



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

**MAIN CAMPUS**

**630 Eastern ByPass**

**Richmond, Kentucky**

**Ph: 859-624-1988**

**Fax: 859-624-1933**

**ACADEMIC CALENDAR**

**2025**

**Term 1**

**January 6 – February 14**

January 6	New Term Begins
January 20	<i>Martin Luther King Day Observed (School Closed)</i>

**Term 2**

**February 17 – March 28**

February 17	New Term Begins
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**-----Spring Break, March 31 – April 4 -----**

**Term 3**

**April 7 – May 16**

April 7	New Term Begins
April 18	Offices Closed (Good Friday)

**Term 4**

**May 19 – June 27**

May 19	New Term Begins
May 23	<i>School Closed – Memorial Day Weekend</i>
May 26	<i>Memorial Day Observed (School closed)</i>

**-----Summer Break, June 30 – July 4 -----**  
*(Offices Closed – Independence Day)*

**Term 5**

**July 7 – August 15**

July 7	New Term Begins
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**Term 6**

**August 18 – September 26**

August 18	New Term Begins
August 29	<i>School Closed – Labor Day Weekend</i>
September 1	<i>Labor Day Observed (School closed)</i>
September 17	<i>Constitution Day (School in Session)</i>

**Term 7**

**September 29 – November 7**

September 29	New Term Begins
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**Term 8**

**November 10 – December 19**

November 10	New Term Begins
November 26-28	<i>Thanksgiving Observed (School closed)</i>

**-----Christmas Break, December 22, 2025 – January 2, 2026-----**

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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. This includes the Main Campus located in Richmond, KY and the two Separate Education Centers located in Danville, KY and Lexington, KY.

### MEET THE PRESIDENT

#### Founder/Owner, 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 around a years' time and do so 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 students' 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 by Kristi Bertrand who is a 100% owner of the institution. 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. 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  
500 Mero Street, 4<sup>th</sup> Floor  
Frankfort, KY 40601  
502-564-4185  
[kcpe.ky.gov](http://kcpe.ky.gov)

### Approvals

Medical Career & Technical College Practical Nursing program is approved by the Kentucky Board of Nursing.

Kentucky Board of Nursing  
312 Whittington Parkway  
Louisville, KY 40222  
800-305-2042  
[kbn.ky.gov](http://kbn.ky.gov)

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 States Department of Education. Applicants complete an attestation to this requirement and a copy of the diploma or transcript is required upon admission. If a copy is not received this applicant is not eligible to receive financial aid. 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 the Admissions office 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 number.

### Practical Nursing Applicants

#### Routes of Entry:

(a) Meet Entry Assessment:

TEAS – Minimum Score of 50/Proctored remotely (\$120); TEAS scores can be accepted from other schools; TEAS can be taken an unlimited number of times with the college accepting the TEAS within the most recent two years of testing.

[ATI TEAS Exam](#) | [TEAS Prep](#) | [TEAS Registration](#) | [ATI](#)  
[www.atitesting.com/teas](http://www.atitesting.com/teas)

[TEAS Exam Information](#) | [Register For The TEAS](#) | [ATI](#)  
[www.atitesting.com/teas/register](http://www.atitesting.com/teas/register)

Also Required: CPR (AHA) certification, cleared background checks, 2 step TB skin test or QuantiFERON blood test, cleared drug screen, and an immunization certificate.

Provide documentation for the following vaccines: Hepatitis B, MMR, Varicella (Chicken Pox), Influenza, T-Dap, and Tetanus

All enrolling students must report criminal convictions or any pending or new charges to the enrollment coordinator prior to an offer of admission. All enrolling students must receive clearance on all background checks and have a cleared drug screen.

The school will run the following background checks: Office of Inspector General Check, National Sexual Offenders Registry Check, Criminal Background Check for the past 7 years, and Kentucky Adult Caregiver Misconduct Registry. Clinical sites may request these completed items. Dismissal from the program may result if a student is not capable of meeting clinical agency requirements for criminal background check and/or is found to have a positive drug screen.

## **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 and the student's healthcare provider. Documentation is required for all Practical Nursing applicants with all other programs at request by the student's clinical externship site. An externship site may require further vaccination such as the flu vaccination, chicken pox vaccination, or the COVID vaccination 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.

### **CPR Certification**

Basic Life Support (BLS) for Healthcare Providers certification by an approved entity such as American Heart Association is required and is offered on campus each term. Students who are not CPR certified may take the course on campus in any term and must show proof of certification prior to clinical rotations. The college will maintain a current copy of the student's CPR card within the student file. Practical Nursing students must be CPR certified prior to enrollment and maintain throughout their program.

### **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, especially in programs that require radiology procedures.



## **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 have been taken 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. Tuition and/or fee credit is not granted for transfer hours.

No credit is given for on the job or experiential learning. The college does not admit students on advanced placement (see entry requirements for the Practical Nursing program).

### **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, for 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 the admissions office. A bypass exam grade of an 85% must be obtained for course credit to be accepted. A maximum of 1 bypass exam can be attempted for programs under 52 weeks in length. Both exams may be attempted for programs beyond one year in length.

### **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. There is also a \$250 withdrawal fee that is applied to the student account. 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 the allotted time, 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. Repeat course tuition applies.
- 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. Financial aid does not cover repeat course tuition.

**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, lab/supply fee, and/or a textbook or resource fee may also apply and will be assessed for the repeat course. Financial aid does not cover a repeat course. Students are only allotted one attempt of repeat per course, and only if the student meets Satisfactory Academic Progress. If a student is not successful in this repeat, the student will be dismissed from the program.

**Student Progression**

Progress is identified when a student is successful in passing their courses both in didactic and competency. The goal is to ensure students have the foundational competencies necessary to be successful in subsequent courses. When a student completes all courses of the chosen curriculum, the student will be considered a graduate.

**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) and make request in advance. Students experiencing these types of circumstances should meet with the Campus Director 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 Director, 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.

If a student began a course, then decides to take a LOA during that course, tuition will apply to repeat that course, if the LOA is taken after 2 weeks of the current course. When a student applies for a LOA, the student must see the Student Accounts Representative to make payment arrangements for the repeat course.

**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. Readmission and acceptance is not guaranteed. Factors considered for readmission include academic performance, conduct and behavior, financial office standing, and compliance with institutional policies.

**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. This policy does not apply to the Practical Nursing program. The student must meet with the Admissions office 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. A \$250 program change fee applies.

**Disclosure for State Specific Educational Requirements**

Federal regulations require an institution to publicly disclose for each educational program that requires a specific licensure or certification to obtain employment in an occupation whether program completions would meet those state requirements. The Medical Massage Therapy and the Practical Nursing programs each require a license in the State of Kentucky to work. Each of those programs meet the requirements only in the State of Kentucky.

The school has not made determination whether the programs meet the educational requirements for states outside of Kentucky. A change in the student’s location may impact their ability to complete the program or gain employment in the field, including eligibility for credentialing requirements for employment.

If a student does not reside or is not physically located in the state of Kentucky or if the student chooses to move out of Kentucky while as an enrolled student, that student needs to inform administration. A direct notice will be provided to the student within 14 days of notification to any specific program educational requirements that may differ from the State of Kentucky.

**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. Transcripts will be provided for academic terms that have been paid. An institution may only withhold the portion of a student’s transcript for academic terms with an unpaid balance or during which no federal aid was received. Transcript request fee applies.

**TUITION, FEES, AND POLICIES**

**Tuition**

Tuition is assessed per program and divided into two equal payment periods. The first payment period includes the first one-half hours of the program. The second payment period includes the second half of the clock hours of the program. See the tuition table below. Textbooks are included in the cost of tuition with non-core textbooks on loan. A non-return fee of \$150 applies for textbooks not returned.

**Enrollment Fees**

Fees include the following: Registration Fee \$100, Liability Insurance \$150, Lab/Supply Fee \$750 (Practical Nursing \$1050), Graduation Fee \$150, Program Fee \$700 for all programs except the Medical Massage Therapy program fee is \$950 and Practical Nursing program \$975, and an Academic Services Fee of \$350. Practical Nursing students have an ATI fee of \$250. Fees are also divided into two payment periods as the tuition.

Tuition and Fees include textbooks! Program specific certification/licensure exam are additional costs to the student.

If a student withdraws during the first payment period one-half of the fees are charged. If a student withdraws during the second payment period the full amount of the total fees for the program is charged.

**Tuition per Program**

Program	Contact Hours	Tuition	Cost per Payment Period	Cost per Course	Fees Total	Total Cost
Dental Assistant	636	\$12,350	\$6175.00	\$2016.66	\$2200	\$14,550
Medical Administration	630	\$11,250	\$5625.00	\$1571.42	\$2200	\$13,450
Medical Assistant	912	\$13,650	\$6825.00	\$1488.88	\$2200	\$15,850
Physical Therapy Technician	912	\$13,650	\$6825.00	\$1488.88	\$2200	\$15,850
Medical Massage Therapy	600	\$11,300	\$5650.00	\$1578.57	\$2450	\$13,750

Practical Nursing	912	\$17,050	\$8525.00	\$1866.66	\$3025	\$20,075
Veterinary Assistant	600	\$9,650	\$4825.00	\$1566.66	\$2200	\$11,850

### Additional Fees

Additional fees not covered includes required scrubs, lab coat, and shoes. In addition, Practical Nursing students are recommended to purchase a watch with a second hand, penlight, bandage scissors, and a stethoscope. Practical Nursing students may also choose to purchase a program patch that is worn to clinical sites. Average pricing includes the following:

-Set of Scrubs: ~\$35; Lab coat: ~\$25; Shoes: ~\$60

-Watch: ~\$30; Penlight: ~\$10; Bandage Scissors: ~\$10; Stethoscope: ~\$30

-Program Patch: \$20 (if choose to purchase); Student Document Tracking System as applicable: ~\$50

### 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. Students have the responsibility to repay any loans, regardless of whether the student is successful in completing the program and obtaining employment. The student has the right to reject any particular type of financial aid or other assistance; however, the student is still responsible for the tuition and fees associated with the cost of the program attended.

### 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.

### Entrance Counseling/Exit Counseling

Students must complete Entrance Counseling at [studentaid.gov](http://studentaid.gov) as required. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. Information includes what a loan is, how interest works, options for repayment, and how to avoid delinquency and default.

Students must also complete Exit Counseling at [studentaid.gov](http://studentaid.gov) as required at completion of their program or if a student drops and does not complete the program. The purpose of exit counseling is to ensure the student understands their student loan obligations and are prepared for repayment.

**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 provided 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.

*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

*Medical Massage Therapy Program (600 Clock Hours/42 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
21 weeks	21 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

*Physical Therapy Technician Program (912 Clock Hours/54 Weeks)*

*Practical Nursing 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 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

*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 Assistant (FAST TRACK) Program (912 Clock Hours/30 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
15 weeks	15 weeks

*Medical Massage Therapy (FAST TRACK) Program (600 Clock Hours/26 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
13 Weeks	13 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**. \$25 payment plan set up fee applies.
3. Pay equal monthly tuition payments. **NO INTEREST**. \$25 payment plan set up fee applies.

If payment with this plan falls into arrears, training may be interrupted or terminated. A \$25 late fee applies to payments 10 or more days late.

### **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). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.\**

- 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. Student must submit a written request to use such entitlement. Student must provide additional information necessary to the proper certification of enrollment by the educational institution. Institution may also require additional payment or impose a fee for the amount 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. 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.

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) provides program training to eligible students who have been displaced and are unemployed or underemployed. Information is available through the local WIBs.

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

Kentucky Higher Education Assistance Authority (KHEAA): KHEAA administers financial aid programs for the Commonwealth of Kentucky. The Work Ready Kentucky Scholarship Program helps Kentuckians who have not yet earned an associate's degree, is a U.S. citizen and Kentucky resident, is a high school or GED graduate, and is enrolled or accepted for enrollment, and be enrolled in an eligible program. Students must maintain satisfactory academic progress and not be in default in any Title IV program or KHEAA program.

### **Certification/Licensure Examination Fees and Participation**

At completion of each program, students are eligible to apply and sit for their particular program certification or licensure. Most exams are given off site at a proctored, computerized testing facility.

Examination Pass Rates - All current and prospective students are entitled to review the college's completion and/or job placement rates. These rates may be found under Consumer Disclosures on the website or with administration.

### **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 as applicable

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

-Background check or drug test as required by the student's externship/clinical site or required for progression through program.

**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, 50% of the course charge is refunded.
- Withdrawal after 2<sup>nd</sup> week of instruction of the course, no refund is given. The full amount of the course charge is assessed.
- 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.

**Notification and Procedures for Program Termination by Institution:** If the school determines that a program will be terminating, the school will continue the program until all students have graduated from the current program.

**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.

**Tuition Adjustment Calculation**

When a student withdraws, the above financial aid and tuition refund policy is applied. Tuition is then adjusted to the student's ledger with tuition charged per course. For example, if a student takes just 4 classes out of a 9-class program, only 4 classes are charged to the student's ledger.

**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. Students with an outstanding balance are notified with the amount due and due date. Outstanding unpaid balances owed to Medical Career & Technical College may be referred to a collection agency if unpaid for 30 days. The school may also pursue legal remedies. If this

action should occur, the student will be responsible for both the amounts owed the school and any collection fees assessed by the collection agency which is typically twenty-five percent.

### **Collections Policy for Student Past Due Accounts**

This policy ensures that students are aware of their financial responsibilities and the steps the college will take to collect past-due amounts.

Return ACH/Card Payments: Students will be notified via email/mail/phone on the first business day following the return of payment. The notification will include the amount due and instructions for payment.

Collection Actions: If the balance remains unpaid after 30 days from the initial due date, the following collections actions are taken:

1. Hold on Class Registration: this will prevent the student from sitting in the current and future classes.
2. Sent to a Collection Agency: Accounts that remain unpaid for 30 days with two returned or stopped payments are referred to an external collection agency. Additional collection fees will apply.
3. Legal Remedies: The college reserves the right to pursue additional legal actions. Any legal fees or court costs incurred is the student's responsibility.

Students who believe there is an error in their account or who have extenuating circumstances may appeal in writing to the Office of Student Accounts within 3 days of the initial notification.

## **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 and qualitative 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 a 70% 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 not included when calculating satisfactory academic progress.

Repeat courses are included when calculating satisfactory academic progress. Both qualitative and quantitative measures as stated above will continue to be assessed at completion of each six-week term.

If a student is contemplating withdrawing from a term or the course, the entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion timeframe. The student must repeat the course they elected to withdraw and their financial aid and/or tuition costs may be affected. At the end of that term SAP will continue to be evaluated.

SAP with the above criteria is evaluated at completion of each six- week term for each program. At completion of each payment period students will meet with administration and sign a SAP evaluation form indicating if the above criteria is in satisfaction. If not in satisfaction the eligibility of financial aid status may be changed.

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. An “Incomplete” grade is only used for those students that have remained in good standing with SAP. At completion of the one-week allotment for the incomplete grade, a grade change is then given with SAP being determined for both quantitative and qualitative progression.

Students will be made aware at completion of the term for which SAP has not been met. Administration will contact the student and a meeting will be scheduled. A SAP form will be completed together, with the student initially placed on a warning status.

**Warning Status:** A student is placed on a warning status if they do not meet SAP requirements with this status lasting no more than one term. If after one term SAP is unsatisfactory a student may choose to appeal and be placed on probation if appeal was approved. See below for the requirements of an appeal.

**Appeal Rights:** If after a student did not meet SAP after being placed on warning status, 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 being met. 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 Administration for an official appeal form.

**Probation:** A student will be placed on Probation for one term if an appeal has been approved. If at conclusion of the probationary term a determination is made that the student has achieved SAP, the probationary status will be removed. If at conclusion of the probationary term SAP has not been achieved, the student will be suspended from school and will lose their financial aid eligibility.

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.

**Appeal Rights:** If after a student did not meet SAP after being placed on warning status, 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 being met. 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 Administration for an official appeal form.

The College utilizes a Grievance Committee of faculty and staff members who is designated to hear appeals. Each appeal is reviewed individually, and a decision will be based on the merits and documentation provided. Please refer to the student catalog for further information. Student appeals must include a written statement and any relevant documentation.

If placed on a Warning Status and SAP was not met, the student must address the following:

1. The student must explain why they failed to make SAP.
2. The student must explain what has changed in the student's situation that will allow them to meet SAP requirements at the next SAP evaluation.

Appeals are granted only once per enrollment. The appeals committee will review the circumstances surrounding the student's explanation and will assess what the student plans to change going forward that will affect the student being able to return to SAP satisfaction. The committee may choose to approve, disapprove, or determine an alternate resolution that may include a written plan of action of steps that will improve for a better outcome.

#### 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 300 hours, Practical Nursing at 456 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 about 9000 square feet and 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 and includes an expanded area for the Veterinary Assistant program.

The Richmond campus also includes an expansion build out also location in the University Shopping Center with an additional 4000 square foot of space and includes offices, classrooms, and laboratories specific to the Practical Nursing program.

The Richmond campus also has an additional 8000 square foot of space in the back of its current location that houses an event center, several classrooms, and an open lounge area.

The Lexington facility is about 5000 square feet and is located in the Hamburg area and includes classrooms, laboratories, student lounge, and a learning resource room.

Equipment and training models provide a real-world experience and are currently what is used in the work environment.

- **Eating and Drinking**  
Designated areas are available for breaks. Students are responsible for removing their unwanted items and place in proper receptacle. Eating in classrooms or laboratories is not permitted. Only water is allowed in classroom only and must be in a spill-proof container.
- **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. Students may also utilize ASSIST for any support with their course work. If a student would like to discuss career goals that are specific to the profession they have chosen, students will be referred to the faculty or the faculty supervisor of that program.
- **Counseling Services/Community Resources**  
If at any time a student requests counseling or the information on how to connect to counseling services, the institution maintains a list of community resources and includes resources such as food assistance, housing assistance, transportation, alcohol and substance abuse, crisis support, health services, comprehensive resources, domestic violence and other. Students are provided this information at orientation and can be accessed in the student lounge. At any time, a student makes request for these services, the information is provided and available in the administrative offices.
- **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.

**Library Orientation:** Library orientation occurs initially at New Student Orientation. This includes how to access LIRN, the online library utilized by the institution. Students are provided direction on where to access with a demonstration of how to search and request materials. Students are provided program specific handouts listing the available learning resources that are in addition to what LIRN provides. LIRN provides both GALE and ProQuest hosts with a number of scholarly learning resource databases in each.

- **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/Clinical Experiences**  
An externship or clinical 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.
- **Student Participation in Program Development**  
Students may participate in program development, program implementation, program governance, and program evaluation. Selected students will work alongside the program faculty or the program's advisory board. If a student is interested in serving in this capacity, please reach out to your instructor.
- **Pinning and Recognition Ceremonies**  
A pinning ceremony is held for the Practical Nurses every other term. Students invited are those that recently completed or near the end of their Practicum/Capstone course or are students going into their Practicum/Capstone. This is a good faith effort on the school's part assuming each invited student will complete successfully. However, each course, including the Practicum/Capstone must be completed with a passing grade in order to graduate from the program. If a student fails any course in their program including this course, the student fails the program.

- **Commencement Exercises (Graduation)**  
Services are held in the Fall of each year. All students that graduate during that academic year is invited to attend. Location and time of services will be announced. Student must have completed all courses in their particular program with a successful passing grade in order to graduate and do so in the required timeframe.

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

### 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 or intellectual 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 Statement**

Medical Career & Technical College is committed to the safety of its students, staff, faculty, and in all facets of their education to include the clinical placements. Safety in the delivery of care is of utmost importance. The use of alcohol or other substances potentially places a risk for injury and protecting these entities is a professional responsibility.

The college and the entities above are a drug-free environment. Use or possession of illegal or illicit drugs or alcohol on campus or at other educational sites 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. The college and any clinical site have the right to refuse any student for clinical placement or progression through any program based on concerns about the student's ability to deliver safe practice.

**Drug and Impairment Testing Policy and Procedure**

In addition to the drug testing required for entry for the Practical Nursing program, any student in any program may be required to submit to drug testing at their own expense as part of progression through their program, such as the Practical Nursing program. Other programs may also fall under this policy as required by the clinical site or by reasonable suspicion of drug or impairment. Facts which could give rise to reasonable suspicion include the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Evidence may come from a professional or layperson opinion, laboratory testing, or other sources or methods.

**Consequences:**

1. Refusal to test – if a student fails to produce the requested sample by the date assigned, the student will be treated as if the test result was positive.
2. Negative test result – if the drug test is negative, the student will be allowed to participate in classroom and clinical activities.
3. Positive test result – the student will not be able to participate in classroom or clinical activities and is at risk for being dismissed from the program.

See the Student Handbook for further policy.

**Medical Marijuana Policy**

Medical Career & Technical College must comply with the Occupational Health and Safety Administration (OSHA) Act, along with state health and safety laws, which supports measures contributing to a drug-free environment and reasonable programs of drug/impairment testing within a comprehensive workplace program, including but not limited to clinical/allied health externships or nursing practicums.

As such, Medical Career & Technical College is required to be proactive in minimizing risks on campus and in workplace environments and has established this policy to ensure the minimization of risk associated with prescription medication with impairing side effects, including, but not limited to, medical marijuana.

If a student is suspected of being impaired, the college has the right to request drug/impairment testing. If the student tests positive for substances, either prescription or non-prescription, that results in an impairment, the college has the right to discipline or suspend a student.

Medical Career & Technical College will also ensure compliance with all federal statutes and regulations regarding controlled substances, including, but not limited to, prohibiting the possession, manufacturing, and distribution of marijuana, a Schedule I drug, even for medical purposes. The college is bound by such prohibitions, regardless of whether the possession, manufacturing, and/or distribution of marijuana are permitted under state law.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for all uses, including medicinal use.

This law is not affected by the passage of the Kentucky Medical Marijuana Act. The college will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. Students who violate these policies prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school.

#### **Non-Smoking and 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 as 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. The college also provides Safety Data Sheets on each of the chemicals noted throughout the program and is available in each of the program laboratories. Specific safety concerns such as radiation safety or that deal with the lab components is included in the clinical classes where training is provided and is provided during orientation or during the course it pertains to.

**Service Animal Policy**

Pets and non-research animals are typically restricted on school property. Under federal law, a Service Animal is generally permitted to accompany the individual with a disability to the school facilities where members of the public, students, staff, and faculty are allowed to go. The school may impose legitimate safety requirements on the use or presence of a Service Animal that are necessary for safe operation of its facilities. There may be individual exceptions in places where the presence of the animal may compromise a sterile environment and from which the school may exclude Service Animals on a case-by-case basis based on actual risk. See administration for approval requirements.

**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. Practical Nursing and Medical Massage Therapy students may be required to abide by further policy and is state board dependent.

**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.

**Schedule Changes**

Every attempt is made to provide students with ample notice of any schedule we change to the class or at clinical sites. It is possible that adjustments must be made that is beyond the control of the college and may occur without significant warning. Students must be prepared to accommodate that change even when a substantial notice is not possible. This change must be considered when planning childcare arrangements, work assignments, or other commitments that may not offer this flexibility.

**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. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The college may take

disciplinary action against student who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system. This disciplinary action may include termination.

### **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.

### **TITLE IX POLICY STATEMENT**

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Medical Career & Technical College not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

The purpose of this policy is to ensure that the Institution's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the institutions programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the institution.

### **TITLE IX Officer**

The Institution's Title IX Officer is:

Josiah Bertrand, Director of Career Services

526 Eastern Bypass, Richmond, KY 40475; (859) 624-1988

\*Further information can be found under Student Resources, Docs, Title IX Discrimination Policy on the institution's 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.

All students must achieve a 75% in the General Education Courses to pass.

All Allied Health students must achieve a 75% in all course (General Education and Core) to pass the class and progress.

All Practical Nursing student must achieve an 80% in the Core Nursing classes to pass the class and progress.

### 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

#### 100% Attendance Expected

It is expected that students will attend 100% of the scheduled class time. Considerable information is covered in each course. Class attendance is an absolute requirement and is linked to successful program completion. It is the student's responsibility to attend every class for the scheduled length of time.

#### Excused Absence Policy

For extreme and unavoidable circumstances, absences are excused for up to 10% of scheduled course hours. A student's excused absences may not exceed 10% of the scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused. As each program varies in the number of required clock hours the school has adopted a 1 (one) class only excused absence per course.

A student must contact their instructor prior to the excused absence. An [Absence Explanation Form](#) must be submitted to your instructor on your day of return with proper evidence. An example of an emergency or unavoidable absence may include conditions such as military service, funeral for an immediate family member, emergency room visit, car wreck on way to school. Each instructor will make determination if the absence is considered an excused absence.

#### How Attendance is Calculated

- 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) Not present would mean a full day's absence.

#### Unexcused Absence Policy

Absences over the one approved excused absence must be made up. Only 1 (one) unexcused is allowed to be made up; otherwise, the student will fail the course.

- If a student were to miss more hours than allowed to be made up, it would result in that student failing that course.
- If the instructor allows, the unexcused absence is expected to be made up at the next available session. ASSIST Friday's are used for make-up sessions and is scheduled from 9:00 – 12:30. If a student has missed one full day of class, then 2 (two) ASSIST sessions are required to be attended.
- Students attending ASSIST must meet dress code policy.
- Only 1 (one) excused absence is allowed each term. Only 1 (one) Unexcused Absence is allowed if the student completes the make-up hours. Make-up hours are completed only under instructor supervision.

#### Nursing Clinical Attendance Policy

1. Clinical attendance is 100% mandatory. Students are required to make-up all missed clinical hours resulting from an approved absence or an approved tardy. Students are only granted a total of one make-up day, if approved.
2. Under extreme circumstances only, any student not attending a clinical must notify the instructor prior to the start of the shift. A no call/no show is defined as a student who does not call prior to the missed clinical experience. A no call/no show student will receive a critical incident and may not be eligible for a clinical make-up, thus failing the course and possible continued program progression.
3. A student arriving less than 10 minutes late for clinical will be required to make up all missed minutes, but at the discretion of the instructor. This is only allotted if the student communicates with their instructor prior to the start of the shift.
4. A student arriving 10 minutes or more late for clinical will be sent away and required to make up the entire clinical, if approved.
5. A pattern of clinical tardiness or leaving early from clinicals may result in disciplinary action. This may include course failure or program failure.
6. A clinical make-up request form must be completed and submitted to your instructor within 24 hours of the clinical absence or tardy. Supporting documentation must also be attached to the form. This form may only be used once during the students' entire program. Make-up time must be approved by the instructor and only if the clinical site also approves this time and provides the availability. Approval is only granted for one make-up day.
7. Clinical make-up days are not guaranteed.
8. Clinical make-up time that is not granted will result in a failing grade in the course.
9. Students who do not notify their instructor prior to the occurrence or complete the clinical eligibility form within the 24-hour timeframe will not be permitted to attend and not eligible for a clinical make-up.

#### **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 institution's administration for an exception to any stated policy. A grievable offense is any alleged action that violates school policy and the grievant is personally affected by such violation.

Step 1: The college first asks that the complaint attempt to be resolved with the individual or department it pertains to. If the student-instructor or department discussion does not resolve the issue, the student should contact the school's grievance personnel to seek a solution. If the issue can be resolved at this level, then the case is closed.

Step 2: If communicating with the party involved did not resolve the issue, submit a completed grievance form. 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.

Step 3: Grievance committee investigation. 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. He said/she said grievances between student to student will not be addressed without evidence from witnesses or other. Administration will render a decision and make determination as to the complaint's resolution. A response to the grievance party, after thorough investigation has been made, will occur within 30 days of the submitted grievance. If after the steps of the grievance policy have been followed and all efforts have been exhausted, a student may contact the following:

Accrediting Bureau of Health Education Schools

ABHES

7777 Leesburg Pike, Suite 314 North

Falls Church, Virginia 22043

703-917-9503

**Academic Termination**

Students who have been terminated for course failure and/or violating attendance policies may appeal the termination if there were rare and extenuating circumstances that contributed to it, the circumstances have been overcome or changed and documentation can be provided to support the appeal. The same applies for a student who fails the course due to being dismissed for unsafe practice that resulted in failure of the competencies. Students should submit an appeal when their circumstances surrounding the failed academic performance have been resolved; however, due to the nature of the short terms, this appeal must be filed within 7 days. Follow the proper answered items:

Item 1: Submit a written request to continue in the program with verifiable documentation of mitigating circumstances that contributed to poor academic performance.

Item 2: Provide a description of how the circumstances have been overcome.

Item 3: Provide a realistic plan for meeting the requirements to return to good academic standing. Administration will make determination as to the approval or denial of the academic appeal. This decision is final.

**Student Handbooks**

Each incoming student will receive a Student Handbook during orientation. All Practical Nursing students will also receive a Practical Nursing Student Handbook specific to the program. All students must abide by those policies. It is the student's responsibility to keep abreast of the current handbook and catalog policies. For the most current policies, please visit the institutions website.

**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.

**DISCLOSURES****Existence of the Kentucky Student Protection Fund.**

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

**Process for Filing a Claim Against the Student Protection Fund.**

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4<sup>th</sup> Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>.

**Filing a Complaint with the Kentucky Commission on Proprietary Education**

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4<sup>th</sup> floor, Frankfort, Kentucky 40601. The forms can be found on the website at <http://www.kcpe.ky.gov/>.

**CAREER PROGRAMS****PROGRAMS AND INDEX**

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The College uses a Clock Hour system which indicates actual sat hours in the classroom, laboratory, and externship/clinical/practicum rotations. A student carrying a minimum of 14 clock hours is a full-time student with our institution. A definition of a clock hour is a 60-minute class, lecture, laboratory, or externship/clinical/practicum period. For every 60 minutes a 10-minute break is allowed.

**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, 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.

Graduates are eligible to sit for national certification testing with the American Medical Technologists organization to become CERTIFIED as 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 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.

**DENTAL ASSISTANT  
Diploma**

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

**Weeks to Complete: 36**

**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**

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.

**MEDICAL  
ADMINISTRATION**

**Diploma**

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

**Weeks to Complete: 42**

**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.

**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 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**

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 2 courses at a time and attending 4 days per week. It is a residential (on campus) program and your schedule will include a Monday/Wednesday and 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**

**FAST TRACK**

**Diploma**

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

**Weeks to Complete: 30**

**Courses Required:**

Term 1:	MED100	Medical Terminology	84
Clock Hours			
	MED101	Anatomy/Physiology	84 Clock Hours
Term 2:	ADM101	Medical Administration I	84 Clock Hours
	CLN101	Clinical Assistant I	84 Clock Hours
Term 3:	ADM102	Medical Administration II	84 Clock Hours
	CLN102	Clinical Assistant II	84 Clock Hours
Term 4:	ADM103	Medical Administration III	84 Clock Hours
	LAB100	Medical Laboratory Procedures	84 Clock Hours
Term 5:	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. Graduates are eligible to sit for certification, the MBLEx examination. Once the student passes that exam, they can then apply for licensure with the Board of Massage Therapy, Kentucky. It is required to be credentialed and licensed to work in the field.

**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.

**MEDICAL MASSAGE  
THERAPY  
FAST TRACK**

**Diploma**

**Clock Hours: 600  
Lecture/Lab/Extern**

**Weeks to Complete: 26**

**Courses Required:**

Term 1:	MED101	Anatomy & Physiology	84 Clock Hours
	MMT101	Introduction to Therapeutic Massage	84 Clock Hours
Term 2:	MMT102	Kinesiology I with Modalities	84 Clock Hours
	MMT103	Kinesiology II with Modalities	84 Clock Hours
Term 3:	MMT104	Massage Therapy Applications I	84 Clock Hours
	MMT105	Massage Therapy Applications II	84 Clock Hours
Term 4:	MMT106	Massage Therapy Applications III & MBLEx Prep	96 Clock Hours

**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**

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. Graduates are eligible to sit for certification, the MBLEx examination. Once the student passes that exam, they can then apply for licensure with the Board of Massage Therapy, Kentucky. It is required to be credentialed and licensed to work in the field.

**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.

**MEDICAL MASSAGE  
THERAPY**  
**Diploma**

**Clock Hours: 600**  
**Lecture/Lab/Extern**

**Weeks to Complete: 42**

MMT100	Medical Terminology & Anatomy/Physiology	84 Clock Hours
MMT101	Pathology for Massage Therapists	84 Clock Hours
MMT102	Kinesiology I with Modalities	84 Clock Hours
MMT103	Kinesiology II with Modalities	84 Clock Hours
MMT104	Massage Therapy Foundations & Fundamentals	84 Clock Hours
MMT105	Applications & Practice for the Massage Therapist	84 Clock Hours
MMT106	Massage Therapy Business Practice	96 Clock Hours

**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**

The Practical Nurse works to assist physicians and nurses in providing routine patient care, patient health observation, and communicating patient instruction regarding medications and self-care. Graduates that meet the Kentucky Board of Nursing requirements and the program’s academic requirements may apply to the National Council License Exam (NCLEX) to become a Licensed Practical Nurse (LPN). This is required to work in the field. The program includes hands-on courses that include laboratory skills and clinical rotations.

**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. Clinical hours occur throughout the program with the program completing with an unpaid practicum.

**Courses Required:**

MED100	Medical Terminology	84 Clock Hours
MED101	Anatomy/Physiology	84 Clock Hours
NUR101	Nursing Skills I	84 Clock Hours
NUR102	Nursing Skills II	84 Clock Hours
NUR103	Drug Calculations & Pharmacology	84 Clock Hours
NUR104	Medical Surgical Nursing I	84 Clock Hours
NUR105	Medical Surgical Nursing II	84 Clock Hours
NUR106	Maternity & Pediatric Nursing	84 Clock Hours
NUR107	Nursing Practicum and Capstone	240 Clock Hours

**PRACTICAL NURSING  
Diploma**

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

**Lecture/Lab: 660  
Clinical Hours: 252**

**Weeks to Complete: 54**

**Program Objective**

The program objective of the Practical Nursing program is to provide training that leads to employment in the field. The program combines didactic, competency-based education, and clinical rotations providing the student a hands-on learning opportunity to master a required skill set. The program completes with a practicum opportunity, allowing the student to actively engage and participate in the field while reviewing for the licensure examination during a capstone. Students are eligible to sit for certification as a National Council License Exam (NCLEX) to become a Licensed Practical Nurse (LPN).

**The Kentucky Board of Nursing during the March 2024 Board Meeting recommends that Medical Career and Technical College PN Program, Richmond Ky receive full approval status.**

**Effective March 11, 2025, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on March 11, 2027.**

**Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

<https://www.acenursing.org/search-programs/?status=Candidate>

**Note: Upon granting of initial accreditations by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.**

**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 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, 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**

**Courses Required:**

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

**ADM101/Medical Administration I (84 Contact Hours):** Student will be introduced to the healthcare fields and gain knowledge in legal and ethical issues that pertain to the healthcare team. Students will also learn the importance of infection control and safety in the medical environment. The course continues with learning common office equipment, supplies, medical record modalities to include the electronic health record and proper telephone techniques.

**ADM102/Medical Administration II (84 Contact Hours):** Students will learn the process of schedule management for the medical office, insurance and billing, and learn how to locate diagnostic and procedural codes. The course continues with collections and financial management and practice management skills applied to the medical office to include best practices for emergency preparedness. Resume development concludes this course.

**ADM103/Medical Administration III (84 Contact Hours):** The student will learn to apply the benefits of patient education and implement teaching techniques. The student will also learn to use patient education to promote good health habits and learn the type of information that should be included in a patient information packet. Knowledge learned pathophysiology of each body system to include the disease and its process to include the causes, signs and symptoms, diagnostic exams and test, and its treatment.

**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.

**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.

**CLN101/Clinical Assistant I (84 Contact Hours):** Students will gain an understanding and practice infection control and the preparation of treatment areas including how to disinfect and sterilize instruments. Students will also apply skill in the patient interview process and learn to assist with the general physical examination, assist with reproductive and urinary specialties, assist with pediatrics and geriatrics, and assist with other medical specialties.



**CLN102/Clinical Assistant II (84 Contact Hours):** Students will learn the top prescribed drugs to include use, contraindications, side effects, and dosing. The course continues with dosage calculation and medication administration. Students will also gain knowledge in electrocardiography, pulmonary studies, physical therapy applications, diagnostic imaging, along with nutrition for the patient.

**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.

**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.

**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. Students will apply knowledge in the microscope, urinalysis, hematology, chemistry, immunology, and microbiology in collecting, processing, and testing. Reference lab values and common lab tests complete the course.

**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.

**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.

**MMT101/Introduction to Therapeutic Massage (84 Contact Hours):** This course includes an introduction to the profession of massage therapy. Ethics, professionalism, and legalities are discussed along with business applications. Evidence-based practice completes the course.

**MMT102/Kinesiology I with Modalities (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.

**MMT103/Kinesiology II with Modalities (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.

**MMT104/Massage Therapy Applications I (84 Contact Hours):** : Foundations for massage therapy foundations and fundamentals is introduced to include indications and contraindications. Massage therapy applications and techniques are practiced.

**MMT105/Massage Therapy Applications II (84 Contact Hours):** This course continues with massage therapy applications and techniques. Students will apply assessment procedures and treatment plan modalities. Complementary massage applications are also discussed.

**MMT106/Massage Therapy Applications III & MBLEx Prep (96 Contact Hours):** Therapeutic massage in various settings is included in this course. Massage adaptive techniques and the wellness and the self-care of the massage therapist is discussed. This course introduces the student to client education. The course completes with case-studies of various medical modalities and how massage can benefit. MBLEx preparation is also provided.

**NUR101/Nursing Skills I (84 Contact Hours):** Students will be introduced to nursing and the healthcare system. The nursing process to include critical thinking, assessment and planning, and implementation and evaluation is discussed. Documentation and communication along with patient education skills are developed. Basic nursing skills are practiced such as vital signs, lifting, and moving patients, assisting in personal care, and specimen collection. Practicing of infection prevention, infection control, and patient safety is applied.

**NUR102/Nursing Skills II (84 Contact Hours):** The course includes the practice of diagnostic testing with specimen collection, the practice of the nutrition therapy and assisting with oxygen delivery, and the practice of skills relative to the urinary system, and bowel function. Theories of pain control, sleep factors, and complementary and alternative therapies are discussed. Modalities of the surgical patient, the treatment of wound care, and the therapeutics of musculoskeletal function are applied. The course concludes with the care of the older adult.

**NUR103/Drug Calculations & Pharmacology (84 Contact Hours):** Students will learn to apply drug calculations and to apply pharmacology nursing practice. Drug classifications and the effects on various body systems are discussed. Practice of drug administration to include percutaneous, enteral, and parenteral technique is applied.

**NUR104/Medical Surgical Nursing I (84 Contact Hours):** Students will be introduced to various medical-surgical nursing settings and the role the practical nurse provides. The understanding of healthcare, health and illness, the influences on health and illness, the immune system, urinary system, integumentary with skin disorders, neurology, and sensory.

**NUR105/Medical Surgical Nursing II (84 Contact Hours):** Students will be introduced to various medical-surgical nursing settings and the role the practical nurse provides. The understanding of the hematologic and lymphatic systems, respiratory system, gastrointestinal, hepatic, and pancreatic systems is discussed. The understanding of the urinary system, endocrine system, genitourinary and reproductive systems, with the musculoskeletal system, neurologic system, the sensory system, the integumentary system are also discussed. The course completes with the understanding of mental health care.

**NUR106/Maternity and Pediatric Nursing (84 Contact Hours):** Students will be introduced to maternity and pediatric nursing. Topics include fetal development and care of the prenatal patient, care of the woman in labor, and care post-delivery. Growth and development from infancy to adolescence is discussed to include various developmental and physical disorders.

**NUR150/Nursing Practicum and Capstone (240 Contact Hours):** This course requires the practical nursing student to integrate and apply knowledge and skills from all clinical courses in an actual healthcare setting. Students perform duties under the supervision of trained site clinical supervisors to effectively help transition to the role of a confident practical nurse. This is a supervised, unpaid, clinical experience.

**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.

**PRESIDENT/DIRECTOR**

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Master of Public Health  
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Bachelor of Science, Community Health Education  
Eastern Kentucky University

Associate of Science, Medical Assisting  
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**Director of Community and Government Engagement**

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Certificate, Dental Assistant  
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*Tara Jones*

**Enrollment Coordinator, Allied Health Programs**

*Kara Tackett*

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***Anabelle Bertrand, AAS***

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West Virginia University

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***Nicole Penman***

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Medical Career & Technical College

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**Medical Administration and Medical Assistant Programs**

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Certificate, Medical Coding  
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Doctorate Nurse Practice  
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Master of Science, Nursing  
Ball State University

Bachelor of Science, Nursing  
University of Cincinnati

Diploma, Nursing  
The Christ Hospital School of Nursing

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***Anna Platt, LVT***

***Veterinary Assistant Program***

Associate of Applied Science, Veterinary Technician  
Brown Mackie College

**NOTES**

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Date of Print: 04/15/2025