Medical Career & TECHNICAL COLLEGE

Jump Start Your Career!

MAIN CAMPUS

630 University Shopping Center

Richmond, Kentucky

Ph: 859-624-1988

Fax: 859-624-1933

Revision Date: September 2026

ACADEMIC CALENDAR

2026

Term 1

January 5 – February 12

January 5	New Term Begins
January 19	*Martin Luther King Day Observed (School Closed)*

Term 2

February 16 – March 26

February 16	New Term Begins
April 3	*Good Friday (School Closed)*

------Spring Break, March 30 – April 3 ------

Term 3

April 6 – May 14

April 6	New Term Begins

Term 4

May 18 – June 25

May 18	New Term Begins
May 22	*School Closed – Memorial Day Weekend*
May 25	*Memorial Day Observed (School closed)*

-----Summer Break, June 29 – July 3 -----

(Offices Closed, July 2 and July 3)

Term 5

July 6 – August 13

July 6	New Term Begins

Term 6

August 17 – September 24

August 17	New Term Begins
September 4	*School Closed – Labor Day Weekend*
September 7	*Labor Day Observed (School closed)*
September 17	*Constitution Day (School in Session)*

Term 7

September 28 – November 5

September 28	New Term Begins

Term 8

November 9 – December 17

November 9	New Term Begins
November 25-27	*Thanksgiving Observed (School closed)*

-----Christmas Break, December 21, 2026 – January 1, 2027----

ACADEMIC CALENDAR

2027

Term 1

January 4 – February 12

January 4	New Term Begins
January 18	*Martin Luther King Day Observed (School Closed)*

Term 2

February 15 – March 26

February 15	New Term Begins
March 26	*Good Friday (School Closed)*

------Spring Break, March 29 – April 2 ------

Term 3

April 5 – May 15

April 6	New Term Begins

Term 4

May 17 – June 25

May 17	New Term Begins
May 28	*School Closed – Memorial Day Weekend*
May 31	*Memorial Day Observed (School closed)*

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

(Offices Closed, July 2 and July 5)

Term 5

July 6 – August 14

July 5	*Independence Day Observed*
July 6	New Term Begins

Term 6

August 16 – September 24

August 16	New Term Begins
September 3	*School Closed – Labor Day Weekend*
September 6	*Labor Day Observed (School closed)*
September 17	*Constitution Day*

Term 7

September 27 – November 5

September 27	New Term Begins

Term 8

November 8 – December 17

November 8	New Term Begins
November 24-26	*Thanksgiving Observed (School closed)*

-----Christmas Break, December 20, 2027 – December 31, 2027----

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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 turned 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

MEET THE PRESIDENT

Founder/Owner, Medical Career & Technical College

Medical Career Training Center, LLC, D.B.A. Medical Career & Technical College is owned and operated by Kristi Bertrand, President. 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 a department chair managing multiple higher education programs. Her vast experience included that of leading programs and campuses through the accreditation process and serving on numerous educational boards.

Ms. Bertrand advocates for increased awareness to access affordable quality skills training where graduation leads to employment. With that came the vision for Medical Career & Technical College. Unlike many four-year programs, students can graduate with a career skill. 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 can choose a route to 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. To further expand access to higher education, online programs were developed. This enables access by providing quality learning in communities that our career-focused programs serve, thus continuing to support the workforce.

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 COLLEGE

The mission of Medical Career & Technical College is to provide quality, career-focused education that prepares students for credentialing and entry-level employment in their chosen medical or technical field. Through hands-on training and student-centered support, the college empowers individuals to achieve their professional goals and meet the needs of today's workforce.

Objectives to Mission

Deliver Career-Focused Education: Provide practical, hands-on training that directly aligns with current industry standards and employer expectations in the medical and technical fields.

Support Focused Learning: Offer a one-course-at-a-time schedule to promote deep understanding, reduce student overwhelm, and increase academic success.

Ensure Credential Readiness: Structure programs so that graduates are eligible to sit for relevant certification or licensure exams immediately upon completion.

Promote Job-Readiness: Equip students with the skills, knowledge, and professionalism necessary to secure and perform in entry-level positions in their chosen field.

Maintain Quality and Relevance: Regularly evaluate and update curricula based on feedback from industry partners, certification boards, and employment trends to ensure educational quality and workforce relevance.

Foster Student Success: Provide academic and career support services that help students successfully complete their programs and transition into the workforce.

Enhance Accessibility and Flexibility: Design program delivery models that accommodate diverse student needs, including non-traditional learners and working adults.

HISTORY OF THE COLLEGE

Medical Career Training Center, LLC was founded in 2011 by Kristi Bertrand and approved by the Kentucky Commission on Proprietary Education. 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. And in 2015, the college earned accreditation with the Accrediting Bureau of Health Education Schools (ABHES). Since inception the college continues to expand its facilities and programs. The college began by providing 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. The college has since expanded some of its programs to include a fast-track option. Our graduates are key to supporting our communities.

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

Practical Nursing Program Accreditation

The Practical Nursing program at Medical Career & Technical College at the Richmond, Kentucky Campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is 'initial accreditation'.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
(404) 975-5000

Licensed

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

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, KY 40601
502-564-4185
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

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

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

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

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

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

American Medical Technologists
10700 West Higgins Rd, Ste 150
Rosemont, IL 60018
847-823-5169
www.americanmedtech.org

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

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

Medical Career & Technical College is recognized as an approved 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

ADMISSIONS ELIGIBILITY

Eligibility for Admission

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. Diplomas are reviewed for accuracy.

If a copy is not received this applicant is not eligible to receive financial aid. Students who have attended a college or university in the past may show transcripts for possible credit allowance (see transfer of credit policy).

The college does not enroll Ability to Benefit (ATB) students as all students must be a high school graduate or hold equivalency such as a GED.

Criminal Background Admissions Disclosure: Applicants must understand that employers may require criminal background checks. Practical Nursing applicants will be required to submit for a background check during the enrollment process. Medical Massage Therapy applicants are required to clear a background check prior to licensure. Externship, clinical sites, or practicum sites may require the student to submit to a background check prior to placement.

Admissions Process: The enrollment 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. Admission decisions are consistently applied and properly documented in accordance with established policies.

Distance Education Programs Admissions Criteria: An Aptitude Entrance Exam (Wonderlic) with a minimum achieved score of 15 or submit an earned Diploma or Degree from an accredited institution. The Entrance Exam assesses an applicant's foundational knowledge, skills, and readiness for the program. Exam is at the applicant's cost of $25 with payment made directly to Wonderlic. Admission decisions are based on the applicable program admission requirements and are not guaranteed soley by achieving the minimum exam score.

Before beginning coursework, each student must participate in a required online orientation that introduces them to the Learning Management System (LMS). At this time a student's basic computer literacy, appropriate technology, and reliable internet service is assessed. Students who demonstrate deficiencies in these areas are provided with additional training or technology guidance. If it is determined that the student is still deficient, admission progression is not guaranteed at that time.

Foreign Diploma Evaluation

Prospective students who received a high school diploma from a school outside of the United States must submit an official credential evaluation to determine equivalency to a United States high school diploma. The evaluation must be submitted to the College, reviewed, and accepted prior to the student becoming an official start. If the original diploma or academic records are not issued in English, a complete English translation must also be provided. Translations must be prepared by the issuing institution, a professional translation service, or a qualified independent translator who provides a signed certification affirming the accuracy of the translation; translations completed by the student or a family member are not accepted. When the College is unable to determine equivalency internally, students may be required to obtain an evaluation from a company that provides foreign credential evaluation services. Examples include The Evaluation Company (TEC) or agencies that are members of the National Association of Credential Evaluation Services (NACES). Students are responsible for any costs associated with external evaluations/translations. Please contact the Admissions Department for additional information and submission instructions.

Procedures of Application

1. Complete Career Assessment Questionnaire (application) and enrollment packet. Practical Nursing applicants must have minimum TEAS score of 50.
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). Practical Nursing applicants must complete Viewpoint screening that includes vaccination requirements.
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.

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. There are two routes for this program including a Fast Track.

Program completion requires students to pass a Comprehensive MBLEx Post Program Exam. This exam is given on the last day of the students last course. Passing score must be a minimum of a 75%.

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 three years of testing.

ATI TEAS Exam | TEAS Prep | TEAS Registration | ATI
www.atitesting.com/teas

TEAS Exam Information | Register For The TEAS | ATI
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. Students will need reliable access to the internet and a device such as a tablet, laptop, or desktop computer to complete coursework, access e-books, and complete online assessments. Mobile phones are not recommended as the primary device.

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.

All prospective students will utilize www.viewpointscreening.com for the above entry requirements to include Background Check, Drug Test, and Health Portal (Immunization Tracking). Once admissions receive the passing TEAS score, an e-mail will be sent with the steps on how to access and submit results.

For all clinical experiences, students must be up to date with all health requirements in Viewpoint. If the student's health requirements are going to expire during the clinical experience it is the student's responsibility to make sure all items are up to date. If the student's health requirements are expired, they will not be permitted to attend clinical and will fail the term and/or could be dismissed from the program.

Technology Requirement Residential Programs
Residential programs may require that students will need reliable access to the internet and a laptop to access e-books or other learning resources. HP is preferred. Apple does not support all resources. Basic computer knowledge and skill is required. The latest version of Google Chrome or Mozilla Firefox with an operating system using Window 8 or higher, MAC 10.14+, RAM display, and 4-8GB (1280x800).

Technology Requirement Distance Education Programs
Distance Education programs will require that students have a laptop or personal computer with access to the internet. Tablets or cell phones are only used for reading, reviewing, or posting on the weekly discussion boards. You cannot submit assignments or take quizzes and tests on your tablet or cell phone.

The technology requirements for distance education courses include:

- Download Bandwidth: 5+ Mbps
- RAM: 2+ GB
- CPU: 1.8+ GHZ/Multi-core
- Display: 1366 x 768, color
- Graphics: DirectX, 64+ MB

- Audio Enabled
- Microsoft Office

Supported Browsers:

- Windows® 10 and 11 (Chrome™ 122 and 123, Firefox® 123, or Edge 121 and 122)
- MAC OS™ (Chrome™ 122 and 123, Safari® 16 and 17)
- Chrome OS™ (Chrome™ 122 and 123)
- iOS (Safari® 16 and 17)

Technical Support for Distance Education Programs

For all Distance Education (online) students, the college provides for technical support with your computer. For IT support please e-mail ITsupport@medicalcareerandtechnicalcollege.edu. Support hours are Monday through Thursday 9:00 – 4:00 and Friday's 9:00 – 12:00. Additional times may be scheduled.

ADMISSIONS 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. Practical Nursing students required on Viewpoint: Drug Test: $45, Health Portal: $30. 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

Medical Assistant, Medical Massage Therapy, and the Practical Nursing students must be CPR certified (Healthcare provider) BLS 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 or practicum 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.

ADMISSION AND PROGRESSION POLICIES

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 2 years (24 months) and have received a minimum grade of a B. Students must complete 75% of their courses from Medical Career & Technical College. All core clinical competency and skill courses are not approved for transfer credit. All core courses require specific competency knowledge or skill level to be assessed. Tuition and/or fee credit is not granted for transfer hours. Any acceptance of transfer credits must be completed prior to the start of the program.

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

Transferability of Course to Another Institution
Transferability of credits earned at this institution is not guaranteed. The decision to accept transfer credits rests solely with the receiving institution and is subject to that institution's academic policies, procedures, and regulations.

Students seeking to transfer credits are strongly encouraged to contact the prospective receiving institution in advance to determine whether credits earned at this institution will be accepted to determine whether credits earned at this institution will be accepted toward their intended program of study. The institution makes no representation or guarantees regarding the transferability of any credits to other colleges, universities, or institutions.

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 ($500 for Practical Nursing Students and Online Program Students) 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 required to complete their program within a maximum timeframe of 150% of the published program length, in accordance with the Satisfactory Academic Progress (SAP) Policy. If a student reaches or exceeds the maximum timeframe, the student will be considered ineligible to continue in the program and will fail the program. Any approved Leave of Absence (LOA) is included in the maximum timeframe calculation. The maximum timeframe may account for no more than three terms resulting from a combination of Leaves of Absence and/or repeated courses.

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. If a student has not successfully completed at least one course successfully, only unavoidable circumstances that are approved by the Campus Director will be granted the leave approval. 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. 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 are 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 $500 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.

Distance Education programs to currently include the Medical Administration program and the Medical Insurance with Billing and Coding program are only offered to Kentucky residents at this time.

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 AND FEES

Clock Hour Programs

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.

Fees are also divided into two payment periods as the tuition. 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.

Enrollment/Program Fees (Residential Programs_

Dental Assistant Program Fees: Registration Fee $100, Liability Insurance $150, Lab/Supply Fee $750, Graduation Fee $150, Academic Services Fee $350, *Program Fee $700 (Total All Fees $2200)

Medical Assistant Program Fees: Registration Fee $100, Liability Insurance $150, Lab/supply Fee $750, Graduation Fee $150, Program Fees $700, Academic Services Fee $350 (Total All Fees $2200).

Medical Massage Therapy Program Fees: Registration Fee $100, Liability Insurance $150, Lab Fee $750, Graduation Fee $150, Program Fees $950, Academic Services Fee $350 (Total All Fees $2450)

Practical Nursing Program Fees: Registration Fee $100, Liability Insurance $150, Lab/supply Fee $1050, Graduation Fee $150; Program Fees $975, Academic Services Fee $1100; (Total All Fees $3525). Student responsible for KBN license fees (~$245) and NCLEX-PN license fee ($350)

Veterinary Assistant Program Fees: Registration Fee $100, Liability Insurance $150, Lab/supply Fee $750, Graduation Fee $150, Program Fee $700, Academic Services Fee $350 (Total All Fees $2200)

Tuition per Program (Residential Programs)

Program	Contact Hours	Tuition	Cost per Payment Period	Cost per Course	Fees Total	Total Cost
Dental Assistant	636	$12,850	$6425.00	$2141.66	$2200	$15,050
Medical Assistant	912	$14,650	$7325.00	$1627.77	$2200	$16,850
Medical Massage Therapy	600	$11,800	$5900.00	$1685.71	$2450	$14,250
Practical Nursing	912	$18,300	$9150.00	$2033.33	$3525	$21,825
Veterinary Assistant	600	$10,150	$5075.00	$1661.66	$2200	$12,350

Enrollment/Program Fees (Online Programs)

Medical Administration Program (100% Online) Fees: Registration Fee $100, Online Course Fee $750, Graduation Fee $150, Program Fee $700, Academic Services Fee $500, Technology Fee $300; (Total All Fees $2500)

Medical Insurance with Billing & Coding Program (100% Online) Fees: Registration Fee $100, Online Course Fee $750, Graduation Fee $150, Program Fee $700, Academic Services Fee $500, Technology Fee $300; (Total All Fees $2500)

Tuition per Program (Online Programs)

Program	Contact Hours	Tuition	Cost per Payment Period	Cost per Course	Fees Total	Total Cost
Medical Administration	630	$11,750	$5875.00	$1678.57	$2500	$14,250
Medical Insurance with Billing and Coding	912	$16,000	$8000.00	$1777.77	$2500	$18,500

Credit Hour Programs

Tuition is assessed per program with full program tuition assessed up front. A full-time student is a student that takes 12 credit hours in one quarter term (12 weeks) with 36 weeks in one academic year. There are two payment periods in each 36-week period, during the first one-half beginning at week 1 and again at week 18. A student must complete one half of the credit hours in the academic year for the second payment.

Fees are also divided into two payment periods as the tuition. 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.

Additional Costs
Additional costs not covered includes required scrubs, lab coat, and shoes. School approved t-shirt may also be purchased.

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 an additional 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; Drug screening as required: ~$85
-Program Patch: $20 (if choose to purchase); Student Document Tracking System as applicable: ~$150

Other costs may include:
-CPR certification costs as applicable
-Tuberculin testing, immunizations as recommended by the students' physician or required by program.
-Background check or drug test as required by the student's externship/clinical site or required for progression through program.
-Program specific certification/licensure exam are additional costs to the student.

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 or may be proctored remotely. Graduates are responsible for all costs associated with examination.

Laptop Program for Online Students and Microsoft Office Suite
Students enrolled in the College's online programs are provided with one laptop computer as part of their educational resources. The cost of the laptop is included in the student's tuition and fees. The laptop is provided to support students' access to online courses, instructional materials, the learning management system, and other technology resources necessary for successful participation in the online learning environment.
Students are responsible for the proper care and use of the laptop and are responsible for any wear, tear, loss, or damage beyond normal use. If the laptop requires repair or service, students may be required to utilize the manufacturer or an authorized service provider, at their own cost. Any costs associated with damage, misuse, or repairs that are not covered under the manufacturer's warranty or applicable College coverage may be the responsibility of the student.

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 studenaid.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 studentaid.gov to apply.

Federal Direct Parent Plus 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 studentaid.gov to apply.

Entrance Counseling/Exit Counseling

Students must complete Entrance Counseling at 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 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)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
318 clock hours	318 clock hours
18 weeks	18 weeks

Medical Administration Program (630 Clock Hours/42 Weeks)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
315 clock hours	315 clock hours
21 weeks	21 weeks

Medical Assistant Program (912 Clock Hours/54 Weeks)
Medical Insurance with Billing and Coding (912 Clock Hours/54 Weeks)

Practical Nursing Program (912 Clock Hours/54 Weeks)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
456 clock hours	456 clock hours
27 weeks	27 weeks

Medical Massage Therapy Program (600 Clock Hours/42 Weeks)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
450 clock hours	450 clock hours
21 weeks	21 weeks

Veterinary Assistant Program (600 Clock Hours/36 Weeks)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
300 clock hours	300 clock hours
18 weeks	18 weeks

Medical Assistant (FAST TRACK) Program (912 Clock Hours/30 Weeks)

1st Academic Year	
1st Payment Period	*2nd Payment Period*
456 clock hours	456 clock hours
15 weeks	15 weeks

Medical Massage Therapy (FAST TRACK) Program (600 Clock Hours/26 Weeks)

1st Academic Year	
1st Payment Period	*2nd 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 Programs and 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 impost 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.

KY Advantage Education Loan: The KY Advantage Education Loan is available for both students and parents and is credit based. Visit www.advantageeducationloan.com for more information.

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.

FINANCIAL POLICY

Cancellation Policy

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

Tuition Refund

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

- Withdrawal prior to the start of class, the student is entitled to all monies minus non-refundable fees.
- Withdrawal during 1st two (2) weeks of any course, 50% of the course charge is refunded.
- Withdrawal after 2nd 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.

Financial Holds Due to Returned or Delinquent Payments

Students are required to maintain good financial standing with the College throughout their enrollment, including during clinical rotations and externships.
In the event of a returned or missed payment, the College will attempt to notify the student using the contact information on file. Students are responsible for responding promptly and making arrangements to resolve the outstanding payment.
If the student fails to resolve the returned payment or establish an approved payment arrangement within five (5) business days of notification, the College reserves the right to place a financial hold on the student's account. This hold may prevent the student from attending classes, clinical rotations, or externships until the account is brought into good financial standing.
Any missed instructional or clinical hours resulting from a financial hold will be addressed in accordance with the College's attendance, clinical, and academic policies.

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.

Financial Questions/Concerns

Questions or concerns regarding students' tuition, fees, or financial aid can be resolved by contacting the Financial Aid office. If a resolution is not achieved through dialogue, the student should follow the formal written complaint policy as identified within the college catalog.

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 weeks /21 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 Richmond campus is approximately 22,000 square feet and is located within the University Shopping Center. Each area is specific to each program.

  The main door at #630 leads to admissions and administrative areas along with several classrooms, restrooms, conference area, laboratories, learning resource room housed with computer stations, and a student lounge. This area is also housed with a reception area, admissions and administrative office spaces, classrooms, laboratories, storage areas and a learning resource center. This area is dedicated to general education courses, the Dental Assistant program and the Medical Assistant program. Executive offices are also located at #630.

  A separate entrance at #630 is housed with our Career Services Department and a dedicated classrooms and laboratory with a restroom and storage area for the Veterinary Assistant program.

  The Nursing Extension is an additional space located within the University Shopping Center at #526 that houses only the Practical Nursing program. It includes offices, reception, storage, classrooms, laboratories, student lounge, learning resource room with computers, and common areas.

  The last space houses an event center and classroom and laboratory space for the Medical Massage Therapy program. This is also located within the University Shopping Center at #616. This space is by itself 8,000 square feet with open aired common areas a reception area, multiple restrooms, multiple massage labs, and a student lounge. The event space is utilized for new student orientation, career fairs, and as an overflow area if an additional classroom space may be needed.

- 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.

  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.

- Clinical Experiences
  An externship, clinical component, or practicum 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 clinical hours. Students are not paid for work performed at the externship, clinical, or practicum site. Each program has an Externship, Clinical, or Practicum Coordinator that will provide orientation, placement, and evaluation. This is a graded course.

  If a student is dismissed from a clinical site for reasons other than behavior, a committee will determine the appropriate course of action and what remediation is necessary. The student may be given an additional opportunity to re-start the externship/practicum course at another site and be required to complete remaining hours or may be required to re-start the hours. Course repeat fees may apply.

If a site dismisses a student for behavioral reasons (i.e. poor attendance, unprofessional behavior or attire, dangerous acts, not following student codes of conduct or professionalism policies, etc.) the student will be dropped from the program and will earn a failing grade (F). If a student chooses to appeal the decision through the institution, the student must follow the appeals process with determination made by an appeals committee. Furthermore, the clinical hours earned at that site will not count towards a retake of the externship/practicum course if appeal is approved.

- 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.

- Lactation Center
  Students who are nursing are provided a private lactation space. Contact the administrative offices who will ensure access and provide the location.

- 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 is in the middle of the pedestrian way is available if required. 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:

1st Offense: zero on assignment or exam

2nd Offense: "F" given for the class and student suspended for remainder of term

3rd Offense: Dismissal from school without re-entry

AI-based software and tools to analyze all student assignments, projects, and written submissions may be utilized. These tools assist in detecting plagiarism, verifying originality, and supporting the evaluation process.

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. Self-disclosure of the disability and documentation from a health care provider should be made to the school. 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 at that time.

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 or within 180 days of complaint. Students may request a review of their records by writing the Campus President. The review will be granted within 45 days and available during regular school hours. Students may challenge the record for purposes of correcting its contents. The challenge must be made in writing with the reason fully stated. Determination by campus management will then be addressed.

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

The college may disclose educational records without consent to any of the following: school officials with legitimate educational interest, schools to which a student is transferring, specified officials for the purposes of audit or evaluation, appropriate parties in connection with financial aid, organizations accrediting body, to comply with judicial order, appropriate officials in the case of health and safety emergencies.

HIPAA Requirement

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

Health & Safety

The campus Safety Manual includes safety measures such fire procedures, firearms, emergency response, and other safety items. The manual is located within the Campus Manager's office. The college also utilizes an Exposure Control Plan that is also located in this office and in each program laboratory. 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.

Computer Usage Policy

Use of School Computers During Testing – Practical Nursing Program

School computers or laptops are to be used **strictly for testing purposes** during scheduled examinations in the Practical Nursing Program. Students must log in using their assigned credentials and access only the approved testing platform or software designated by the instructor. The following rules apply:

1. **Unauthorized access** to other websites, programs, or files is strictly prohibited.
2. **Personal device use** (phones, tablets, smartwatches, etc.) is not permitted during testing.
3. **Communication** of any kind with other students or external parties during testing is not allowed.
4. **Tampering** with computer settings, software, or security features will result in disciplinary action.
5. **Technical issues** must be immediately reported to the instructor or proctor without attempting self-correction.

Violation of this policy will be considered **academic misconduct** and may result in disciplinary action, up to and including dismissal from the Practical Nursing Program.

Personal Computer Requirement – Practical Nursing Program and Dental Assistant Program

All Practical Nursing students and Dental Assistant program students are required to bring a functioning laptop to class each day. Course textbooks and learning materials are provided in electronic (e-book) format, and access to these materials is essential for participation in lectures, discussions, and in-class activities.

Students are responsible for ensuring their devices are fully charged, updated, and internet-ready prior to class. Failure to bring an operational device may affect participation, coursework completion, and overall academic performance.

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

630 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
F (Withdrawal Related)	F (Withdrawal Related)

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 Withdrawal-Related F grade is given to students that have officially withdrawn from class during the first 2 weeks of class (see Tuition Refund Policy) or to students that disappeared and have not attended for 2 weeks. All attempted clock hours will count toward the 150% maximum attempt level as stated in the Satisfactory Academic Progress policy. An earned F is given for students that receive a 59% or lower grade. See below on course/program progression.

The Dental Assistant, Medical Assistant, Medical Massage Therapy, and Veterinary Assistant programs, must achieve a 75% in all courses (General Education and Core) to pass the class and progress.
All Practical Nursing student must achieve an 80% in all course (General Education and Core Nursing) classes to pass the class and progress.
Online program students require a 70% in all courses to pass 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

<u>100% Attendance Expected</u>

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, 4th 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, 4th 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 for its Diploma programs, 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).

DENTAL ASSISTANT (Residential)

Diploma

Clock Hours: 636 Total Lecture/Lab/Extern

Weeks to Complete: 36

Course Schedule/Program Delivery

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.

Tuition and Fees

Tuition: $12,850
Fees: $2200 (*See Catalog for Fee Details)

Courses Required:

Will take Classes on Rotation of First Available (No Pre-requisites)
Dental Assistant Externship will be taken last

DTL100	Dental Terminology	84 Clock Hours
DTL101	Dental Assistant I	84 Clock Hours
DTL102	Dental Assistant I I	84 Clock Hours
DTL103	Dental Assistant III	84 Clock Hours
DTL104	Dental Assistant IV	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.

Certification Disclosure: Medical Career & Technical College encourages students to sit for national certification credentials. Although third-party exams are voluntary and not a prerequisite for employment, earned certifications demonstrate industry-validated competency. Certified graduates often enjoy greater marketability and a stronger competitive advantage during the hiring process Students should review certification requirements for employment in their specific state.

RDA (AMT) Certification Disclosure

The Registered Dental Assistant (RDA) credential offered through the American Medical Technologist (AMT) is a national certification that is separate from any state-issued license, registration, or other state-required credential. The RDA certification examination is not required by the State for employment in the medical billing and coding field and is not required by any state licensing or regulatory body to practice or work in this field.

Completion of the program does not guarantee eligibility for, passage of, or attainment of the RDA certification. Students who choose to pursue the certification are responsible for meeting all applicable examination eligibility requirements and completing the certification process through the AMT.

Dental Assistant

Program Course Descriptions

DTL100/Dental Terminology (84 Clock Hours): Students will learn to identify medical terminology specific to the dental industry. Tooth structure, anatomy of oral structures, emergency care, radiology, prosthodontics, dental laboratory are just few topics relative to dental terminology that are learned. Oral surgery, pediatric dentistry, restorations, and cosmetic dentistry are also included.

DTL101/Dental Assistant I (84 Clock Hours): Students will be introduced to the profession of dental assisting to include dental ethics and dental law. Knowledge and skill in oral health, nutrition, dental caries, oral pathology, and prevention of dental disease and infection is also obtained. Students will identify infection prevention to include preventing disease transmission and applying disinfection and sterilization processes. The course completes with students identifying the parameters of Occupational Health and Safety regulations and exposure hazards management, along with the importance and application of workplace ergonomics.

DTL102/Dental Assistant II (84 Clock Hours): Students will gain an understanding in the sciences of dentistry to include general anatomy and general physiology, oral embryology and histology, head and neck anatomy, and face and oral cavity landmarks. Types of teeth and their dentitions and morphology is also learned. Skill is learned in vital signs, the utilization of the patient's dental record, examination and diagnostic techniques, pharmacology, and how to assist with emergencies. Progression into learning dental instruments with their use and function complete the course.

DTL103/Dental Assistant III (84 Clock Hours): Students will learn the foundation of clinical dentistry such as the dental office environment, dental equipment and how to care for the equipment, and how to prepare a patient for treatment. Dental instruments and their classifications and function along with various dental handpieces and their accessories is practiced. Students will also learn to apply skill using the oral evacuation systems and will learn pharmacology principles to assist during anesthesia. The course completes with the student learning to assist in comprehensive dental care.

DTL104/Dental Assistant IV (84 Clock Hours): Students will learn both intraoral and extraoral radiographic imaging, the equipment used in radiographs, and apply radiation safety. Students will also learn how to perform and process radiographs and the legal issues, quality, and infection prevention. The course continues with learning the materials and processing used in dental liners, bonding systems, dental cements, impressions, and laboratory materials and their procedures. The course completes with communication skills, business operating systems and the financial management aspects of a dental practice. Career ready skills are also included.

DTL150/Dental Assistant Externship (216 Clock 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.

About the Program

Medical Assistants work to assist providers in the day to day clinical and administrative duties that occur in their offices, from rooming the patient, assist with clinical or laboratory procedures, to performing the medical coding and insurance functions. The program includes exam review modules and practice exams for the CCMA (NHA) exam! You can be CERTIFIED as a Medical Assistant upon graduation!

Because we are accredited with ABHES, you are also eligible to sit for the CMA (AAMA) exam provided by the American Association of Medical Assistants or the RMA exam provided by the American Medical Technologist organization.

MEDICAL ASSISTANT (Residential)

Diploma

Clock Hours: 912 Total Hours Lecture/Lab/Extern

Regular Track - Weeks to Complete: 54
FAST Track – Weeks to Complete: 30

Course Schedule/Program Delivery

Classes are taught in a subject-focused curriculum taking only 1 course at a time and attending only 2 days per week (Regular Track); or take 2 courses each term attending 4 days per week (FAST Track). 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.

Tuition and Fees

Tuition: $14,650
Fees: $2200 (*See Catalog for Fee Details)

Courses Required:

MED100	Medical Language and Body Systems I	84 Clock Hours
MED101	Medical Language and Body Systems II	84 Clock Hours
ADM101	Medical Administration I	84 Clock Hours
ADM102	Medical Administration II	84 Clock Hours
CLN101	Clinical Assistant I	84 Clock Hours
CLN102	Clinical Assistant II	84 Clock Hours
LAB100	Medical Laboratory Procedures	84 Clock Hours
LAB101	Phlebotomy Techniques	84 Clock Hours
CLN150	Medical Assistant Externship and Exam Prep	240 Clock Hours

Regular Track (54 weeks) Students will take MED100 and MED101; will then rotate between ADM101, ADM102, and CLN 101; then rotate between CLN102, LAB100, LAB101; completing with CLN150.

FAST Track (30 weeks) Students will take two courses each term, completing with CLN150.

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.

Certification Disclosure: Medical Career & Technical College encourages students to sit for national certification credentials. Although third-party exams are voluntary and not a prerequisite for employment, earned certifications demonstrate industry-validated competency. Certified graduates often enjoy greater marketability and a stronger competitive advantage during the hiring process Students should review certification requirements for employment in their specific state.

CMA (AAMA) Certification/CCMA (NHA) Disclosure
The Certified Medical Assistant (CMA (AAMA))) credential offered through the American Association of Medical Assistant and the Certified Clinical Medical Assistant (CCMA) with the National Healthcareer Association (NHA) is a national certification that is separate from any state-issued license, registration, or other state-required credential. The CMA (AAMA) certification examination is not required by the State for employment in the medical billing and coding field and is not required by any state licensing or regulatory body to practice or work in this field.

Completion of the program does not guarantee eligibility for, passage of, or attainment of the CMA (AAMA) or the CCMA (NHA) certification. Students who choose to pursue the certification are responsible for meeting all applicable examination eligibility requirements and completing the certification process through the AAMA or the NHA.

Medical Assistant
Program Course Descriptions

MED100/Medical Language and Body Systems I (84 Clock Hours): Students will learn to identify medical words by combining prefixes, suffixes, and begin to apply knowledge in medical words as it pertains to body systems. Application and understanding of anatomy and physiology of the digestive system, urinary system, reproductive systems, nervous system, and the cardiovascular system are learned. Medical abbreviations will also be taught.

MED101/Medical Language and Body Systems II (84 Clock Hours): Students will apply an understanding of anatomy and physiology of the lymphatic and immune systems, musculoskeletal, skin, sense organs, and the endocrine system. The course also includes cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry.

ADM 101/Medical Office Administration I (84 Clock Hours): Students are introduced to the legal system and healthcare law and ethics. Legal principles and how law and ethics pertains to the medical professional will be discussed. Keyboarding and electronic health records is also introduced.

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

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

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

LAB100/Medical Laboratory Procedures (84 Clock Hours): Students will be introduced to the clinical laboratory and apply appropriate safety guidelines. Students will learn skills as it relates to dermal puncture and phlebotomy equipment. The microscope,

urinalysis, hematology, chemistry, immunology, microbiology, reference values, and common lab tests are discussed with point of care testing procedures practiced.

LAB101/Phlebotomy Techniques (84 Clock Hours): Students will apply a working knowledge and proficient skill in phlebotomy procedures. The course also includes preanalytical variables with skill in special populations and handling procedures. Legal issues as it pertains to phlebotomy completes the course.

CLN150/Medical Assistant Externship and Exam Prep (240 Clock 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.

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.

MEDICAL MASSAGE THERAPY (Residential)

Diploma

Clock Hours: 600 Total Hours
Lecture/Lab/Extern

Regular Track - Weeks to Complete: 42
FAST TRACK - Weeks to Complete: 26

Course Schedule/Program Delivery

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.

Tuition and Fees

Tuition: $11,800
Fees: $2450 (*See Catalog for Fee Details)

Courses Required:

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

Regular Track (42 weeks) Students will rotate will then rotate between MMT100, MMT101, and MMT104; then rotate between MMT102, MMT103, and MMT105; then complete with MMT106

FAST Track (26 weeks) Students will take two courses each term, completing with MMT106.

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.

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 program requires a license in the State of Kentucky to work. This program meets 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.

Medical Massage Therapy
Program Course Descriptions

MMT100/Medical Terminology & Anatomy/Physiology (84 Clock 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. Anatomy and physiology as it relates to various body systems is also learned.

MMT101/Pathology for Massage Therapists (84 Clock Hours): Students will learn pathophysiology as it relates to the massage therapist role in responding to illness and injury. Movement related disorders, circulatory disorders, digestive disorders, metabolic and reproductive disorders, emotional and sensory disorders, integumentary disorders, and developmental disorders are also discussed. The course ends with clinical decision making considering the whole person.

MMT102/Kinesiology I with Modalities (84 Clock 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 Clock 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 Foundations & Fundamentals (84 Clock Hours): Students will be introduced to the profession of massage therapy and its history. Topics include self-care, history of massage, contraindications for massage, ethics, scope of practice, building therapeutic relationships and communication skills, laws, HIPAA regulations, body mechanics, infection control, documentation, and overview of various massage techniques.

MMT105/Applications & Practice for the Massage Therapist (84 Clock Hours): Students will learn to apply various massage techniques and applications to include spa treatments, myofascial massage, trigger point therapy, lymphatic facilitation, and reflexology. Adaptation and working with special populations and energy-based bodywork is also discussed.

MMT106/Massage Therapy Business Practice (96 Clock Hours): The student will focus on career plans for employment in the massage therapy field. Skills learned include resume development, soft skills, job interview techniques, and the development of a business plan that includes ethics, regulations and licenses, startup costs, marketing strategies, management, and health insurance billing. The course continues with review for preparation to take the MBLEx and gain knowledge about licensure requirements in the state of Kentucky.

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.

PRACTICAL NURSING (Residential)

Diploma

Clock Hours: 912 Total
Lecture/Lab/Clinical Hours

Lecture/Lab: 660
Clinical Hours: 252

Course Schedule/Program Delivery
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.

Tuition and Fees
Tuition: $18,300
Fees: $3525 (*See Catalog for Fee Details)

Courses Required: Will take courses in Order as Listed Below Due to Prerequisites

MED100	Medical Language and Body Systems I	84 Clock Hours
MED101	Medical Language and Body Systems II	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 (Clinical Rotation Required)
NUR105	Medical Surgical Nursing II	84 Clock Hours (Clinical Rotation Required)
NUR106	Maternity & Pediatric Nursing	84 Clock Hours (Clinical Rotation Required)
NUR107	Nursing Practicum and Capstone	240 Clock Hours

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 Practical Nursing program at Medical Career & Technical College at the Richmond, Kentucky Campus is accredited by the: Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is 'initial accreditation'.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA, 30326
(404) 975-5000

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 Practical Nursing program requires a license in the State of Kentucky to work. This programs meets 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.

Practical Nursing
Program Course Descriptions

MED100/Medical Language and Body Systems I (84 Clock Hours): Students will learn to identify medical words by combining prefixes, suffixes, and begin to apply knowledge in medical words as it pertains to body systems. Application and understanding of anatomy and physiology of the digestive system, urinary system, reproductive systems, nervous system, and the cardiovascular system are learned. Medical abbreviations will also be taught.

MED101/Medical Language and Body Systems II (84 Clock Hours): Students will apply an understanding of anatomy and physiology of the lymphatic and immune systems, musculoskeletal, skin, sense organs, and the endocrine system. The course also includes cancer medicine, radiology and nuclear medicine, pharmacology and psychiatry.

NUR101/Nursing Skills I (84 Clock 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. Theories of pain control, sleep factors, and complementary and alternative therapies are discussed. Practicing of infection prevention, infection control, and patient safety is applied.

NUR102/Nursing Skills II (84 Clock 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 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 Clock 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 Clock 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 Clock 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 Clock Hours): Students will be introduced to maternity and pediatric nursing. Topics will 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 and will include various developmental and physical disorders.

NUR150/Nursing Practicum and Capstone (240 Clock 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 a trained Nurse Preceptor to effectively help transition to the role of a confident practical nurse. This is a supervised, unpaid, clinical experience. In addition, students will attend on campus for a clinical capstone.

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/Program Delivery
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 (Residential)

Diploma

Clock Hours: 600 Total Lecture/Lab/Clinical Hours

Weeks to Complete: 36

Tuition and Fees
Tuition: $10,150
Fees: $2200 (*See Catalog for Fee Details)

Courses Required:

VET101	Veterinary Assistant I	84 Clock Hours
VET102	Veterinary Assistant II	84 Clock Hours
VET103	Veterinary Assistant III	84 Clock Hours
VET104	Veterinary Terminology & Body Systems	84 Clock Hours
VET105	Veterinary Terminology & Body Systems	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).

Certification Disclosure: Medical Career & Technical College encourages students to sit for national certification credentials. Although third-party exams are voluntary and not a prerequisite for employment, earned certifications demonstrate industry-validated competency. Certified graduates often enjoy greater marketability and a stronger competitive advantage during the hiring process Students should review certification requirements for employment in their specific state.

CVA Certification Disclosure
The Certified Veterinary Assistant (CVA) credential is a national certification that is separate from any state-issued license, registration, or other state-required credential. The CVA certification examination is not required by the State for employment in the medical billing and coding field and is not required by any state licensing or regulatory body to practice or work in this field.

Completion of the program does not guarantee eligibility for, passage of, or attainment of the CVA certification. Students who choose to pursue the certification are responsible for meeting all applicable examination eligibility requirements and completing the certification process through the CVA.

Veterinary Assistant

Program Course Descriptions

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.

VET104/Veterinary Terminology & Body Systems 1 (84 Contact Hours): Students will learn to identify medical words by combining prefixes, suffixes, and veterinary medical word components. Veterinary medical terms will be learned in relation to body systems with the student applying recognition in its structure and function. Body systems include blood, lymphatic and immunity, muscles, bones and joints, cardiovascular and respiratory, urinary, and digestive.

VET105/Veterinary Terminology & Body Systems 2 (84 Contact Hours): Students will expand their veterinary medical terminology language as they continue to learn to identify medical words by combining prefixes, suffixes, and veterinary medical word components. Veterinary medical terms will be learned in relation to various body systems with the student applying recognition in its structure and function. Body systems include integumentary, reproductive, endocrine, neurology and special senses. Terminology as it relates to pharmacology is 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.

CAREER PROGRAMS (Distance Education)

PROGRAMS AND INDEX

DISTANCE EDUCATION PROGRAMS (Online/Hybrid)

Medical Administration (100% Online) Page 52 - 54

Medical Insurance with Billing and Coding (100% Online) Page 55 - 57

-The College uses a Clock Hour system for its Diploma programs, 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.

-The College uses a Credit Hours system for its degree programs.
- Student attendance in an online course is defined by active participation in academically related activities, rather than simply logging in. Such activities include, but are not limited to, contributing to online discussions, submitting assignments or drafts, completing exercises, taking quizzes or exams, and viewing or completing tutorials. These activities are tracked and documented through the learning management system (Moodle Rooms).

About the Program

The Medical Administration program prepares students for entry-level administrative positions in a variety of healthcare settings, including physician offices, hospitals, outpatient clinics, specialty practices, urgent care centers, long-term care facilities, and other medical offices. The curriculum combines healthcare knowledge with administrative and technological skills needed to support the daily operations of a medical practice.

Students develop competencies in medical terminology, anatomy and physiology, medical office procedures, healthcare communications, customer service, appointment scheduling, electronic health records (EHR), medical records management, insurance verification, billing fundamentals, healthcare law and ethics, and professionalism. The program also emphasizes effective communication, critical thinking, confidentiality, and compliance with applicable healthcare regulations, including patient privacy requirements.

The program includes certification exam study modules and practice exams to help you successfully become certified as a CMAA (NHA), Certified Medical Administrative Assistant (CMAA).

MEDICAL ADMINISTRATION (100% Online)

Diploma

Clock Hours: 630 Lecture/Lab

Weeks to Complete: 42

Course Schedule/Program Delivery

Classes are taught in a subject-focused curriculum where the student takes only 1 course at a time. Each class is 6 weeks in length beginning on a Monday and ending Sunday at 11:59 p.m. The program is taught in an online setting with all courses offered as distance education.

Tuition and Fees

Tuition: $11,750
Fees: $2500 (*See Catalog for Fee Details)

Courses Required:

MED160-DE	Medical Terminology	84 Clock Hours
MED164-DE	Anatomy & Physiology	84 Clock Hours
MED168-DE	Medical Law & Ethics	84 Clock Hours
MAD120-DE	Health Insurance	84 Clock Hours
MAD140-DE	Health Information Management	84 Clock Hours
MAD160-DE	Medical Office Management & Keyboarding	84 Clock Hours
MED190-DE	Career Development & Certification Review	126 Clock Hours

Program Objective

The Medical Administration Online 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, health information management, and health insurance; thus, offering graduates the ability to obtain employment in a variety of healthcare areas.

Certification Disclosure: Medical Career & Technical College encourages students to sit for national certification credentials. Although third-party exams are voluntary and not a prerequisite for employment, earned certifications demonstrate industry-validated competency. Certified graduates often enjoy greater marketability and a stronger competitive advantage during the hiring process Students should review certification requirements for employment in their specific state.

CMAA (NHA) Certification Disclosure
The Certified Medical Administrative Assistant (CMAA) credential offered through the National Healthcareer Association (NHA) is a national certification that is separate from any state-issued license, registration, or other state-required credential. The CMAA certification examination is not required by the State for employment in the medical billing and coding field and is not required by any state licensing or regulatory body to practice or work in this field.

The College's curriculum includes exam preparation and study modules designed to help students prepare for the CMAA (NHA) national certification examination. Completion of these instructional modules does not guarantee eligibility for, passage of, or attainment of the CMAA certification. Students who choose to pursue the certification are responsible for meeting all applicable examination eligibility requirements and completing the certification process through the NHA.

Medical Administration (100% Online)
Course Descriptions

MED160-DE/Medical Terminology (84 Clock Hours): Students will learn to identify medical words by combining prefixes, suffixes, and begin to apply knowledge in medical words as it pertains to body systems. Application and understanding of how medical terminology applies to anatomy and physiology, pathology, diagnostic, and treatment procedures. Knowledge gained as it applies to various body systems that include the skeletal, muscular, cardiovascular, blood, lymphatic, respiratory, digestive, urinary, nervous, eyes, ears, skin, endocrine, and reproductive systems.

MED164-DE/Anatomy & Physiology (84 Clock Hours): Students will learn how the human body is structured by identifying anatomical names associated with each body system. Students will also gain an understanding of how the body functions in relation to its structure and the operation of each organ. The identification of structure and function is learned within the integumentary system, skeletal and muscular systems, nervous and endocrine systems, cardiovascular system, lymphatic and digestive systems, and the respiratory, urinary, and reproductive systems.

MED168-DE/Medical Law & Ethics (84 Clock Hours): Students will begin to summarize various ethical issues that affect healthcare and identify its legalities by recognizing the standards that protect patients. The course includes describing criminal acts and torts, identifying elements of a contract and risk management procedures. The patient's health record is discussed along with learning how to distinguish its privacy utilizing HIPAA and confidentiality. The concepts of the standard of care, scope of practice, criminal and civil acts, contract, negligence, including real world issues specific to the healthcare profession are summarized. The course concludes by differentiating and discussing ethics and morals of reproductive issues and attitudes toward death and dying.

MAD120-DE/Health Insurance (84 Clock Hours): This course provides a comprehensive foundation in federal health legislation and major insurance programs. Students will practice the fundamentals of ICD-10-CM, CPT, and HCPCS coding systems by applying official guidelines to real-world scenarios. Beyond basic entry, the curriculum emphasizes the critical intersections of coding compliance, clinical documentation improvement (CDI), and medical necessity. By the conclusion of the course, students will demonstrate proficiency in the healthcare reimbursement cycle, including the accurate completion of CMS-1500 and UB-04 claim forms.

MAD140-DE/Health Information Management (84 Clock Hours): Students are introduced to health information management concepts and the healthcare delivery system in the United States. Students will describe the types of patient records and its required documentation, identify types of record keeping systems to include electronic health records, explain registers and its health data collection process, and apply knowledge in coding and reimbursement issues.

MAD160-DE/Medical Office Management & Keyboarding (84 Clock Hours): Students are introduced to professional and career responsibilities while gaining knowledge in how to manage the medical office with a key focus on front office skills. Interpersonal communication skills are developed that includes both verbal and written correspondence. Students will gain knowledge in key aspects of records management to include drug and prescription record. Financial administration skills are developed that includes the revenue cycle, banking, and payroll.

MED190-DE/Career Development and Certification Review (126 Clock Hours): The course begins by introducing students to the job search process and describing key employee traits. The course will encourage the learner to apply self-marketing branding while acknowledging skill that the graduate can offer to the employer. Creating a winning resume and applying for jobs using a variety of resources it taught. Interview essentials are also discussed along with how to make that interview connection with the potential employer. The course completes with program certification review.

About the Program

This program provides students with the knowledge and skills needed to process medical claims, assign diagnostic and procedural codes, maintain patient records, and support healthcare reimbursement processes in a variety of medical settings. Employment opportunities include physician offices, hospitals, outpatient clinics, insurance companies, long-term care facilities, and other healthcare environments. The program is designed to help students develop the technical, organizational, and professional skills necessary to support accurate billing, coding, and healthcare documentation processes within the healthcare industry. The program includes certification exam study modules and practice exams to help you successfully become certified as a CBCS (NHA), Certified Billing and Coding Specialist (CBCS).

The program includes certification exam study modules and practice exams to help you successfully become certified as a CBCS (NHA), Certified Billing and Coding Specialist.

Course Schedule/Program Delivery

Classes are taught in a subject-focused curriculum where the student takes only 1 course at a time. Each class is 6 weeks in length beginning on a Monday and ending Sunday at 11:59 p.m. The program is taught in an online setting with all courses offered as distance education.

Tuition and Fees

Tuition: $16,000
Fees: $2500 (*See Catalog for Fee Details)

MEDICAL INSURANCE WITH BILLING AND CODING (100% Online)

Diploma

Clock Hours: 912 Lecture/Lab

Weeks to Complete: 54

Courses Required:

MED160-DE/Medical Terminology	84 Clock Hours
MED164-DE/Anatomy & Physiology	84 Clock Hours
MED168-DE/Medical Law & Ethics	84 Clock Hours
MAD120-DE/Health Insurance	84 Clock Hours
MBC110-DE/Pathophysiology	84 Clock Hours
MBC112-DE/Diagnostic Coding I	84 Clock Hours
MBC113-DE/Diagnostic Coding II	84 Clock Hours
MBC114-DE/Procedural Coding	84 Clock Hours
MBC190-DE/Career Development and Certification Review	240 Clock Hours

PROGRAM OBJECTIVE

The Medical Insurance with Billing and Coding Online 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 health insurance, medical diagnostic coding, medical procedural coding, medical terminology, and anatomy and physiology; thus, offering graduates the ability to obtain employment in the medical administrative areas.

Certification Disclosure: Medical Career & Technical College encourages students to sit for national certification credentials. Although third-party exams are voluntary and not a prerequisite for employment, earned certifications demonstrate industry-validated competency. Certified graduates often enjoy greater marketability and a stronger competitive advantage during the hiring process Students should review certification requirements for employment in their specific state.

CBCS (NHA) Certification Disclosure

The Certified Billing and Coding Specialist (CBCS) credential offered through the National Healthcareer Association (NHA) is a national certification that is separate from any state-issued license, registration, or other state-required credential. The CBCS certification examination is not required by the State for employment in the medical billing and coding field and is not required by any state licensing or regulatory body to practice or work in this field.

The College's curriculum includes exam preparation and study modules designed to help students prepare for the CBCS (NHA) national certification examination. Completion of these instructional modules does not guarantee eligibility for, passage of, or attainment of the CBCS certification. Students who choose to pursue the certification are responsible for meeting all applicable examination eligibility requirements and completing the certification process through the NHA.

Medical Insurance with Billing and Coding
Program Course Descriptions

MED160-DE/Medical Terminology (84 Clock Hours): Students will learn to identify medical words by combining prefixes, suffixes, and begin to apply knowledge in medical words as it pertains to body systems. Application and understanding of how medical terminology applies to anatomy and physiology, pathology, diagnostic, and treatment procedures. Knowledge gained as it applies to various body systems that include the skeletal, muscular, cardiovascular, blood, lymphatic, respiratory, digestive, urinary, nervous, eyes, ears, skin, endocrine, and reproductive systems.

MED164-DE/Anatomy & Physiology (84 Clock Hours): Students will learn how the human body is structured by identifying anatomical names associated with each body system. Students will also gain an understanding of how the body functions in relation to its structure and the operation of each organ. The identification of structure and function is learned within the integumentary system, skeletal and muscular systems, nervous and endocrine systems, cardiovascular system, lymphatic and digestive systems, and the respiratory, urinary, and reproductive systems.

MED168-DE/Medical Law & Ethics (84 Clock Hours): Students will begin to summarize various ethical issues that affect healthcare and identify its legalities by recognizing the standards that protect patients. The course includes describing criminal acts and torts, identifying elements of a contract and risk management procedures. The patient's health record is discussed along with learning how to distinguish its privacy utilizing HIPAA and confidentiality. The concepts of the standard of care, scope of practice, criminal and civil acts, contract, negligence, including real world issues specific to the healthcare profession are summarized. The course concludes by differentiating and discussing ethics and morals of reproductive issues and attitudes toward death and dying.

MAD120-DE/Health Insurance (84 Clock Hours): This course provides a comprehensive foundation in federal health legislation and major insurance programs. Students will practice the fundamentals of ICD-10-CM, CPT, and HCPCS coding systems by applying official guidelines to real-world scenarios. Beyond basic entry, the curriculum emphasizes the critical intersections of coding compliance, clinical documentation improvement (CDI), and medical necessity. By the conclusion of the course, students will demonstrate proficiency in the healthcare reimbursement cycle, including the accurate completion of CMS-1500 and UB-04 claim forms.

MBC110-DE/Pathophysiology (84 Clock Hours): Students will learn to apply a basic knowledge of disease concepts and the mechanism of disease. The etiology of disease, the signs, symptoms, diagnostic tests utilized, and treatment and prevention measures are discussed. Students will understand the effects of aging on the body and its natural process for each body system.

MBC112-DE/Diagnostic Coding I (84 Clock Hours): Students will have a thorough introduction to ICD-10-CM and an introduction into the profession of medical coding. Students will learn aspects of the coding manual and coding conventions and learn how to utilize the ICD-10-CM Official Guidelines for Coding and Reporting. Coding for diseases and disorders of all body systems is covered. Students will learn applicable skill through coding assignments and case studies.

MBC113-DE/Diagnostic Coding II (84 Clock Hours): Students will have a thorough introduction to ICD-10-PCS with each section of the manual discussed. Students will learn to interpret the coding guidelines and learn how to build an ICD-10-PCS code. Students will learn applicable skill through coding assignments and case studies.

MBC114-DE/Procedural Coding (84 Clock Hours): Students will gain a thorough introduction to both CPT and HCPCS coding systems. Students will learn how to utilize the CPT coding manual to identify the correct procedure code, and will learn the CPT punctuations and its symbols. The course includes apply knowledge in identifying the correct HCPCS modifier. Students will learn applicable skill through coding assignments and case studies.

MBC190-DE/Career Development and Certification Review (240 Clock Hours): The course begins by introducing students to the job search process and describing key employee traits. The course will encourage the learner to apply self-marking branding while acknowledging skill that the graduate can offer to the employer. Creating a winning resume and applying for jobs using a variety of resources it taught. Interview essentials are also discussed along with how to make that interview connection with the potential employer. The course completes with program certification review.

ADMINISTRATIVE STAFF AND FACULTY

PRESIDENT/DIRECTOR

Kristi Bertrand, MPH, BS, AS, CMA (AAMA)

Master of Public Health
Eastern Kentucky University

Bachelor of Science, Community Health Education
Eastern Kentucky University

Associate of Science, Medical Assisting
Eastern Kentucky University

DIRECTOR OF CAMPUS & STUDENT OPERATIONS

Nicole Penman

Diploma, Medical Administration
Medical Career & Technical College

ADMINISTRATIVE PERSONNEL

Office Manager/Student Services

Christie Strohacker, AA, RDA, EDDA
Dental Assistant Faculty

Associate in Arts, Communication
Bluegrass Community and Technical College

Certificate, Dental Assistant
Academy of Dental Assisting

Academic Coordinator

Mary Ann King

Administrative Assistant to Medical Massage Therapy Program

Kelly Whisman, LMT

Diploma, Medical Massage Therapy
Medical Career & Technical College

ADMISSIONS DEPARTMENT

Director of Admissions

Savannah Bertrand, BSM, AS

Bachelor of Business Management, BSM
Colorado Technical University

Associate of Science, Allied Health
Excelsior University

Diploma, Medical Assistant
Medical Career & Technical College

Enrollment Coordinator
Brynnan Bertrand

CAREER SERVICES DEPARTMENT

Director of Career Services
Josiah Bertrand, BSM, AS
Bachelor of Science, Business Administration
Colorado Technical University

Associate of Science, Business Administration
Colorado Technical University

FINANCIAL AID DEPARTMENT

Director of Financial Aid
Anabelle Bertrand, AAS
Associate of Applied Science, Office Administration
West Virginia University

Bobby Cain
Financial Aid Assistant

Anna Platt, LVT
Financial Aid Assistant

Student Accounts Representative
Amber Bertrand

FACULTY MEMBERS

Medical Assistant and Medical Administration Programs
Caitie Bertrand, BSN, RN, CCMA
Allied Health Programs Administrator
Bachelor of Science, Nursing
Indiana Wesleyan University

Associate of Science, Nursing
Eastern Kentucky University

Medical Massage Therapy Program
Olivia Cates, LMT
Diploma, Medical Massage Therapy
Medical Career & Technical College

Practical Nursing Program
Farrah 'Nikki' Taylor, DNP, RN, CNP, Program Administrator

Doctorate Nurse Practice
Northern Kentucky University

Master of Science, Nursing
Ball State University

Bachelor of Science, Nursing
University of Cincinnati

Diploma, Nursing
The Christ Hospital School of Nursing

Cheyenne Barnett, BSN, RN
Practical Nursing Program, Clinical Coordinator
Bachelor of Science, Nursing
Eastern Kentucky University

Kara Horner, BSN, RN
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Bachelor of Science, Nursing
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Christina 'Tina' Huff, BSN, RN
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Eastern Kentucky University

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Kentucky State University

Diploma, Practical Nursing
Bluegrass Community College

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Bachelor of Science, Nursing
Indiana Wesleyan University

Associate of Science, Nursing
St. Catherine College

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Bachelor of Science, Nursing
Eastern Kentucky University

Tenica Powell, ASN, RN
Practical Nursing Program
Associate of Science, Nursing
Midway University

Celeste King, BA
Administrative Assistant, Practical Nursing Program

Bachelor of Fine Arts, Graphic Design
Eastern Kentucky University

Veterinary Assistant Program
Anna Platt, LVT
Veterinary Assistant Program
Associate of Applied Science, Veterinary Technician
Brown Mackie College

NOTES

www.medicalcareerandtechnicalcollege.edu

www.facebook.com/medcareer

MedCareer - Instagram

STUDENT HANDBOOK

PROFESSIONAL APPEARANCE STANDARDS

1. Red scrub top and pant for Allied Health students and dark gray for PN students, well-fitting without skin showing when bending or squatting; keep scrubs clean and wrinkle free. Pants should not drag the floor.
2. Name badge worn to every class and lab session.
3. Solid black or solid white t-shirt may be worn under the scrub top for warmth. Students may also purchase a Medical Career & Technical College t-shirt to wear in place of the scrub top but cannot be worn to externship.
4. White or black lab coats may also be worn over the uniform.
5. Shoes must be solid black or solid white and made of a non-canvas material (i.e., leather, leatherette, vinyl). Open heel or crocs with holes are not acceptable.
6. Hair must be clean, neatly styled and off the collar during clinical classes. Unnatural hair colors such as pink, purple, blue, green, etc. are not professional in the clinical environment.
7. Beards and mustaches must be short, neat, and clean in appearance.
8. Fingernails should be clean, short, natural, or light in polish color.
9. Avoid colognes and perfumes to prevent allergic reactions in others.
10. Personal daily hygiene expected. Deodorant is encouraged. Smokers be especially aware of odor.
11. Proper dental hygiene to include dentition.
12. Tattoos must be professional, non-offensive, and appropriate for a healthcare setting. Visible tattoos may be permitted unless they contain offensive, discriminatory, or inappropriate imagery. Tattoos may need to be covered when required by facility policy or infection-control standards.
13. Facial and tongue piercings must be professional and comply with facility dress code and safety standards. Piercings that pose infection-control risks, interfere with patient care, or present a safety hazard may need to be removed or covered during work hours.

STANDARD PRECAUTIONS, BLOODBORNE PATHOGENS, INFECTION CONTROL

Standard precautions involve the use of protective barriers such as gloves, gowns, masks, etc. which can reduce the risk of exposure of the individual's skin or mucus membranes to potentially infectious materials. Personal protective equipment (PPE) for faculty and students must be removed before leaving the lab area and disposed of properly.

All students and faculty are to take precautions to prevent injuries caused by needles and other sharp devices. Students are taught bloodborne pathogens and infection control subject matter and skill development prior to utilizing and practicing those methods. Proper hand hygiene, respiratory etiquette, prevention of transmission on desks and equipment, and TB skin testing are recommended to decrease and/or prevent the incidence of infection. The school's written policies can also be found in the Exposure Control Plan located in the administrative area and accessible in each clinical lab. In the event of injury, tell your instructor immediately who will complete an incident report with possible recommendation to follow up with your healthcare provider, at your own expense.

CLASSROOM AND LABORATORY SAFETY GUIDELINES

1. No eating or drinking in the classroom or lab areas. Bottled water only is allowed during classroom lecture; however, cannot be taken into the labs.
2. Safety regulations for equipment are stated at the beginning of each session prior to use of the equipment. It is expected you abide by those safety guidelines required for the procedures.
3. Students are expected to only practice those skills learned and not deviate from those skills learned.
4. Inform faculty of any safety issue of concern such as water on the floor, electrical concerns, etc.
5. At the end of each class, push chair in and pick-up trash and disinfect table and exam areas.
6. Students are responsible for the safety of their own belongings.
7. During lab and skill activities, keep back packs, textbooks, etc. out of the isles.
8. It is expected for you to follow fire and other safety codes.
9. The use of earbuds should be limited while on campus. OSHA has made comment that the use of earbuds discourages the wearer from receiving auditory cues about their surrounding environment and can be a personal distraction. This campus requires that during classroom time, use should be limited unless approved by the instructor; further, the use during testing time is prohibited.

ETHICAL AND PROFESSIONAL CODE OF CONDUCT

- Display professionalism at all times and project a positive attitude
- Be drug and alcohol free
- Perform within ethical and legal boundaries
- Practice within the scope of education and training received
- Work as a team member
- Conduct oneself in a courteous and diplomatic manner
- Protect the patient at all times
- Protect and preserve patient confidentiality
- Achieve the highest degree of honesty and integrity
- Maintain adaptability in action and attitude
- Promote your profession
- Treat instructors, students, and management in a professional manner by demonstrating respect and courtesy
- Interpersonal Expectations: there are appropriate and productive ways to handle disagreements and concerns; not via text or e-mail, but in person. It is important to talk with your instructor or classmates in a positive and professional way. In a rare instance you are not able to resolve a disagreement with your instructor, follow the appeals process as stated in the college catalog.
- Falsification of Information: Providing false, misleading, or fraudulent information or documentation to the College, including FAFSA or financial aid information, is a serious violation and may result in dismissal or expulsion.

STUDENT PROFESSIONALISM

Attendance: Attend classes regularly and notify instructors of absences. Late work and missed exams may result in grade penalties.
Academic Progress: Notify instructors if additional help is needed. Incomplete grades are limited to approved emergencies.
Punctuality: Arrive on time and schedule routine medical and dental appointments outside school hours.
Assignments: Complete your own work and submit assignments on time.
Instructor Policies: Follow each instructor's classroom policies which may vary from one instructor to another.
Academic Integrity: Be honest, don't cheat, don't plagiarize.
Smoking and Vaping: Use designated outdoor areas and dispose of properly.

Harassment and Defamation: Threats, harassment, or malicious defamatory statements against student, staff, or school may result in expulsion.
Property: Theft or intentional damage to school or clinical-site property may result in expulsion.

ANTI-BULLYING POLICY

Medical Career & Technical College believes that all students have a right to a safe and healthy school environment and practices zero tolerance for bullying. The school, its students, staff, and faculty have an obligation to promote mutual respect, tolerance, and acceptance and adhere to a code of conduct that includes resolving disputes without resorting to violence or bullying and students help fellow students resolve problems peaceably. Behavior that infringes on the security of any student will not be tolerated. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
Medical Career & Technical College expects students and/or staff to immediately report incidents of bullying to the instructor. Any staff or faculty members who witness such acts should take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, during breaks and the lunch period, whether on or off campus, and during a school-sponsored activity. Students who bully are in violation of this policy and are subject to disciplinary action from counseling or probation.

ANTI-HAZING POLICY

Medical Career & Technical College bans anti-hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages, or endangers the mental or physical health or safety of a student for the purposes, including initiation or admission into or affiliation with any organization or affiliation of the college.

Hazing includes, but is not limited to, pressuring or coercing a student into violating the college's rules or local, state, or federal law. Includes any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced/encouraged consumption of any food, alcohol, drug, or other substance. Other forms of hazing include forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student, any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced/encouraged exclusion from social contact, forced/encouraged activity that could result in extreme embarrassment, or forced/encouraged activity that could adversely affect the mental health or dignity of the student, or any other activity which is inconsistent with the regulations and policies of the college.

Medical Career & Technical College

SAFETY MANUAL AND EMERGENCY PREPAREDNESS PLAN

Introduction

Medical Career & Technical College is committed to providing and maintaining the health and safety of its students, staff, and faculty. The College requires its employees to report unsafe conditions and not to perform work related tasks that are deemed unsafe. Employees must report all accidents and unsafe conditions immediately to their supervisor. Requests to improve safety are also given high priority.

This manual provides guidelines for establishing a safe and healthy environment for all persons while on the College campus. Personal safety is an individual responsibility. Safety in the classroom is a collective responsibility shared by the instructor and the student. Each student is expected to exercise concern and judgment for his/her own personal safety.

Administrative Commitment

College administration will work with all employees to establish and maintain an effective health and safety program. Since the nature of the programs are all medical in nature, an Exposure Control Plan has been established and is located within each of the program laboratory areas. Each procedure laboratory also contains an SDS Manual. Safety requirements will be discussed in this manual and includes those minimum policies necessary to maintain safety and security on campus. Administration provides health and safety orientation to each new employee and provides information to its new students during new student orientation. Safety drills are conducted periodically to test the effectiveness of safety on campus.

Risk Assessment

The risk assessment is considerably low for the nature of the duties and environment at Medical Career & Technical College. Risk assessment is a systematic process for utilizing professional judgements to evaluate probably adverse conditions and/or events and their potential effects on the institution. The following are deemed possible risks associated with the programs of study: hazardous materials, radiation safety, and bloodborne pathogens. Follow the Safety Manual and Emergency Preparedness Plan, the Bloodborne Pathogens Standard, and the Hazardous Communication/SDS guidelines on steps to reduce these possible risks.

Safety Measures in the Classroom

- Do not climb or stand on desks, chairs, or countertops
- Do not block aisles, fire exits, or doorways
- Remove trash as required to prevent fire hazard

Safety Measures in the Laboratory

- Use of proper personal protective equipment (PPE)
- Do not overfill sharps containers and close and store as indicated
- Inspect electrical cords prior to use
- Keep clothing from dragging on the ground and keep shoes tied
- Lock wheelchairs as indicated

- Use safety when working with exam tables
- Do not wear open toe shoes
- Store supplies as required
- Turn off equipment when not in use and use equipment per directions
- Use receptacles as directed (i.e., trash cans, sharps containers, red biohazard bags)
- Do not store food and drink or use food and drink in the laboratory
- Immediately clean up spills

Safety Measures on Campus

- Do not engage in horseplay or practical jokes
- Do not consume anything that may alter ones mental or physical capacity
- Park only in the assigned location
- Apply proper lifting measurements and get help
- Pick up any items on the floor that should not be there
- Do not place objects with sharp points or jagged edges in the trash cans
- Keep the microwave clean to prevent over heating
- Coffee makers should be turned off when not in use
- Refrigerators should be kept clean with outdated food discarded

Hazardous Communications

The College uses a limited number of chemicals. Each employee and student should know where to locate the Safety Data Sheets (SDS). Read and use the manual to be aware of any required protocols prior to using the chemical.

- Do not use chemicals without being able to read the label
- Do not use expired chemicals
- Apply appropriate PPE requirements and abide by proper engineering requirements
- Eye wash station located in the clinical medical assistant laboratory
- Report any exposure to the immediate supervisor

Radiation

The college provides radiation practice for certain programs that are approved to perform radiation duties. Instructors and students alike are responsible for proper controls to prevent from being exposed to radiation in excess of acceptable limits. The radiation area shall maintain appropriate signs and barriers. Administration maintains results of dosimetry exposure and will provide copy back to the instructor and the student. Radiation policy is taught in the appropriate course with the college providing an x-ray badge to each student with a dosimetry badge report provided.

Pregnancy Policy and Radiation

Radiology has been recognized as potentially fetotoxic; therefore, certain precautionary measures must be taken in cases of pregnancy in radiation workers, to include the Dental Assisting profession. It is the responsibility of the student to implement these directions and inform the Program Coordinator if any problems occur.

1. Stand behind the proper barrier when any exposure is made.
2. During the first trimester must wear the pregnancy lead apron when exposing radiographs.

3. Must wear a radiation detection badge when in dental area and clinic hours.
4. Must complete all dental radiographic requirements as required per the program.
5. Must be appropriately protected by proper barrier and lead apron in all situations as to wear a radiation detection badge that will be monitored by Medical Career & Technical College for excess radiation.

Bloodborne Pathogens Standard

The College maintains this standard in its Exposure Control Plan located in each of the program's laboratories. This standard applies to all employees and students that may be potentially exposed to blood or blood products.

Preventing Infectious Diseases

The College pursues measurements that prevent infectious diseases such as the influenza virus to the common cold. We ask that each employee and student utilize proper measurements to prevent the spread of such illnesses. This can be done in the form of wiping down your daily work area with disinfectant wipes to covering your mouth and nose when you cough or sneeze.

Hand hygiene – keeping hands clean is the number one prevention to the spreading of infectious diseases. Proper teaching of hand hygiene is taught in each program area. The cleaning of hands should occur after eating, after procedures, when removing gloves, or when visibly contaminated.

Respiratory etiquette – the nose and mouth should be covered with a tissue when sneezing or coughing or sneeze or cough into your arm. Proper handwashing should follow.

TB skin testing – employees and students should be tested every 12 months for tuberculosis. This can be done by a skin test, chest x-ray, or blood test.

Immunizations – it is recommended that employees and students maintain their current immunization schedule. See your physician for those recommendations.

Weather Emergencies

The National Weather Service is responsible for issuing weather warnings to the public. Severe weather warnings are issued using the following terms:

Severe Thunderstorm Watch. A Severe Thunderstorm Watch indicates conditions are favorable for severe weather, including tornadoes, thunderstorms, frequent lightning, and possible high winds. Students are expected to take necessary precautions when out in inclement weather.

Severe Thunderstorm Warning. A Severe Thunderstorm Warning indicates severe weather conditions, including the possibility of tornadoes, thunderstorms, frequent lightning, hail, and high winds. Students are advised to take precautions when traveling outside in inclement weather of this nature. Tornado Watch. A Tornado Watch indicates weather conditions conducive to tornado formations. Students are expected to take care when out in inclement weather.

Tornado Warning. A Tornado Warning indicates a tornado has actually been sighted or detected by radar in the area. When a Tornado Warning has been issued Civil Defense sirens will be sounded. TAKE COVER! Ground winds can reach 30 - 330 mph and travel 5 - 20 miles. Its path can range from 200 yards to 1 mile wide. Stay indoors in interior hallways on the lowest floor. Stay away from windows and corners. Students are to go to the nearest safety zone on their campus. For the Richmond MAIN location, exit with the instructor down to McAlister's Deli. If in the event center or the nursing extension, stay in the center away from windows.

Fire Prevention

All employees or students must report fires immediately to 911. Know the location of the fire extinguishers on campus and use as required or directed by emergency medical services or fire safety. The College is equipped with fire alarms and sprinklers. Smoking is not allowed in the building or directly in front of the building. Dispose of all cigarette materials in its proper receptacle.

Operating a fire extinguisher – P (pull the pin), A (aim at the bottom of the fire), S (squeeze the handle), S (sweep from side to side)

Evacuation Procedures

Get out of the building and tell others!

Instructors will ensure their students are out of the classroom and/or laboratory and will meet in the parking lot.

Re-entry into the building is not permitted until cleared by the fire department.

Emergency Exits. Emergency exits in each classroom and the hallways are identified by the red EXIT signs. Emergency exit routes are identified in each classroom at the door. Students should familiarize themselves with the location of emergency exits in all areas of the campus.

Firearms

The College prohibits all firearms on school property by any person whether student, employee, or visitor. Firearms include not only guns, but pellet guns and explosives as well.

Emergency Response Plan

Intruder – is an unauthorized person who enters the school property. Notify your instructor or the administrative offices. A student should never approach the intruder, seek the support from administration. All visitors much register with the administrative offices prior to campus entry. Staff may ask the intruder politely to leave and if he/she does not leave, call 911.

Lock – Down – if a lock down is indicated due to an intruder being dangerous. Administration will inform each faculty member through verbal or phone message that the building is on a lock down. The students and staff should secure the room by locking the door, turn off the lights, cover the windows, and move all desks and chairs in front of the door entry and remain low under the desks. Remain in position until police arrive and deem it safe to come out.

Fights – your safety is first. Defuse the situation, if possible, call 911 if necessary, notify administration if safe to do so. All on campus activities will be documented by interviewing witnesses and victims.

Bomb threat – remain calm and take the threat seriously. If someone called in a threat, review the phone log to determine what number the call came from, notify administration who will call the police. Staff should direct students out of the building and take their belongings and meet in the parking lot behind the light poles. Administration will contact the nearby vendors. No one may re-enter the building until cleared by the police. A detailed report will be required by the police from the person who took the call or reported the threat.

Medical Emergencies

Since the nature of the programs are medical in nature, medical trained staff are continuously on campus. Any medical emergency should be reported to the nearest instructor and/or administration for proper care to take place and to be handled in an immediate fashion. Staff will provide reassurance to the emergency and made determination and follow the standard of care for the specific medical emergency. 911 may be called.

Accident Reporting

If an incident occurs the staff member present must report the injury to administration and complete an incident report. If the injury is considered serious or life threatening, 911 should be called. If injury is not considered serious reporting is still required and investigation made.

Communications to Media

The public has the right and needs to know important information related to an emergency/disaster at the school site as soon as it is available.

A designated spokesperson for the College will be determined anytime communications to the media is required. Only the President or designated staff will act as this official. The media will be informed that the school is preparing a press release and the approximate time of its issue. The school official will maintain a communications document to support the history of the event and use to keep up to date on the situation.

Communications to Staff and Students

The institution provides a Campus Annual Safety Report by October 1st of each year to its staff and students or upon request by prospective students and employees. If at any time the safety measures change and are deemed necessary for the staff and students to be aware of at that time, the updates will be provided by paper immediately.

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