



# **COLLEGE CATALOG**

## **2019**

**January 1, 2019 – December 31, 2019**

**California Medical College**  
**7851 Mission Center Court, Suite 326**  
**San Diego, CA 92108**  
**(858) 357-8800**

**[www.CaliforniaMedicalCollege.edu](http://www.CaliforniaMedicalCollege.edu)**





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**FAX: (619) 296-9200**

**[www.CaliforniaMedicalCollege.edu](http://www.CaliforniaMedicalCollege.edu)**

### **Certificate Programs**

EKG Technician

Medical Billing and Coding

Nurse Assistant / Home Health Aide Training Program

Pharmacy Technician

Professional Medical Technician



## Message from the CEO

The foundation of California Medical College began from a simple principle...to help others. We do this by providing a higher educational standard to our students by employing expert clinicians and medical educators to share in the knowledge and job skills necessary for gainful employment. After all, a degree or certificate is only as good as the skills that accompany it.

We offer short-term, high demand medical certification programs which are current, relevant, and address the demands of employers seeking skilled, entry level workers. Our fast-track, affordable, medical career programs allow you to complete your studies in a shortened time frame without impacting your overall future financial situation. Small class sizes, free certification examination preparation, and reduced tuition payment plans are just a few of the many advantages our students enjoy. Your instructional package includes everything you need to be successful: quality medical education, dedicated instructors, and excellent training opportunities.

Our goal is to prepare students for a new career with national or state certification as a certified Nurse Assistant, Home Health Aide, Medical Assistant, Medical Office Assistant, EKG Technician, Patient Care Technician, Pharmacy Technician, Insurance and Coding Specialist, and Professional Medical Technician.

Thank you for choosing CMC. We are certain that our programs offer the best value and educational opportunities that will prepare you for a challenging and rewarding experience. Our faculty and staff are dedicated to helping you achieve your educational and career goals.

Yours in Academic Excellence,

*Ron Bendelstein*

**Ron Bendelstein**  
**Chief Executive Officer**

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# College Information

## Vision Statement

Our Vision is to become the standard of academic excellence, recognizing the uniqueness of every student, and inspiring intellect, ingenuity, resourcefulness and accomplishment.

## Mission Statement

California Medical College is dedicated to providing the highest quality medical certification programs in the shortest amount of time possible for the best value to all students who are committed to improving themselves, their futures, and the lives of others.

## About Us

We are a private career school, offering personalized attention, superior and practical training in a shortened time frame with affordable tuition costs.

The College prides itself on small class size with the instructor-to-student ratio not exceeding 1:30 in a classroom setting and 1:15 in a lab or clinical setting. Medical and Allied health classes are taught by doctors, licensed nurses, experienced practitioners and industry experts. We strive to make it EASIER for our students to be successful. Our dedicated Staff offers Free Remediation, Certification Examination Reviews and Career Placement Assistance. Simply put, we offer the Best Value Medical Certification Training Available.

## History

California Medical College was initially founded in San Diego in 2005 as the Academy of Medical Assistants to provide quality education and skills for students aspiring to become medical assistants and to meet the hiring demands within the medical community. In 2009, the college changed its name to California Medical College, changed its campus location, and expanded its instruction to include allied health medical training courses preparing students for national certifications as: EKG Technicians, Pharmacy Technicians, Medical Assistants, Office Assistants, and Insurance and Coding Specialists. In 2011, the Nurse Assistant and Home Health Aide Training Program was added.

## College Facility

California Medical College, 7851 Mission Center Court, Suite 326, San Diego, CA, 92108, is located in Mission Valley, one block south of Friars Road. The nearest cross street is Mission Center Road. The college is nestled between state highways I-8, I-805 and CA-163.

The school consists of 2,850 square feet of classrooms and offices on one floor specifically designed as an allied health career college. There are three administrative offices, a student resource room/computer lab/library, a classroom with a lab with a capacity for 24 students and a second classroom with a capacity for 30 students, with teaching equipment sufficient to meet educational needs. Two restrooms are located on each of the three floors in the building. Maximum capacity for each program is as follows:

EKG Technician – 30

Medical Billing and Coding – 30

Nurse Assistant/Home Health Aide Training – 30

Pharmacy Technician – 30  
Professional Medical Technician – 30

Didactic program instruction and basic lab skills are held on campus in a laboratory, computer lab and classroom setting. Clinical Externship training is offered at various physician offices and medical clinics located throughout San Diego County. Nurse Assistant & Home Health Aide clinical training is held at California approved Skilled Nursing Facilities. All facilities are compliant with the Americans with Disabilities Act and meet OSHA regulations and requirements.

**There is public transportation available to and from the College via the San Diego Transit System.**

**Ample free public parking is available for students on public streets near the campus building as well as in the privately owned parking lot in front of the building.**

**Students are encouraged to leave valuables at home and the College will not assume responsibility of any damage to student vehicles or theft of student possessions.**

## **Administration, Staff, and Faculty**

California Medical College is proud of its personnel who have richly diverse educational and professional work experience backgrounds which promote positive customer service and enhanced student learning. The Administrative Team including the Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Academic Officer (CAO), and Director of Nursing (DON), as well as the Support Staff and Instructors are dedicated to inspire, guide, and help students achieve their academic goals. For additional employee information, see *Administration, Support Staff, and Faculty Information Sheet* (addendum).

## **Accrediting Agencies and Licenses**

**California Medical College is accredited by the Commission of the Council on Occupational Education.**

The Council on Occupational Education is listed as a nationally recognized accrediting agency by the U.S. Secretary of Education.

- Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
Telephone: (770) 396-3898  
FAX Number: (770) 396-3790  
www.council.org

**California Medical College is a private institution and is licensed to operate by the:**

- Department of Consumer Affairs  
Bureau for Private Postsecondary Education (BPPE)  
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818  
Telephone Number: (916) 431-6959  
Toll Free: (888) 370-7589  
FAX Number: (916) 263-1896

## **Approved Training Provider**

**California Medical College is approved to train veterans and eligible persons under the provisions of Title 38, United States Code.**

**California Medical College is an approved training provider with the:**

- San Diego Workforce Partnership, and is eligible to offer career training through the Workforce Innovation and Opportunity Act (WIOA)
- Department of Defense (DoD) – MyCAA

## **Program Certification**

**California Medical College has program certification by:**

- Cardiovascular Credentialing International (CCI) for: EKG Technician
- National Center for Competency Testing (NCCT) for: Medical Assistant, Medical Office Assistant, EKG Technician, Professional Medical Technician, Patient Care Technician, and Insurance and Coding Specialist
- National Healthcareer Association (NHA) for: Billing and Coding Specialist, Electronic Health Record Specialist, EKG Technician, Medical Administrative Assistant, Patient Care Technician/Assistant, Clinical Medical Assistant
- National Telemetry Association (NTA) for: EKG Technician
- Pharmacy Technician Certification Board (PTCB) for: Pharmacy Technician

## **Agency Certification**

**California Medical College has Agency Certification with:**

- State of California Department of Public Health Licensing and Certification Program, Aide and Technician Certification Section (ATCS) for: Nurse Assistant / Home Health Aide Training

## **Authorized Testing Center**

**California Medical College is approved as an Authorized Testing Center for:**

- NCCT
- NHA
- National Telemetry Association
- Regional Testing Center for Nurse Assistant Certification

## **Membership Affiliations**

**California Medical College is a proud member of:**

- The Better Business Bureau
- The California Chamber of Commerce
- The San Diego Regional Chamber of Commerce



# **Admission Information**

## **Admission Policy**

All applicants must be interviewed prior to acceptance at California Medical College. Entrance in any of our training programs requires that prospective students possess a high school diploma or its equivalent, and demonstrate during the interview process a proficiency in reading, speaking, writing and understanding English.

Students are accepted only if we believe they will benefit from the training program they have selected. Many factors such as a prospective student's desire, motivation, and ability will be considered before an applicant will be accepted as a student. Eligible students are accepted without regard to gender, national origin, age, sexual orientation, or religion. Applicants under legal age must have written approval from a parent or legal guardian.

Prospective students are encouraged to review the School Catalog and the School's Performance Fact Sheet prior to signing an enrollment agreement.

A high school diploma, GED, or equivalent may be required to take national exams.

## **Admission Testing**

California Medical College does not administer admission entrance examinations to potential or actual students.

## **International Students**

California Medical College does not accept international students at this time.

## **Transfer Credit**

California Medical College has not entered into an articulation or transfer agreement with any other college or university and does not accept transfer credits from other educational facilities. In addition, this institution does not grant academic, clinical or externship credit for training hours completed by a student at another college enrolling at California Medical College.

California Medical College does not allow for the transfer of credits for students between programs offered within the institution.

## **Credit for Previous Training or Experiential Learning**

California Medical College does not award credit for previous training at other Colleges or experiential learning.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at California Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nurse Assistant / Home Health Aide Training Program, EKG Technician Program, Insurance & Coding Specialist Program, Pharmacy Technician Program, and Professional Medical Technician Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate(s) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California Medical College to determine if your credits or certificate will transfer.

## Non-Discrimination Policy

California Medical College encourages diversity and welcomes applications from all minority groups. The College does not discriminate on the basis of religion, color, race, national origin, age, sexual orientation, marital status, gender, or non-disqualifying disability.

## Students with Special Needs Seeking Reasonable Accommodations

Information pertaining to an individual's disability is voluntary and confidential. Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known to Administration upon enrollment. Documentation to support the disability must be provided to the College upon enrollment.

## Enrollment Policy

Students may enroll on any day the Administrative Office is open for business.

## Financial Policy

All applicants must complete financial arrangements prior to starting their program. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If applicable, California Medical College will assist students with tuition cost by offering convenient payment plans.

**California Medical College does not participate in federal or state financial aid programs**

## Schedule of Charges

Students enrolling in California Medical College programs are charged per program cost. Tuition payment schedules are calculated based upon an approved payment plan. The payment plan is derived from program tuition cost and balance owed and NOT from classroom attendance.

## Course Hours, Tuition and Fees

### EKG Technician Program

Curriculum consists of the following required classes and hours:

EKG Technician	<u>64 Hours</u>
	64 Total Hours
Course Fees	
Tuition	\$1,760.00
Registration	250.00
Books/Handouts	90.00
Supplies	0.00
Uniforms	0.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
	<b>\$2,100.00 Total Charges</b>

### Medical Billing Coding Program

Curriculum consists of the following required classes and hours:

Medical Billing and Coding	<u>128 Hours</u>
	128 Total Hours
Course Fees	
Tuition	\$4,330.00

Registration	250.00
Books/Handouts	420.00
Supplies	0.00
Uniforms	0.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
	<b>\$5,000.00 Total Charges</b>

### **Nurse Assistant / Home Health Aide Training Program**

Curriculum consists of the following required classes and hours:

Nurse Assistant Theory and Lab_	69 Hours
Nurse Assistant Clinical	101 Hours
Home Health Aide Theory	20 Hours
Home Health Aide Clinical	<u>20 Hours</u>
	210 Total Hours

#### Course Fees

Tuition	\$2,485.00
Registration	250.00
Books/Handouts	150.00
Supplies	145.00
Uniforms	70.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
	<b>\$3,100.00 Total Charges</b>

### **Nurse Assistant Training Program (excluding Home Health Aide)**

Curriculum consists of the following required classes and hours:

Nurse Assistant Theory and Lab	69 Hours
Nurse Assistant Clinical	<u>101 Hours</u>
	170 Total Hours

#### Course Fees

Tuition	\$1,915.00
Registration	250.00
Books/Handouts	120.00
Supplies	145.00
Uniforms	70.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
	<b>\$2,500.00 Total Charges</b>

### **Pharmacy Technician Program**

Curriculum consists of the following required classes and hours:

Pharmacy Technician	<u>96 Hours</u>
	96 Total Hours

#### Course Fees

Tuition	\$3,048.00
Registration	250.00
Books/Handouts	202.00
Supplies	0.00
Uniforms	0.00
Student Tuition Recovery Fund (non-refundable)	\$0.00
	<b>\$3,500.00 Total Charges</b>

## Professional Medical Technician Program

Curriculum consists of the following required classes and hours:

Medical Terminology	60 Hours
Introduction to Medical Assisting	60
Administrative Medical Assisting	60
Billing and Coding Procedures	60
Clinical Medical Assisting	60
Anatomy, Physiology & Medical Procedures	60
Diagnostic Lab Skills, Procedures & Pharmacology Basics	60
Clinical Externship	160
Career Development & Life Skills	40
	620 Total Hours

### Course Fees

Tuition	\$11,250.00
Registration	250.00
Books/Handouts	300.00
Supplies	125.00
Uniforms	70.00
Student Tuition Recovery Fund (non-refundable)	

**\$12,000 Total Charges**

### Hypothetical Example:

Schedule of *estimated* total charges for the Professional Medical Technician Program:

Total program tuition cost:	.....	\$12,000.00
Deduct the \$250 Enrollment Fee	.....	\$250.00
Remaining Tuition owed	.....	\$11,750.00

## NOTICE TO THE PUBLIC

California Medical College does not have any pending petition in bankruptcy. California Medical College is not operating as a debtor in possession. California Medical College has not filed a petition within the preceding five years, and does not have or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court.

## **Grievance Policy/Procedure**

California Medical College encourages students to bring all complaints or grievances to our attention. Many questions or concerns that students may have can be resolved simply through discussion.

A student may present a grievance through the following complaint and dispute resolution procedures. California Medical College will investigate all complaints or grievances fully and promptly.

**A grievance is defined as a student's written expression of dissatisfaction concerning conditions of enrollment or treatment by instructors, other students, or California Medical College's staff.** Grievances may include misapplication of California Medical College's policies, rules, regulations, and procedures; or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other California Medical College employee.

**Students are encouraged to follow the suggested chain of command:**

1. A student should first bring the grievance to the attention of the appropriate instructor or staff member.
2. The student should next bring the grievance to the attention of his/her Program Director (if applicable).
3. Should the student's grievance not be resolved to the student's satisfaction after completing steps one and/or two, or if steps one and/or two are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Chief Academic Officer (CAO), Director of Nursing (DON) or Chief Operating Officer (COO).
4. Should the student's grievance still not be resolved to the student's satisfaction after completing steps one and/or two and three, or if steps one and/or two and three are otherwise impracticable because the grievance is related to those individuals, the student should next bring the grievance to the attention of the Chief Executive Officer (CEO).

**Unresolved concerns regarding the grievance may be appealed within 14 days from the CEO's decision.**

**"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling**

**Toll-Free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)"**

**OR**

**Council on Occupational Education (COE)**

**7840 Roswell Road**

**Building 300, Suite 325**

**Atlanta, GA 30350**

**Local Telephone: (770) 396-3898**

**Toll-Free Telephone: (800) 917-2081**

**FAX: (770) 396-3790**

**[www.council.org](http://www.council.org)**

# General Information

## Campus Schedule

The campus is open Monday – Friday and occasional Weekends (when a weekend program is in progress). Appointments may be scheduled on Saturday on an individual basis.

## Administrative Office Hours

Monday - Thursday	9:00 A.M. – 6:00 P.M.
Friday	9:00 A.M. – 5:00 P.M.
Saturday	Per individual basis

## Student Housing

California Medical College does not have dormitory facilities. It is the student's responsibility to seek their own living accommodations while attending their academic program(s). It is suggested that students utilize local internet/newspaper/publication advertising, private advertising, rental agents/agencies or rental companies.

Nearby residential living may include room or apartment rental or private housing rental with costs varying \$550 upwards per month. In addition, San Diego offers abundant motel and hotel accommodations.

## Personal Property

Personal property is the responsibility of the student. The College disclaims all liability of theft, damage, and destruction of any personal property owned or used by the student. It is suggested that the student leave personal belongings at home.

## College and Program Orientation

General College Orientation is addressed by the Admissions Representative during the enrollment process. This continues in greater detail during Program Orientation. The Admissions Counselor will provide the student a general campus tour and introduction to staff members.

Program Orientation is conducted on campus prior to or on the first day of class. During this time, students meet with their primary course/program instructor and/or other CMC administrative personnel. Students receive program specific items such as textbooks, course calendars, reading assignments, syllabus, course objectives, Student Handbook, and anything else pertaining to their program. Particular topical information addressed by the instructor and/or administrative personnel includes: college policies, program expectations, emergency and safety procedures and protocols and career/student services.

## Class Schedule

**Theory and lab training hours vary from 8:30 AM–10:00 PM Monday - Sunday, EXCEPT DURING THE WEEK OF A PUBLIC HOLIDAY.** In this instance, your instructor will let you know your REVISED class schedule. There may be times when classes, workshops and/or field trips are offered during non-scheduled program hours. The College reserves the right to change meeting days and times as required. In all instances, students will be notified accordingly.

Classes are conducted on campus, which is located at: 7851 Mission Center Court, San Diego, CA 92108 and are offered in a classroom format. Certain classes will be offered in a laboratory or medical clinical setting. Students

will be provided specific details regarding any off-campus lab or field trip experience by their instructor.

½ hour meal breaks will be given to students attending any class more than 5 hours in length. Assigned meal times may vary depending upon the nature of information being taught technical skills being practiced, or patient care being performed to minimize disruption of learning. However, in most cases a lunch/dinner break is usually assigned during the mid-way point of the day.

## **Clinical Training and Externship**

Nurse Assistant and Home Health Aide clinical training hours are scheduled between Monday – Sunday 6:00 AM – 8:00 PM.

PMT Externship hours and days vary with each clinical site.

Clinical Externship training is provided at physician offices, medical facilities, and adult day care facilities throughout San Diego County. Hours fluctuate depending upon the training site; however, most training will be performed between the hours of 7:00 AM – 6:00 PM Monday – Sunday, full-time, during the day. During this training portion of the program, **STUDENTS ARE EXPECTED TO BE FLEXIBLE WITH THEIR HOURS OF AVAILABILITY. If a student is unable and/or unwilling to accept a clinical assignment when it is available, the student will be placed on a “wait list” and scheduled at a later date. This will postpone the student’s Program completion time.**

In addition, clinical training sites may require students to have a current health exam, TB test, Hepatitis series, etc.; and go through a criminal background and/or drug screen prior to clinical externship scheduling. The College will absorb the cost of a basic health exam with TB test and criminal background/drug screen. **Students will be responsible for all other training requirements.**

The College carefully selects clinical training sites based on evaluation of clinical availability, geographical location, and availability of medical training personnel, training hours, and student learning experience. Students must satisfactorily complete their externship assignment and submit verification of completed clinical hours in order to be eligible to complete the program.

## **Course / Language**

All courses are taught in English. Students must be able to read, speak, and write fluently in English. English abilities will be determined through the College’s Admission Interview process.

Student courses will be scheduled so that the student should complete the program requirements on time unless the student fails the course, withdraws from the Program, is unable to complete Clinical Externship full-time, or is placed on a Leave of Absence (LOA). The College strongly recommends that students arrange their personal schedules around classroom, clinical and externship hours.

## **Attendance**

Student attendance is crucial. The College urges students to make every effort possible to attend their scheduled theory, lab and externship classes. Additionally, tardiness or leaving class early is highly discouraged and is disruptive to the learning process.

The College understands that unforeseeable emergencies and life situations occur. This may lead to the student withdrawing from the Program. The School will make every effort to work with the student. Should this need arise, please contact your instructor as well as Administration immediately.

**STUDENTS ARE EXPECTED TO CONTACT THEIR COURSE INSTRUCTOR FOR ANY ABSENCE.**

**Nursing Assistant and Home Health Students must follow the attendance protocols per Department Policy and CDPH training requirements.**

**Professional Medical Technician Students** are not allowed to miss more than two class days per 60-hour module (MED111, 112, 113, 114, 115, 116, 117). Students needing to miss a scheduled clinical day (MED118) are to call the Externship Coordinator or CAO prior to the missed rotation time. **Students are discouraged from missing clinical externship time, as there may not be site availability for rescheduling.**

**EKG Technician Program, the Medical Billing and Coding Program and the Pharmacy Technician Program**

These programs have been designed as “fast tracked” programs. As such, instructional/course hours are considerably shortened in length allowing the student to graduate in a quickened time-frame. Therefore, students are only allowed to miss one (1) class/theory day per 32 hours of instruction.

Any missed class time (such as leaving class early or arriving to class late) counts towards “missed time.” **This includes excused or unexcused absences.** Make-up work may be required for any absence. **However, hours of make-up work cannot be accepted as hours of class attendance.**

### **Failed Grade for Excessive Absences**

**Students may be given a failing grade for excessive absences.**

### **Cutting Class**

Cutting of classes (“No Call, No Shows”) are considered as unexcused absences.

### **Interruption for Unsatisfactory Attendance**

Students with an unexcused absence in any class will receive written notification of probation for a period of one month. Any unexcused absences during such probationary period will be a cause for interruption of the student’s training program

### **Leave of Absence**

Students may submit a written request for a Leave of Absence (LOA) to the CAO. The leave of absence must include the student’s signature, effective dates of leave, and reason for leave of absence. Requests for a leave of absence must be approved by the CEO and may be granted to students at the discretion of the school. Students may be granted a LOA due to medical reasons, military services, or jury duty. Students may not request a LOA extending beyond 90 days. Students who fail to return to class on the scheduled date will be dropped from the program. Students on an approved LOA are financially responsible for their tuition.

Process for Applying for a LOA:

1. Submit LOA in writing to the CAO
2. The CAO submits the LOA to the CEO
3. The CEO will approve or deny the request for LOA within three (3) business days
4. Student will be notified of Administrative decision

### **Suspension and Dismissal**

Students are expected to conduct themselves professionally at all times and to follow College protocols and expectations. The College reserves the right to suspend or dismiss any student:

1. Whose conduct is deemed to be inappropriate, rude, or disrespectful;
2. Whose conduct is deemed to be unethical;
3. Whose conduct is deemed detrimental to peers, staff, faculty and/or administration;
4. Who fails to meet their contracted, financial obligations to the College;



5. Who fails to meet attendance policies;
6. Who fails to meet academic standards (see Academic Standards);
7. Who fails to meet qualifications for continued training in a specific course/program.

## Appeal Process

Students have the right to appeal any action by the school (termination from program, etc.). To do so, the student must submit a written appeal within three (3) calendar days to the CAO or DON, stating the basis for the appeal and include any relevant documentation to support the request. The appeal will be reviewed by the CEO and CAO/DON and the student will be notified in writing within seven (7) calendar days of the result.

## Cancellation or Dropping Courses

Students may withdraw from, cancel or drop courses at any time. Cancellations or drops must be made in writing and submitted to Administration. Course attendance will be taken until the written paperwork is received from the Student. Please refer to the Enrollment Agreement for specifics of your enrolled course or program.

Process for Withdrawal, Cancellation or Dropping a Course:

1. Submit intention to withdraw, drop or cancel course in writing to the CAO
2. Complete Drop paperwork form and submit to CAO or Director of Nursing
3. The CAO submits the statement of intent to the CEO
4. The CEO will review the student's Enrollment Agreement
5. The student will be notified in writing of any financial obligation they have to the College as per Program or Course Enrollment Agreement

## Petition to Re-enter

Students may petition to re-enter their dropped course or program and must complete the Petition to Re-enter form and submit it to Administration. Students will receive verbal or written notification of approval or denial to re-enter their course or program within fourteen (14) calendar days. Please refer to the Enrollment Agreement for specifics of your enrolled course or program.

## Refund Policy

California Medical College has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion.

Applicants are entitled to a full refund for the following reasons:

1. Applicants not accepted by the College
2. The College cancels a course or program before the first day of class
3. Applicant withdraws from the course if notice of cancellation is made through attendance at the first class session, or the seventh (7<sup>th</sup>) calendar day after enrollment, whichever is later

If the College has given the Applicant any equipment, course materials, textbook(s) and/or uniform, the student must return **in new condition** the materials to the College within seven calendar days. If the student fails to return the equipment, course materials, textbooks and/or uniform within the seven-day period, the College may keep a portion of the payment they made that is equal to the cost of the material, and refund the difference. The College reserves the right to charge the student for the cost of any item **NOT returned in new condition**.

The College will issue the refund within 30 calendar days after receipt of written cancellation and after receipt of any course materials, text books and/or uniform given to the student, whichever is later.

Students who have completed 60% or less of a Program will be entitled to a pro-rated refund based upon the Total Tuition Cost, divided by the number of class days the student attended, or was scheduled to attend prior to withdrawal. The current listing of Total Tuition Cost and Program days are listed below. Refund will be issued within thirty (30) calendar days.

EKG Technician Program - \$2,100.00 (16 class meeting days) - **No refund after 10 class days**

Pharmacy Technician Program - \$3,500.00 (24 class meeting days) – **No refund after 15 class days**

Medical Billing and Coding Program: - \$5,000.00 – (32 class meeting days) - **No refund after 20 class days**

Professional Medical Technician Program: \$12,000.00 – (130 class meeting days) **No refund after 78 class days**

Nurse Assistant and Home Health Aide Training Program: \$3,100.00 – **No refund after 26 class days**

Nurse Assistant Training Program: \$2,500.00 – **No refund after 16 class days**

**Example:** Student Paid \$3,500 for Pharmacy Technician Program. Student withdraws from the program on the 11<sup>th</sup> class meeting day. The student is entitled to receive the following refund as explained below:

(a) Days remaining in Program after withdrawal: **13**

(b) Daily Cost of Class Attendance: Equals the Total Program Tuition Cost, divided by the number of scheduled class meeting days:  $\$3,500/24 = \mathbf{\$145.83}$

(c) Daily Cost of Class Attendance multiplied by the Days remaining in Program: (a) X (b) is: **\$1,895.79**

(d) Non-Refundable Enrollment Fee: **\$250.00**

Total Refund: (c) – (d) is:  $\$1,895.79 - \$250.00$  would be **\$1,645.79**

\*Students who complete 10% of the program are entitled to receive 90% Refund

\*Students who complete 20% of the program are entitled to receive 80% Refund

\*Students who complete 30% of the program are entitled to receive 70% Refund

\*Students who complete 40% of the program are entitled to receive 60% Refund

\*Students who complete 50% of the program are entitled to receive 50% Refund

\*Students who complete 61% or more of the program are entitled to receive 0% Refund

\* **Calculations are based upon scheduled class days and not individual student attendance**

# Academic Information

## School Holidays

There will be no classes held and no business conducted on the following days:

**New Year's Day**

**Martin Luther King, Jr. Day**

**President's Day**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Day**

In addition, the School will be closed for **Winter Break during December**. Usually, Winter Break occurs during the last one (1) to two (2) weeks of December. Students will be provided a calendar schedule accordingly.

The School, at its discretion may choose to observe certain "non-operational" days in which class/and or business may not be conducted. In this instance, notification will be posted.

## Graduation / Course Completion

Students who have completed their program studies and are in an academically and financially "good standing" status with the School may qualify as a graduate candidate. These students will receive a Certificate of Program Completion and an "unofficial" student transcript which will be available in the Administration Office. Official School Transcripts are available to students upon request.

## Accident Reporting

Students must report incident/accident occurrence(s) immediately to their instructor, supervisor, CAO, COO or CEO and to any other appropriate personnel [as directed by the CEO or COO].

If required, Administration will report the incident to Appropriate Regulatory Agency/Governmental Body, Insurance Carrier, etc., and will adhere to appropriate follow up protocols/procedures as deemed necessary.

## Discrimination Policy

There will be zero tolerance in regard to discrimination of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference religion, sexual orientation, age, gender, sex, race, and ethnicity. Consequently, termination from the Program may result.

## Harassment/Threats/Intimidation/Abuse

There will be zero tolerance for harassment/threats, Intimidation, and/or abuse of any kind. This includes, and is not limited to written/electronic communications, gestures, and/or verbalizations that reference unwanted sexual, physical and/or psychological behaviors, and violence or threats towards students, faculty or staff. Consequently, termination from the Program may result.

## Substance Abuse

There will be zero tolerance for alcohol and/or drug usage. Students suspected of being "under the influence" will be subject to suspension and possible drug/alcohol testing. Termination from the Program may result.

## Dress Code

Students are expected to present themselves professionally at all times. Students should practice daily hygiene and be neatly groomed and odor free.

In the PMT, Nurse Assistant and Home Health Aide Training Program: students are to wear their scrubs while in the classroom, laboratory, and clinical setting (unless otherwise directed). Scrubs are to be clean, neatly pressed and properly hemmed (if appropriate). Shirts are allowed to be worn underneath scrub tops but must be solid white (no logos, design, etc.). Shoes are to be white, navy, or black in color; clean, and **NON-SLIP** with a closed back. Hair is to be pulled back from the face and off the neck. Jewelry should be kept to a minimum and be conservative in nature. Other than small post/hoop earrings, no visible body piercings are allowed. Tattoos should be covered if possible. Fingernails should be trimmed to finger length. Neutral or no nail polish is to be worn at clinical sites (per site discretion). **Upon discretion of the Instructor, a student failing to adhere to dress code policy may be asked to change their clothes or may be sent home. The student will be responsible for making up any missed class time and the missed class time will be counted towards attendance.**

**YOUR PROGRAM DIRECTOR WILL INFORM YOU OF ANY ADDITIONAL REQUIREMENTS SPECIFIC TO YOUR TRAINING PROGRAM.**

In the EKG Technician, Pharmacy Technician and Medical Billing and Coding Program: business casual or other appropriate apparel reflective of professional standards should be worn. Halter tops, low-cut tops, see-thru tops, short-shorts, mini-skirts, or any clothing article considered “provocative” is not allowed. **Upon discretion of the Instructor, a student failing to adhere to dress code policy may be asked to change their clothes or may be sent home. The student will be responsible for making up any missed class time and the missed class time will be counted towards attendance.**

## **Textbooks, Supplies, Uniforms**

Program specific textbooks and handouts are supplied to all students. Students enrolled in the Nurse Assistant/Home Health Aide Training Program or Professional Medical Technician Program will also be given a quality medical kit which includes a cardiac caliber stethoscope and scrub set. Students are expected to furnish incidentals such as notebooks/paper, writing tools, USB drives, wristwatch with second hand, etc.

## **Cell Phones**

Cell phones are **prohibited** in the classroom, lab and clinical/externship site. Students may use cell phones on campus during break or non-class time. Clinical/Externship sites will determine if cell phones may be used by students in break rooms and other public areas. Students are expected to follow these policies at all times. Students failing to comply with these expectations may be at risk for suspension and/or termination from the program.

## **Photography**

It is **prohibited** for students to take photographs on-campus or in clinical/externship training areas of fellow students, patients, facility personnel, administrative personnel, instructors/faculty, campus property, campus classrooms, laboratories, administrative offices, clinical training sites and any other campus area **WITHOUT THE EXPRESS CONSENT FROM THE COO OR CEO. STUDENTS MAY NOT PUBLISH, POST, E-MAIL, PRINT AND/OR DISTRIBUTE PHOTOGRAPHS WITHOUT THE EXPRESS CONSENT FROM THE CEO OR COO.** Students failing to comply with these expectations may be at risk for suspension and/or termination from the Program.

## **Smoking**

Smoking is prohibited in any area on-campus. **Smoking is not allowed during clinical training at any time.**

## **Library and Student Learning Resources**

Student multimedia resource tools are located in the Administration Office. This includes, and is not limited to copies of student textbooks, student workbooks, CD-ROMs, medical reference books, dictionaries, drug handbooks, exam preparation workbooks, computers, free internet access, virtual simulation software programs, medical periodicals, and medical equipment such as: ECG machines, stethoscopes, sphygmomanometers, etc.

Students and Alumni Students have access to resource tools during operational business hours Monday – Saturday. Current Students may request tutorials and/or assistance by making an appointment with their course instructor, DON or CAO. Learning resource materials may not leave the premise.

## **Equipment**

California Medical College recognizes the importance of providing its students up-to-date medical equipment used for hands-on training. Therefore, student learning is facilitated using a variety of medical and technical equipment as well as multimedia computer software. Students are trained on-campus utilizing virtual office computer software and programs and medical equipment including but not limited to: Holter Monitor, EKG machines, Pulse Oximeter, transfer/mobility equipment, ADL equipment, phlebotomy equipment, blood glucometers, suturing kits, staple removal kits, specimen collection equipment, etc. used by working professionals in the community.

## **Student Records**

California Medical College adheres to State, Federal and Regulatory Privacy Acts.

Student academic and financial records are retained on campus in the Administration Office, located at:

7851 Mission Center Court, Suite 326, San Diego, CA 92108; and are maintained in a fireproof, secured, locked cabinet.

Separate financial, administrative, and academic files will be maintained for each student. Certain programs may have additional requirements for maintenance of student records.

Administrative Records may include and are not limited to: Student's name, address, e-mail address, and telephone number, counseling forms, training attendance and activities, State specific forms and documentation, Student physicals, copies of social security card, photo identification, grievances, and any other relevant documentation related to student performance.

Academic Records may include and are not limited to: Student course work, exams, quizzes.

Financial Records may include and are not limited to: Student Enrollment Forms, Student Contact Information, Photocopies or documentation of financial payment(s) received, copies of High School Graduation Diplomas, GED or equivalent certificates and/or any other academic documentation the enrolling student wishes to submit to the College to retain for their records, Records of Disenrollment/Cancellation, Leave of Absence, or Withdrawal from the Program, and copies of tuition reimbursement.

Student documentation will be retained in their Administrative and Academic file for a period of five (5) or more years depending upon the requirements of the training program. **Student transcripts, program certificates, course grades, and units on which the certificate is based are permanently retained.**

Students can review their records during business hours, Monday-Friday, but must make an appointment with Administration to do so. Students may not photocopy or remove documentation retained within their records. Students may request photocopies of Program Certificates and/or Final Course Grade Sheets/Student Transcripts.

### **STUDENT INFORMATION IS STRICTLY CONFIDENTIAL**

**GENERAL STUDENT INFORMATION SUCH AS ATTENDANCE, ACADEMIC PROGRESS, AND/OR FINANCIAL INFORMATION MAY NOT BE RELEASED TO OUTSIDE SOURCES WITHOUT THE EXPRESS WRITTEN CONSENT AUTHORIZED BY THE STUDENT.**

**STUDENT FILES AND RECORDS ARE PROHIBITED FROM LEAVING THE COLLEGE PREMISES.**

## **Academic Standards**

California Medical College is dedicated to the academic success of their students. The student's academic progress is closely monitored by their instructor and students are highly encouraged to be proactive in their learning. Students demonstrating academic difficulty are encouraged to seek out remediation services immediately.

### **Academic Probation**

The passing grade for all theory courses is 75% (C). Students will be placed on Academic Probation if their GPA falls below the minimum passing grade of 2.0, or 75% (C). Students placed on Academic Probation will be notified in writing. Students placed on academic probation will meet with their instructor and/or CAO or Director of Nursing to identify their difficulties and strategize a positive plan of action. All students in a clinical rotation must retain a minimum of "P" Pass.

### **Tutoring**

Students requiring extra assistance may arrange for tutoring through their instructor or CAO or Director of Nursing. Instructional faculty is available for **limited** free tutorial services. Student Advisement and Tutoring may be available during the day and/or evening on an individually scheduled basis.

In addition, a tutorial class and/or refresher course for Pharmacy Technician, Medical Office Assistant, Medical Billing and Coding Specialist, EKG Technician, Medical Assistant, and /or Patient Care Technician may be offered at the discretion of administration.

### **Grading System**

California Medical College adheres to a clock hour based system for academic credit. All students must maintain a satisfactory grade point average of 75% or "P" in each program course. **Grades are not rounded up.** Students receiving a failing exam or project grade will be advised of their current status by their instructor in writing. Students receiving a failing course grade are subject to retaking the failed course **at the student's expense.**

#### **RE: Professional Medical Technician Program:**

PMT course modules **may be repeated once**. If the student fails the retaken course module, the student will be dropped from the Professional Medical Technician Program. Students must pass all theory/lab courses before continuing on to their clinical externship. Students will receive a "Pass" or "Fail" grade for clinical externship.

#### **RE: Nurse Assistant / Home Health Aide Training Program:**

Students must receive a minimum of 75% for Theory, and "P" for Clinical. If the student fails any portion of the Program, the student will have to retake the failed component, but may have to retake the FULL PROGRAM depending upon the nature of the failing grade. The Director of Nursing and CAO will inform the student of eligibility to repeat failed components. Students must pass all theory before continuing on to their clinical training. Students will receive a "Pass" or "Fail" grade for clinical training.

**CMC uses a four-point grading system. Letter grades and course GPAs are used for transcripts. The grading system listed below is used for all courses:**

<b>Grade</b>	<b>Quality Grade Point</b>	<b>Other</b>	<b>Explanation</b>
A	4.0	AU	Audit
A-	3.7	I	Incomplete
B+	3.4	R	Repeated Course

B	3.0	W	Withdrawal
B-	2.7	WF	Withdraw Failing
C+	2.4	WP	Withdraw Passing
C	2.0	TC	Transfer Credit
C-	1.7		
D+	1.4		
D	1.0		
D-	0.7		
F	0.0		
P	Pass		

## Petition to Reapply

Should a student fail the same course or learning module twice, the student, upon discretion of the College may be allowed a third and final opportunity to retake the same training program at a future date. In all cases, the student will meet with their Program instructor and the Chief Academic Officer (CAO) regarding the circumstances in which success was not obtained. The Student will be required to put their request in writing marked attention to the Chief Academic Officer (CAO). The CAO will review the student's request and will notify the student in writing within 30 days of receipt of the request of the College's decision for reapplication. A petition to reapply does not guarantee re-enrollment into the training program. Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

## Student Code of Conduct: Policy on Academic Dishonesty

Students shall at all times when on the school or clinical training site premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. **Violation of this condition is a just cause for dismissal.**

ALL FORMS OF DISHONESTY INCLUDING PLAGIARISM, CHEATING, FORGERY, AND/OR FRAUD WILL NOT BE TOLERATED. Students will be held accountable for their actions. Dishonest behavior is not acceptable.

Any student participating in unprofessional and or unethical conduct may be subject to dismissal from the Program.

## Student Rights and Responsibilities

Students accepted into the Program have rights and responsibilities. These constitute an expected code of professional behavior ethics. Please refer to the *Student Handbook* for additional student performance and behavioral expectations.

### Students have the right:

1. To expect a learning environment that is conducive to learning.
2. To expect a quality educational program.
3. To be objectively evaluated by their instructor.
4. To be treated with dignity and respect.
5. To be able to approach their instructor, CAO, or any administrative personnel with concerns, comments, and/or questions without fear of retaliation.
6. To receive prompt appraisals of their academic and clinical performance status.

### Students have the responsibility:

1. To be respectful of classmates, peers, school personnel, clinical and externship personnel.

2. To be respectful of school and clinical externship property.
2. To follow the “chain of command” in an effort to resolve disputes and/or seek guidance.
3. To attend all scheduled classes and clinical rotations.
4. To be punctual for all classes and assigned clinical externships.
5. To report any on-campus or clinical accident or injury to the instructor or COO immediately.
6. To adhere to all HIPAA and OSHA regulations and guidelines.
7. To adhere to all safety regulations and guidelines.

## **Refresher Courses / Class Auditing**

Graduate students are eligible to audit free of charge any class or course they graduated from. Class auditing is offered at the discretion of the CAO. Attendance will be taken for auditing students; however, no credits are awarded for refresher courses.

## **Repetition of Graduated Programs**

Alumni Students can retake any graduated program at their expense. Accepted students will be treated as “new” enrollees and are expected to complete admission paperwork as well as programmatic paperwork as required by the College. Students are expected to adhere to program expectations and departmental policies. **Previous academic credit for training is NOT awarded. Previous attendance for training is NOT awarded.**



# Certification Information

## Certification Exams

California Medical College prides itself on delivering high quality instructional programs. Our educational courses are designed to prepare students to take various national certification exams. It is the student's responsibility to study and to prepare for these exams and the College cannot guarantee that students will pass these exams.

## Requirements for Program Certification

It is the student's responsibility to understand certification requirements for national certification exams. Students are encouraged to inquire with the appropriate agencies about current certification requirements prior to enrolling in their program.

In addition, a high school diploma, GED, or equivalent may be required to take these exams. Students who have prior felony convictions, violations, or misdemeanors may be denied eligibility to take these exams or be denied certification of exams. California Medical College recommends that prospective students who have any criminal charge(s) pending or prior convictions fully investigate agency requirements prior to enrolling in a program.

## National Certification Exams

California Medical College is proud of our national affiliations with the following agencies:

**National Center for Competency Testing (NCCT)**

**National Healthcareer Association (NHA)**

**National Telemetry Association (NTA)**

**Pharmacy Technician Certification Board (PTCB)**

California Medical College Students are eligible to take the following national certification exams upon successful completion of their program studies and meeting all agency requirements:

### ECG/EKG Technician

Cardiovascular Credentialing International (CCI): *National CRAT Exam*

National Center for Competency Testing (NCCT): *National Certified ECG Technician Exam*

National Healthcareer Association (NHA): *National EKG Technician Exam*

National Telemetry Association (NTA): *National Telemetry Technician Exam*

### Medical Billing and Coding

National Center for Competency Testing (NCCT): *National Certified Insurance & Coding Specialist Exam*

National Healthcareer Association (NHA): *National Billing and Coding Specialist Exam*

National Healthcareer Association (NHA): *National Electronic Health Record Specialist Exam*

### Pharmacy Technician

Pharmacy Technician Certification Board (PTCB): *Pharmacy Technician Certification Exam*

National Healthcareer Association (NHA): *ExCPT Exam (Pharmacy Technician Certification Exam)*

### Professional Medical Technician

National Center for Competency Testing (NCCT): *National Certified ECG Technician Exam*

National Center for Competency Testing (NCCT): *National Certified Medical Assistant Exam*

National Center for Competency Testing (NCCT): *National Certified Medical Office Assistant Exam*

National Center for Competency Testing (NCCT): *National Certified Patient Care Technician Exam*

National Healthcareer Association (NHA): *Medical Administrative Assistant Certification Exam*

National Healthcareer Association (NHA): *Patient Care Technician /Assistant Certification Exam*

National Healthcareer Association (NHA): *Clinical Medical Assistant Certification Exam*

## **California State Certification Exam**

California Medical College ***Pharmacy Technician Students*** are eligible to take the following state certification exam upon successful completion of their program studies and meeting all agency requirements:

National Healthcareer Association (NHA): *ExCPT Exam (Pharmacy Technician Certification Exam)*

# Program Information

## Certificate Programs

### Nurse Assistant / Home Health Aide Training Program

The Nurse Assistant Training and Assessment Program was developed to prepare the nurse assistant for certification by the State of California as an entry-level worker on a health care team in a long-term care or acute-care facility.

The curriculum is structured to provide theory and practical application on skills needed to function as a nurse assistant.

The Home Health Aide Training Program was developed following California Department of Public Health (CDPH) guidelines for the education of nurse assistants to become certified home health aides. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency.

The curriculum is structured to provide theory and practical application of knowledge and skills needed to function as a home health aide. This curriculum meets Federal and State training regulations.

The intent of the program is threefold: To promote quality of care in the long-term care or home health care setting, to provide entry-level skills for employment as a nurse assistant or home health aide, and to expand the role of the CNA as a paraprofessional.

#### The Nurse Assistant / Home Health Aide

##### 210 hour Program is taught:

Monday - Friday

Theory: 9:00 AM – 1:00 PM

Lab: 8:30 AM – 3:00 PM

Clinical 7:00 AM – 3:30 PM \*

#### The Nurse Assistant

##### 170 hour Program is taught:

Saturday and Sunday

Theory and Lab: 9:00 AM – 3:30 PM

Clinical 7:00 AM – 3:30 PM \*

\* Clinical hours may vary per clinical training site

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
CNA 100	Nurse Assistant Theory and Lab	51	18		69
CLN 100	Nurse Assistant Clinical			101	101 *
HHA 101	Home Health Aide Theory	20			20
CLN 101	Home Health Aide Clinical			20	20 **
<b>Total</b>		<b>71</b>	<b>18</b>	<b>121</b>	<b>210</b>

\*\* Students may elect to enroll in the Nurse Assistant / Home Health Aide Training Program offered on weekdays and must complete 210 hours to graduate from the Program.

\* Students may elect to enroll in the Nurse Assistant Training Program offered on weekends and must complete 170 hours to graduate from the Program, and pass the NNAAP Certification Examination before enrolling in the Home Health Aide Training Program.

The College will assist students with resume writing, job seeking and interview skills. However, finding employment is the sole responsibility of the student.

The College does not guarantee job placement.

## EKG Technician

This on-campus program teaches the skills needed to gain employment as an ECG/EKG Technician or Telemetry Technician.

The objective of the EKG Technician Course is to provide graduates with the skills and knowledge that will enable them to qualify as an entry-level ECG/EKG Technician or Telemetry Technician in a medical facility, physician office, clinic, or rehabilitation center. Students are prepared to take national certification exams upon completion of this extremely comprehensive program.

The 64 hour short Program is taught:  
Tuesday and Thursday evening  
6:00 PM – 10:00 PM

<b>Course Number</b>	<b>Course Name</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>	<b>Clock Hours</b>
EKT 109	EKG Technician	64			64
		<b>Total</b>	<b>64</b>		<b>64</b>

**The College will assist students with resume writing, job seeking and interview skills. However, finding employment is the sole responsibility of the student.**

**The College does not guarantee job placement.**

## Medical Billing and Coding

This on-campus program teaches the skills needed to gain employment as an entry-level insurance biller and coder in a medical facility, physician office, clinic, insurance company or office setting.

The objective of the Insurance and Coding Specialist Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in a medical facility, physician office, clinic, insurance company or office setting as well as prepare them for national certifications.

The 128 hour Program is taught:

Monday and Wednesday evening or Tuesday and Thursday evening

6:00 PM – 10:00 PM

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
MBC 116	Medical Billing and Coding	128			128
		<b>Total</b>	<b>128</b>		<b>128</b>

**The College will assist students with resume writing, job seeking and interview skills. However, finding employment is the sole responsibility of the student.**

**The College does not guarantee job placement.**

## Pharmacy Technician

This on-campus program teaches the skills needed to gain employment as a pharmacy technician in either a hospital or retail setting.

The objective of the Pharmacy Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions in pharmacies as well as prepare them for national certifications.

A high school diploma, GED, or equivalent may be required to take these exams. Students who have prior felony convictions, violations, or misdemeanors may be denied eligibility to take these exams or be denied certification of exams.

**Please refer to the Certification and National Board Exam section of this catalog for further information.**

The 96 hour short Program is taught:  
Monday and Wednesday evening or Tuesday and Thursday afternoon  
1:30 PM – 5:30 PM

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
PHT 117	Pharmacy Technician	96			96
		<b>Total</b>	<b>96</b>		<b>96</b>

**The College will assist students with resume writing, job seeking and interview skills. However, finding employment is the sole responsibility of the student.**

**The College does not guarantee job placement.**

## Professional Medical Technician

The objective of the Professional Medical Technician Program is to provide students with the knowledge, skills, and professional work habits pursuant to gaining employment in an entry-level position in a medical facility such as a hospital, clinic, rehabilitation facility, physician’s office, insurance organization, or research institution.

A high school diploma, GED, or equivalent may be required to take these exams.

**Please refer to the Certification and National Board Exam section of this catalog for further information.**

The 620 hour Program is taught:

Monday through Friday afternoon 1:30 PM – 5:30 PM; or

Monday through Thursday evening 6:00 PM – 10:00 PM

For modules: MED 111, MED 112, MED 113, MED 114, MED 115, MED 116, MED 117

For module: MED 118 – Clinical Externship days and hours vary. Please refer to the Clinical Externship section of this catalog for further information.

MED 119 – Is a combination of an Instructor guided course (10 hours) coupled with independent lab time (30 hours). Days and hours vary.

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
MED 111	Medical Terminology	60			60
MED 112	Introduction to Medical Assisting	60			60
MED 113	Administrative Medical Assisting	60			60
MED 114	Billing and Coding Procedures	60			60
MED 115	Clinical Medical Assisting	60			60
MED 116	Anatomy, Physiology & Medical Procedures	60			60
MED 117	Diagnostic Lab Skills, Procedures & Pharmacology Basics	60			60
MED 118	Clinical Externship			160	160
MED 119	Career Development and Life Skills	10	30		40
<b>Total</b>		<b>430</b>	<b>30</b>	<b>160</b>	<b>620</b>

**The College will assist students with resume writing, job seeking and interview skills. However, finding employment is the sole responsibility of the student.**

**The College does not guarantee job placement.**

## Summary Program Sheet

### Nurse Assistant / Home Health Aide Training Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
CNA 100	Nurse Assistant Theory and Lab	51	18		69
CLN 100	Nurse Assistant Clinical			101	101 *
HHA 101	Home Health Aide Theory	20			20
CLN 101	Home Health Aide Clinical			20	20 **
<b>Total</b>		<b>71</b>	<b>18</b>	<b>121</b>	<b>210</b>

**\*\* Students may elect to enroll in the Nurse Assistant / Home Health Aide Training Program offered on weekdays and must complete 210 hours to graduate from the Program.**

**\* Students may elect to enroll in the Nurse Assistant Training Program offered on weekends and must complete 170 hours to graduate from the Program**

### Professional Medical Technician Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
MED 111	Medical Terminology	60			60
MED 112	Introduction to Medical Assisting	60			60
MED 113	Administrative Medical Assisting	60			60
MED 114	Billing and Coding Procedures	60			60
MED 115	Clinical Medical Assisting	60			60
MED 116	Anatomy, Physiology and Medical Procedures	60			60
MED 117	Diagnostic Lab Skills, Procedures and Pharmacology Basics	60			60
MED 118	Clinical Externship			160	160
MED 119	Career Development & Life Skills	10	30		40
<b>Total</b>		<b>430</b>	<b>30</b>	<b>160</b>	<b>620</b>



### Medical Billing and Coding Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
<u>MBS 116</u>	<u>Medical Billing and Coding</u>	<u>128</u>			<u>128</u>
	<b>Total</b>	<b>128</b>			<b>128</b>

### Pharmacy Technician Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
<u>PHT 117</u>	<u>Pharmacy Technician</u>	<u>96</u>			<u>96</u>
	<b>Total</b>	<b>96</b>			<b>96</b>

### EKG Technician Program

Course Number	Course Name	Theory	Lab	Clinical	Clock Hours
<u>EKT 109</u>	<u>EKG Technician</u>	<u>64</u>			<u>64</u>
	<b>Total</b>	<b>64</b>			<b>64</b>

## **Distance Education**

At this time, California Medical College does not offer distance education learning and only offers campus based training.

## **Student Advisement, Placement and Graduate Services Assistance**

California Medical College provides student advisement and placement services for current students, graduating students and alumni students. Students are informed of these services while touring the Campus and again during Program Orientation.

The advisement process begins with the Admission Representative during Student Enrollment and progresses from there. In Orientation, the Career Placement Coordinator meets with the students and provides his contact information, scope of assistance and general information. Students are encouraged to make one-on-one appointments with the Career Placement Coordinator during their training time. Flexible availability allows for students to meet with him at various times during the week including day hours, evening hours and weekend days.

The Career Placement Coordinator assists students and alumni with developing employment related skills and job seeking. Specific placement services include:

- One-on-one meeting times with student during their training to determine career plans
- One-on-one meeting times with alumni students to assist with job search activities
- Developing or refining resumes and portfolios
- Fine-tuning interview skills
- Providing job leads
- Supplying current employment and occupational information
- Maintaining Virtual Career Center for Students, Alumni, and Employers

A Job Postings bulletin board is located in the Student Library/Resource Room and is updated weekly by the Career Placement Coordinator who posts applicable job listings and employment related community events (such as job fairs, etc.).

No school can ethically promise or guarantee a job.

## Occupational Outcomes

### ECG/EKG TECHNICIAN / TELEMETRY TECHNICIAN/RHYTHM ANALYSIS TECHNICIAN

#### Medical Facility – In-patient/Out-patient:

Cardiac Patient Technician/Assistant  
Customer Service Agent  
EKG Technician  
Telemetry Technician

#### Medical Office:

Cardiac Patient Technician/Assistant  
Customer Service Agent  
EKG Technician

### MEDICAL BILLING AND CODING

#### Medical Facility:

Customer Service Agent  
Insurance Billing Agent  
Insurance Claims Processor  
Medical Billing Clerk  
Medical Collections  
Medical Insurance Coder  
Medical Insurance Specialist  
Medical Office Book Keeper  
Medical Office Record Keeper  
Patient Accounts Representative

#### Medical Office:

Billing Specialist  
Claims Examiner  
Collections Agent  
Customer Service Agent  
Medical Biller

### PHARMACY TECHNICIAN

#### Medical Facility – In-patient/Out-patient:

Pharmacy Technician  
Pharmacy Customer Service Representative

#### Pharmacy:

Pharmacy Clerk  
Pharmacy Technician / Aide

### PROFESSIONAL MEDICAL TECHNICIAN

#### Medical Facility – In-patient/Out-patient:

Administrative Assistant  
Cardiac Patient Technician/Assistant  
Clinical Medical Assistant  
Customer Service Agent  
Data Entry Clerk  
EKG Technician  
File Clerk  
Laboratory Assistant  
Medical Assistant  
Medical Office Assistant  
Medical Records Clerk  
Patient Care Technician  
Unit Clerk/Secretary

#### Medical Office:

Administrative Assistant  
Back / Front Office Assistant  
Back / Front Office Manager  
Cardiac Patient Technician/Assistant  
Customer Service Agent  
EKG Technician  
Medical Data Entry Clerk  
Medical Office Manager  
Office Receptionist

### NURSE ASSISTANT

#### Medical Facility – In-patient/Out-patient:

Certified Nurse Assistant: Long-Term Care  
Certified Nurse Assistant: Short-Term Acute Care  
Certified Nurse Assistant: Acute Care  
Certified Nurse Assistant: Rehab Care  
Home Care Aide

### HOME HEALTH AIDE

#### Home Health Agency or Registry:

Certified Home Health Aide  
Home Health Agency, Health Care Registry  
Medication Technician  
School Health Clerk

## Course Descriptions

### Professional Medical Technician

#### **MED 111**

##### **Medical Terminology**

This course provides the student with the building blocks of basic medical terminology. Such understanding will facilitate learning of scientific and medical principles encountered during more advanced career preparation. The relationship of word parts to their anatomical counterparts will be studied. Rules for combining word parts into complete medical terms will be stressed. Accurate pronunciation and spelling of word parts and complete terms will be emphasized throughout the course as well as the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix.

By learning the individual parts of a medical word, students will not need to memorize hundreds of complex medical terms and their definitions.

#### **MED 112**

##### **Introduction to Medical Assisting**

This course introduces the student to the fundamentals of being a medical assistant and will prepare them to support physicians by providing assistance during patient examinations, treatment administration and monitoring; by keeping patient and related health record information; and by performing clinical, administrative and laboratory duties.

Topics such as professional behaviors in the workplace, interpersonal skills, HIPAA, medical law and ethics, financial practice management, banking services and procedures as well as medical practice management and human resource dynamics will be addressed. The application of critical thinking skills will be promoted by presenting and discussing relevant clinical cases.

#### **MED 113**

##### **Administrative Medical Assisting**

This course will introduce the student to the fundamentals of computer concepts, telephone techniques, scheduling appointments, patient reception and processing, the office environment and daily operations, written communications and mail processing, the different types of medical records, health information management and HIPAA practice. The application of critical thinking skills will be promoted by presenting and discussing relevant case scenarios.

#### **MED 114**

##### **Billing and Coding Procedures**

This course will introduce the student to the basic fundamentals of diagnostic coding, procedural coding, health insurance, health insurance claim forms professional fees, billing and collecting.

Students will understand the principles used for diagnostic coding and demonstrate how to use and ICD-10, CPT and HCPCS book, complete a sample health insurance claim form, a physical encounter form, and post payment entries. The application of critical thinking skills will be promoted by presenting and discussing relevant clinical cases.

**MED 115****Clinical Medical Assisting**

This course introduces the student to the fundamentals of being a clinical medical assistant. Topics such as principles of working with diverse patient populations, therapeutic communication, patient assessment and care, patient education, infection control, OSHA compliance, HIPAA, holistic health concepts and practices, nutrition, therapeutic diets and health promotion will be taught.

Students will demonstrate infection control, obtain and record a patient history, effective and therapeutic communication, obtain accurate vital signs (including blood pressure, pulse rate, respiratory rate, temperature, height and weight), accurate patient documentation and recording. The application of critical thinking skills will be promoted by presenting and discussing relevant clinical cases.

**MED 116****Anatomy, Physiology & Medical Procedures**

This course is taught as an introduction to the human body and its functions. Students will learn various aspects of human anatomy, including: the structure of cells, tissues, and membranes, the skeletal system, the muscular system, the cardiac system, the respiratory system, the reproductive system, the urinary and intestinal system, the nervous system, and the integumentary system.

Students will become familiar with associated terminology, common medical examinations, screening processes, and medical procedures and treatments associated with each body system, important practices and background information on medical disease processes, as well as modalities of treatments associated with each.

Additionally, students will practice with electrocardiograph equipment and perform hands on labs including obtaining a 12 lead EKG. The application of critical thinking skills will be promoted by presenting and discussing relevant clinical cases.

**MED 117****Diagnostic Lab Skills, Procedures & Pharmacology Basics**

In this comprehensive course, students will learn medical abbreviations, basic prescriptions and pharmacology concepts. The clinical laboratory and the associated safety about regulatory guidelines. Students will gain fundamental knowledge regarding hematology and complete hematology tests, including WBC and RBC, differential counts, blood smears and straining techniques, hemoglobin, hematocrit, blood typing, blood glucose, sedimentation rates and mono reagent testing. Students will learn proper procedures for specimen collecting, processing, and testing. Students will perform venipuncture and capillary puncture as well as urine collection and testing. Intradermal, subcutaneous, and intramuscular injections will be performed. The principles of infection control, asepsis, and sterilization will also be covered.

**MED 118****Clinical Externship**

During the externship phase of training, the student will experience various aspects of working in the actual field that they have trained for. The externship will provide the student with the opportunity to experience and participate in the duties typical to a real work place setting. Instruction centers on observing experienced personnel, as well as, participating in actual procedures under close supervision of trained professionals. A minimum of 160 clinical hours must be completed for this portion of training.

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level healthcare professional.

Final course emphasis is geared towards preparing the students for national certification exams with NHA and/or NCCT for Medical Assistant, Medical Office Assistant, EKG Technician, Patient Care Technician or Insurance and Coding Specialist.

### **MED 119**

#### **Career Development and Life Skills**

This short course is designed to provide the student with an opportunity to learn about and develop the necessary skills to engage in life/career planning and career management. Students will develop the knowledge associated with job seeking, interviewing, and the habits pursuant to employment.

This course will include out-of-class work including reading and writing assignments, practical application assignments and projects. A professional resume and portfolio will be developed.

## **Pharmacy Technician Program**

### **PHT 117**

#### **Pharmacy Technician**

This course is designed for the student wishing to enter the pharmacy field. The role and responsibilities of the Pharmacy tech will be emphasized. Instruction will include history of medicine and pharmacy, laws and ethics, HIPAA guidelines, relevant terminology, conversions and drug calculations, pharmacy literature, body systems and the use of medications used to treat common conditions that afflict these systems, chemistry and microbiology, safety procedures, pharmacy stocking, and repackaging and compounding medications.

Additionally, students will learn about State and Federal laws governing pharmacy practice, standards and regulations, the major drug classifications, the use of vitamins and minerals and basic concepts of alternative and complementary medical treatments such as the use of herbal remedies and psychopharmacology, how to read, fill and label prescriptions, practice documenting and maintaining pharmacy records, learn how to manage medical inventory, practice drug calculation skills, drug information, and the use of pharmaceutical reference guides.

Final course emphasis is geared towards preparing the students for national certification exams for the Pharmacy Technician Certification Board (PTCB).

## **EKG Technician Program**

### **EKT 109**

#### **EKG Technician**

This comprehensive EKG Technician course prepares students to function as ECG/EKG Technicians and to take the National Center for Competency Testing (NCCT) exam and/or the National Healthcareer Association (NHA) certification exam. This course will include important practice and background information on anatomy of the heart

and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.

ECG/EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24 - 48 hours), 12 lead placement and stress tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities. ECG/EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

In the combined theory and clinical experience, all needed skills to perform and complete a 12-lead electrocardiogram are taught and applied. Portable EKG machines are tools of the remarkable progress in technology and medical procedures and require an intense study of the electrical activity of the cardiovascular system, circulatory system, and respiratory system. Detecting and determining abnormalities while performing an EKG is a necessary and needed skill. The study of EKG techniques and applications include the following breakdown in theory:

1. Basic anatomy and physiology of the vascular and respiratory systems and the study of their functions.
2. Ventricle and arterial placement in the body cavity and correlation of these with lead placement.
3. EKG lead placement and monitoring of T Waves and Rhythm sections.
4. Proper placement of EKG readings on mounted boards for Physician analysis and diagnosis.

## **Medical Billing and Coding**

### **MBS 116**

#### **Medical Billing and Coding**

This multi-dimensional program provides graduates with the skills and knowledge that will enable them to qualify for entry-level positions in a medical facility, physician office, clinic, insurance company or office setting as well as prepare them for national certifications.

Program content includes the assessment of patient records using detailed healthcare coding systems, computer applications, medical terminology, anatomy, and professional development.

Specific topical information includes:

#### **Claims Processing**

This topic concentrates on providing students with an understanding of the basic types of medical insurance programs available in today's health care system such as HMOs, PPOs, IPAs and Managed Care. It also acquaints students with billing formats using the universal claim form and provides the skills necessary to master the basic aspects of medical insurance billing. Payment collections, overdue accounts receivable, and current reimbursement methodologies and compliance will also be covered.

#### **Health Care Payers**

This topic concentrates on types of insurance payers, knowing how to recognize different types of payers, how to process payer claims and emphasizes rules and regulations, policies and procedures of the various major payers such as Medicare, Medical, the "Blue Programs", Tricare and Worker's Comp.

### **In-patient Billing and Coding**

Students learn how to abstract medical information from patient records. Students will learn how to use the Physician's Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Diseases (ICD-9-CM & ICD-10-CM) volumes 1, 2 for medical insurance and coding. Students will learn the process for coding surgeries, laboratory tests/diagnostics, anesthesia, radiology procedures, pathology, and other medical services.

### **Out-patient Billing and Coding**

Students will develop ancillary billing and coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Students will use the Physician's Current Procedural Terminology (CPT), Health Care Procedure Coding System (HCPCS), and International Classification of Diseases (ICD-10-CM) volumes 1, 2, 3 for medical insurance and coding.

Final course emphasis is geared towards preparing the students for national certification exams for the Insurance and Coding Specialist with the National Center for Competency Testing (NCCT) and National Healthcareer Association (NHA).

## **Nurse Assistant / Home Health Aide Training Program**

### **CNA 100, CLN 100, HHA 101, CLN 101:**

*The Nurse Assistant course is designed for candidates seeking nurse assistant certification in California. This curriculum meets all federal and State training requirements.*

#### **CNA 100**

##### **Nurse Assistant Theory and Lab**

This California State approved NATAP Curriculum provides 69 hours of theory and lab skills training. Curriculum content include: Introduction to Nurse Assistant, Patient Rights, Communication Skills, Safe Environment, Body Mechanics, Principles of Asepsis, Observation and Charting, Resident Care Skills, Resident Care Procedures, Vital Signs, Rehabilitation and Restorative Care, Emergency Procedures, Death and Dying, Nutrition, Weights and Measures, and Long Term-Care Resident.

#### **CLN 100**

##### **Nurse Assistant Clinical**

The California State approved program provides 101 clinical hours of supervised clinical skills training in a Skilled Nursing Facility (SNF).

*The Home Health Aide course is designed for candidates seeking home health aide certification in California. This curriculum meets all State training requirements.*

#### **HHA 101**

##### **Home Health Aide Theory**

This California State approved Home Health Aide Curriculum provides 20 hours of theory that include: Introduction to Aide and Agency Role, Interpretation of Medical and Social Needs of Clients, Personal Care Services, Nutrition, and Cleaning and Care Tasks in the Home.



**CLN 101****Home Health Aide Clinical:**

The California State approved program provides 20 clinical hours of supervised clinical skills training in a Long-Term Care Facility.

Final course emphasis is geared towards preparing the students for taking the National Nurse Aide Assessment Program (NNAAP) Examination (California Certification Exam for Nurse Assistants).

## **Non-Programmatic Training Courses**

**These courses may be offered on an occasional basis on-campus. Upon successful completion, students may expect to receive a course completion certificate or certification card. Students will not receive a college transcript. Clock hour credit will not be awarded.**

### **Telemetry Technician**

The 64-hour comprehensive course is designed to provide EKG Technicians, or students with equivalent knowledge or on-the job training with the skills, knowledge and activities which a Rhythm Analysis Technician is expected to perform.

EKG Technicians, Telemetry Technicians, or Rhythm Analysis Technicians are likely to be employed as entry level health care paraprofessionals in an acute care hospital, medical facility, physician office, clinic, or rehabilitation center.

Students are prepared to take national certification exams upon completion of this extremely comprehensive course.

**PREREQUISITE: EKG certification or equivalency**

### **CPR / First Aid/ Basic Life Support (BLS) for Health Care Providers**

#### **Basic Life Support Health Care Provider- American Heart Association**

During this portion of the student's training, the lifesaving training class covers adult, child and infant resuscitation for one and two rescuers, foreign body obstruction, use of a bag-valve mask device, and use of an AED. Text book materials and/or course book may be provided.

This course provides the basic knowledge and skills necessary to perform basic CPR, first aid, and medical emergency care related to the clinical, home, office, and recreational setting. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to demonstrate basic CPR, first aid, and medical emergency care.



**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.**

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818, Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone and fax #: (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 or by fax (916) 263-1897.**

**Or by contacting:**

**Council on Occupational Education at Address  
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