact Hours):** Students will learn to apply various massage techniques and applications to include spa treatments, myofascial massage, trigger point therapy, lymphatic facilitation, and reflexology. Adaptation and working with special populations and energy-based bodywork is also discussed.

**MMT107/Massage Therapy 7 (84 Contact Hours):** The student will focus on career plans for employment in the massage therapy field. Skills learned include resume development, soft skills, job interview techniques, and the development of a business plan that includes ethics, regulations and licenses, startup costs, marketing strategies, management, and health insurance billing. The course continues with review for preparation to take the MBLEx and gain knowledge about licensure requirements in the state of Kentucky.

**MMT150/Massage Therapy Externship (144 Contact Hours):** This course requires the massage therapist student 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.

**ADM140/Medical Administration Externship and Practicum (126 Contact Hours):** This course requires the medical administrative student to integrate and apply knowledge and skill from all previous administrative courses in an actual healthcare setting. Students perform duties under the supervision of trained mentors to effectively help transition to the role of a confident medical administrative professional. This is a supervised, unpaid, externship experience. In addition, the medical coding student will continue to advance in their coding skill through the coding of case studies and in learning to perform audits.

**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.

**ADM101/Medical Administration I (84 Contact Hours):** Students are introduced to the legal system and healthcare law and ethics. Legal principles and how law and ethics pertains to the medical professional will be discussed. Keyboarding and electronic health records is also introduced.

**ADM102/Medical Administration II (84 Contact Hours):** Students will learn legal reporting guidelines as it pertains to the healthcare system. Skills as it pertains to ambulatory care are introduced to include telephone techniques, appointment scheduling, patient education, and written communication. Medical Records and the business operations are also discussed. Electronic health records is included.

**ADM103/Medical Administration III (84 Contact Hours):** Health records and the daily operations of ambulatory care to include pharmacology basics are discussed. Students will apply skill in medical billing and reimbursement, identify procedural and diagnostic codes, and apply accounting and management functions. The course completes with job placement strategies.

**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.

**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.

**FACULTY AND STAFF LIST****Administration*****Kristi Bertrand, MPH, BS, AS, CMA (AAMA)******President***

Associate of Science, Medical Assisting  
Eastern Kentucky University

Bachelor of Science, Community Health Education  
Eastern Kentucky University

Master of Public Health  
Eastern Kentucky University

**Management*****Jennifer Lyon, AS, CMA (AAMA), CBCS******Campus Manager***

Associate of Science, Medical Assisting  
American National University

***Megan Haynes, BS******Director of Marketing and Admissions***

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University of Tennessee

**Financial Aid Director*****Anabelle Bertrand, AAS***

Associate of Applied Science, Office Administration  
West Virginia University

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Bachelor of Arts, Communication  
Lyndsey Wilson College

***Victoria Floyd, BA******Administrative Assistant/Admissions Assistant (Richmond)***

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Asbury University

**Faculty*****Heather Adams, APRN******Administrator, Practical Nursing Program***

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Eastern Kentucky University



Bachelor of Arts, Psychology  
Transylvania University

Master of Science, Nursing  
Frontier University

**Amy Blackburn, BS, NCVA**

**Externship Coordinator, Veterinary Assistant Program**

Bachelor of Science, Animal Science  
University of Tennessee

**Sara Johnson, M.S., LMT**

**Medical Massage Therapy Program**

Diploma, Medical Massage Therapy  
Medical Career & Technical College

Bachelor of Science, Athletic Training  
Eastern Kentucky University

Master of Science, Physical Education  
Eastern Kentucky University

**Tonya Johnson, RMA**

**Medical Assistant and Medical Administration Programs**

Diploma, Medical Assisting  
Southeast Community and Technical College

**Rebecca Roark, LMT**

**Medical Massage Therapy Program, Adjunct**

Certificate, Massage Therapy  
Lexington Healing Arts Academy

**Mattea Russell, AS, RMA**

**Medical Assistant and Medical Administration Programs**

Associate of Science, Medical Assisting  
American National University

**Christie Strohacker, AA**

**Externship Coordinator, Dental Assistant Program**

Associate in Arts, Communication  
Bluegrass Community and Technical College

Certificate, Dental Assistant  
Academy of Dental Assisting

**Georgetta Williams, BA, CPC**

**Medical Administration Program**

Bachelor of Arts, Education  
Morehead State University

**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 300 Sower Boulevard, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://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](http://www.kcpe.ky.gov).

**NOTES**

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