



**A.C.I.**  
**Career College**  
School Catalog  
&  
Consumer Guide

Edition 8  
Volume 7  
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2011-2012 School Year  
Catalog subject to change

**A.C.I. CAREER COLLEGE, INC.**

2412 McHenry Avenue  
Modesto, CA 95350

**209.338.6ACI**

*Fax* 209.338.9ACI

Website [www.acicareercollege.com](http://www.acicareercollege.com)

**CONSUMER INFORMATION**  
**NOTICE OF STUDENT RIGHTS**

1. You may cancel the contract for school without any penalty or obligation by the seventh business day after the contract was signed. If you cancel, any payment you have made, any negotiable instrument by you will be returned to you within 45 days following the school's receipt of your cancellation notice. Cancellation period for programs less than 50 days, one business day for each 10; more than 50 days, fifth business day following the first class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the cancellation period, student has the right to stop attending school at any time, with the right to receive a refund for the part of the course not taken. Refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Director at the address and phone number below for information.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>. 94909(a)(3)(C)

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. (94909 (a)(3)(B))

It is important that enrollees keep a copy of the enrollment agreement, contract, or application to document enrollment; tuition receipts or cancelled checks to document the total amount of tuition paid, and records which will document the percentage of the courses which have been completed. For further information or unanswered questions, contact:

*The Bureau for Private Postsecondary Education*  
*PO Box 980818*  
*West Sacramento, CA 95798-0818*  
*(888) 370-7589*

## **GENERAL INFORMATION**

### **Approval**

A.C.I. Career College, Inc. has entered into an agreement with:

*The Bureau for Private Postsecondary Education  
PO Box 980818  
West Sacramento, CA 95798-0818  
(916) 574-7720*

*A.C.I. Career College, Inc. has entered into an agreement with the Bureau for Private and Postsecondary Education on June 30, 2007. This agreement to operate the college with approval from the State of California remains in effect until expiration date March 8, 2016.*

A.C.I. Career College, Inc is a private institution and is approved to operate by the bureau.

### **ADMINISTRATION BUSINESS HOURS**

**CAREER PLANNING:** Applicants may secure information Monday through Friday between 8:00 a.m. and 5:00 p.m.

**FINANCIAL ASSISTANCE:** Applicants or students may secure Financial Assistance information Monday through Friday between 8:00 a.m. and 4:30 p.m. Contact Financial Aid Office for Appointment.

**JOB PLACEMENT ASSISTANCE:** Monday through Friday between 8:00 a.m. and 4:30 p.m. By appointment only.

All Administrative offices may be reached at the following:

A.C.I. Career College, Inc.

(209) 338.6224

### **CATALOG UPDATES**

Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are

implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

### **ADMISSIONS POLICY**

All Instruction is given in English; we do not offer multilingual instruction. Students are admitted as regular students following one of the following criteria:

All applicants of any course of training offered at A.C.I. Career College, Inc. must complete the following:

1. High School Diploma, or
2. High School Equivalency Certificate, or
3. Completion of Secondary Home Schooling, or
4. Notarized certification, in English, of the prospective students graduation in a country outside the U.S. that is known to be a refugee, or
5. Beyond the age of compulsory attendance, and fulfills criteria for admission as a student who has the ability to benefit from the training, according to the U.S. Department of Education
6. A.C.I. Career College provides no Visa Services
7. If enrolled under a training agreement with a government agency, school district and/or other entity, the student must meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
8. All applicants must attend an orientation
9. All applicants must have completed admissions' application forms and submitted documentation of any required health examinations, pathology tests, and/or immunizations prior to clinical courses, fieldwork training, or externship.
10. At least 18 years of age
11. Ability to read, comprehend and communicate in English
12. All applicants must pass a personal interview with the enrollment office prior to admissions.
13. The state, employers, and various other agencies may require criminal background checks before students can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states, even if the exam is taken and successfully completed. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice.

### **DEFINITION OF A UNIT OF CREDIT**

The college measures its programs in semester credit hours.

One semester credit hour equals:

- A minimum of 10 lecture clock hours.
- A minimum of 20 laboratory clock hours.
- A minimum of 30 externship clock hours.

A clock hour is a minimum of 50 minutes of instruction within a 60 minute period of time in which lectures, demonstrations, laboratories, and similar class activities are conducted.

### **DEFINITION OF AN ACADEMIC YEAR**

An academic year consists of a minimum of 30 weeks of instruction in which a full time student is expected to complete 24 semester credits.

### **ORIENTATION**

The orientation at the college is mandatory that you attend, and you cannot start school until you have attended the orientation. Orientation is a half day event that is held the week prior to the class start date.

This informational class will set the tone for a pleasant educational experience. It will make you aware of your responsibilities by understanding the procedures and policies of the college, sanitation aspects, rules and regulations, student expectations, parking on campus, and the expectations of the teaching staff. It will acquaint you with the instructional program, course goals, personnel and student services. It will also be the time that you will receive a list of items necessary for your first days and weeks of your class.

Any papers, documentation, payments or verification that you need to complete for the office must be done before attending the orientation session.

There are a variety of orientation dates which you can obtain from the admission's department. An appointment for the orientation class is required; you may make the appointment with either the admissions or financial aid representative. If you are not on the appointment list, you will not be admitted to orientation. To start college you **MUST** attend orientation.

### **CALENDAR / HOLIDAYS**

The college is a year round school, with open enrollment and open exit. The class start dates are at the discretion of the director and are contained in an addendum at the admissions office. Any class may be cancelled at any time at the discretion of the director.

The college is closed on Saturdays and Sundays. The following holidays are observed by the college:

New Years Day   Memorial Day   July 4th   Labor Day   Thanksgiving Day   Christmas Day

Depending upon the day of the week the holiday falls on, additional days may be included as holidays.

A special holiday may be declared for special or emergency or educational reasons and will be posted on the school bulletin board. Holy Days of all religious beliefs are respected and allowed. However, you must submit a request in writing on letterhead form for approval.

### **CODE OF ETHICS**

1. A.C.I. Career College, Inc. has as its principle objective; to provide training to qualify students to give the best possible service to future employers.
2. A.C.I. Career College, Inc. strives to continuously improve its operation in order to keep abreast with the ever-changing business climate and new techniques in all areas of the industry.
3. A.C.I. Career College, Inc. encourages its instructors to keep abreast of the latest teaching methods by reading educational books and attending teacher refresher or advanced courses, workshops and trade shows.
4. A.C.I. Career College, Inc. takes part in educational conferences and regional meetings in order to advance the profession.
5. A.C.I. Career College, Inc. makes use of acceptable teaching techniques and training aids, such as; textbooks, workshops, role playing, round table discussions, team training, videos, DVDs and other audio-visual aids in order to provide the best possible training for students.
6. A.C.I. Career College, Inc. purchases only high grade standard equipment, and supplies, to be used for the instruction of its students.
7. A.C.I. Career College, Inc. maintains a fair and honest relationship with staff, students, clients, State and Federal Agencies and other colleges.
8. A.C.I. Career College, Inc. advertises truthfully and makes honest representations to its clients and future professionals.
9. A.C.I. Career College, Inc. does not recruit students already attending or admitted to another college offering a similar program of study.
10. A.C.I. Career College, Inc. observes the standards of the NHA.

### **CONDUCT AND DISCIPLINE**

It is expected that all A.C.I. Career College, Inc. students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of positive learning. It is also expected that all students who enroll at A.C.I. Career College, Inc.

are willing to assume the responsibilities of citizenship within the student body. While enrolled, students are subject to school policies, rules and regulations that include the prerogative of dismissing those whose conduct is unfavorable to the aims of an institution of higher education.

### **DISCLOSURE AND RETENTION OF STUDENT RECORDS**

Adult students and parents of tax dependent students have the right to inspect, review, and challenge information contained in their educational records. Educational records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the college. To inspect, review, or challenge information, you must make an appointment with the administrative office. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies as authorized by law. See FERPA Act

Students are not allowed to review or inspect the financial records of their parents.

The college will maintain records as available until June 30 of the year that a student attended. After June 30<sup>th</sup> each year, all records will be archived. For the records to be removed or researched from storage, a \$100 archive fee is to be paid prior to removing from archives.

The college will maintain education records for five (5) years. After five years, records are destroyed and are no longer archived.

### **EDUCATIONAL OBJECTIVE**

A.C.I. Career College, Inc. primary objective is to provide an education to its students in a positive atmosphere, so they may graduate and become certified to begin their new careers.

The college offers a progressive curriculum, as well as people skills and self awareness based upon communication. When students have developed a positive, healthy attitude, they can extract the maximum benefit from their educational experience.

If you have a problem with an individual, try to resolve the matter with that person, whether it is a student, a teacher, or a staff member. If the problem cannot be resolved only after discussing it with the person, then contact our Student Affairs Representative at each college. The Student Affairs Representative can act as a buffer so that both parties may discuss their problems calmly and with a third part to assist in resolving the matter. If needed, the problem may be taken up with the School Director; however, most can be solved before this stage. This chain of command permits the proper flow of information and allows the system to function more efficiently and effectively. This produces more positive results, rapid action, and consistency. Any grievances must be in writing and described in detail regarding any allegation that may be affecting one's education. Should the student disagree with the decision of the Student Affairs Representative, an appeal must be filed within ten business days from the receipt of the response from the representative. After an appeal is filed, a review committee will meet within thirty days and provide a written notice to the student of its decision within ten business days after the committee decision. The Committee consists of an Administrator and the Director of

Education. The decision of the committee will be final. If the college is unable to assist you after exhausting all of the above methods then seek assistance from the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818 Also see notice of Student Rights.

### **FACILITY & EQUIPMENT**

A.C.I. Career College, Inc. is located at 2412 McHenry Avenue, Modesto, CA 95350 and has more than 17000 square feet of floor space. The facility contains eight classrooms, with room for adding more. All lecture halls have a capacity of 20 students, two of which have access to the laboratory. The college has one computer laboratory available for student use when they are not in class and a class in not in session. There is a large and extremely modern student break area. There are several administrative offices and instructor's offices.

### **LIBRARY**

A.C.I. Career College, Inc. offers an electronic library with full internet access.

### **FACULTY**

A.C.I. Career College, Inc. is contracted with faculty members who meet the qualifications determined by 94909(a)(7):

*Amber Bargas*, CPh.T, Pharmacy Technician Instructor: 21 years of OTJE as a Pharmacy Technician;

*Diana Moore*, CMT, Licensed Cosmetologist, Therapeutic Massage Instructor: 18 years of OTJE as a Certified Massage Therapist;

*Charlene Reeves*, CPT-1, CMA, Phlebotomy, MCA, MDAA, MDR Instructor,,: 14 years of OTJE as a CCMA and 4 years of OTJE as a CPT-1

### **HEALTH AND PHYSICAL CONSIDERATIONS**

Generally, the professional who works in the allied health field must be in good physical health; because working in this profession requires direct physical contact with the clients. In most aspects of the health care industry, there is a great deal of standing, walking, pushing, bending and stretching, sometimes for long periods of time. A person must consider their own physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill the training demands.

If a student, while enrolled, sustains an injury deemed by the college to impair their ability to fulfill all educational requirements; lecture, laboratory and externship. The student may be required to take a Leave of Absence until given a full medical release by their physician.

### **HOUSING**

A.C.I. Career College, Inc. does not provide dormitory facilities nor holds dormitory facilities under it's control. All programs offered at the institution are non-residential. A.C.I. Career College, Inc. holds no responsibility for locating or assisting students with locating housing. The

institution is settled in the center of Modesto, California where rental properties are plentiful. Average rental rates will vary according to property size, location and availability and will range between \$450.00 and \$1200.00 monthly.

## **HISTORY**

A.C.I. Career College, Inc. was founded in 2006 by Patricia Cochran, who has been in the field of educating vocational students. Ms. Cochran's family has over 56 years of family owned vocational education colleges and received her teaching credential through the University of California, Berkeley extension course. She has always been progressive in the educational approach and definitely a real people person. Ms. Cochran was one of the original founders, board member, and Secretary of the California Student School Association and worked tirelessly toward passage of the Pre-Application Law. She is also an Information Specialist for the Board of Barbering and Cosmetology, Department of Consumer Affairs. In addition, Ms. Cochran was a trained volunteer for the Haven of Modesto and continues to donate toward other nonprofit associations in Stanislaus County, namely the Salvation Army, Sierra Vista, and National Missing and Exploited Children Foundation.

We strongly encourage our students to continue the community involvement throughout their professional career.

## **LOCATION**

A.C.I. Career College, Inc. is located at 2412 McHenry Avenue, just North of Briggsmore Avenue. The college is located on all major bus routes. Ample parking is available in nearby parking lots, for students, faculty and visitors.

## **MEMBERSHIPS- AFFILIATIONS APPROVALS**

California Department of Vocational Rehabilitation - not yet approved at time of printing  
National Healthcareer Association - approved National Testing Site  
Stanislaus County Job Training, One Stop Center  
U.S. Veterans - not yet approved at time of printing

## **MISSION STATEMENT**

The college provides career training in allied health careers and related fields. The Institution graduates students with the skills needed to secure entry level employment.

A.C.I. Career College, Inc. has no pending petition in bankruptcy, has not filed a petition within the preceding (5) years nor 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 Cod (11 U.S.C. Sec. 1101 et seq.). 94909(a)(12)

## **STANDARDS OF PERFORMANCE: POLICIES AND PROCEDURES**

**Student Standard of Performance Statement:**

As a student of A.C.I. Career College, Inc., I will declare myself to secure my success and assure the prosperity of my industry. This formula starts with me projecting a positive mental attitude in efforts to achieve a cooperative atmosphere. My productive environment will consist of: honesty, respect, integrity, fairness, responsibility, accountability, and effective communication through people skills, professionalism and the incessant desire for continual knowledge. With these attributes, I will come to understand the value of teamwork and the importance of customer satisfaction. Once these qualities are developed and practiced, I will have set forth on my mission to become a true professional.

A.C.I. Career College, Inc. is founded on certain Standards of Performance. The following standards indicate how you can function according to the specific policies and procedures of the school. Your adherence to these policies directly affects the consistency and continuity of the image of A.C.I. Career College, Inc. and your presence in the marketplace. These guidelines by no means intend to stifle your productivity. On the contrary, the Personal Standard's of Performance statements and guidelines form a framework from which you can build on your success.

The Standards of Performance, Policies and Procedures contained herein are by no means complete. However, they are the foundation of some of the most successful businesses in the United States today.

**TIME SCHEDULE AND SCHOOL HOURS**

The college is open five days a week, Monday through Friday.

Monday - Friday: 8:00 a.m. to 5:00 p.m.

- See supplement for school schedules
- It is your responsibility to arrive at school on time and remain in school according to your contracted schedule. If this is not the case, you must contact the school to report your tardiness or absence before you are scheduled to arrive.
- Should you find it necessary to change your schedule, please complete the schedule change form, available in the administrative office. A fee of \$100 must be paid at the time of the request. A schedule change may be allowed for one of the following reasons; job related, child care, and hardship. Written documentation of outside work hours, childcare changes or concerns, and hardship must be submitted with the schedule change form. A change is only allowed once. Students on warning, probation or who have grades or attendance in question are not eligible.

**EARLY DISMISSAL**

All personal/business appointments should be handled on your time off. Should you find it necessary to leave school early, you must advise your instructor.

## **DRESS CODE AND APPEARANCE**

All students are required to arrive at school or at the assigned externship location each day meeting the dress code in its entirety. The personal appearance of our students reflects our school image and visually states what the school represents.

This means that when you are communicating to others, the client receives over half of their impressions of you from what they can see, not what they can hear. If your goal is to be successful, then it is apparent that you must take every advantage. The following dress policy will help you in reaching your goal.

For all students an issued white A.C.I polo and black scrub bottoms. No other writing or logos are allowed on any shirt. Shirts cannot expose armpits, shoulders, bellies, belly button, backs, midriff, bras or chest areas. See through shirts, sheer shirts, tank tops, halter tops, half shirts or cut off tops are not allowed.

For all students, pants must be full length and have hemmed edges. Pants cannot be torn, frayed, or excessively baggy, have any holes or expose any undergarment or midriff area.

Sweat pants, leggings, Capri's, shorts or jeans are not allowed. Pants cannot be rolled down at the waist to expose the midriff area.

Students must adhere to A.C.I. dress code at all times. Any student that isn't dressed properly WILL be sent home to change into appropriate clothing and may return to the campus when they are in the allowable dress. The decision as to whether the student's dress is inappropriate is at the discretion of the college staff. We don't want to send anyone home, but the dress code will be strictly enforced for your safety and well being. Students will not earn any points while they are sent home to change clothing for any reason.

*\* No deviation from an approved school logo allowed*

- ABSOLUTELY NO JEANS MAY BE WORN.**
- PANTS MUST BE HEMMED AND FULL LENGTH.**
- NO BACKLESS SHIRTS MAY BE WORN.**
- MIDRIFFS MUST NOT BE EXPOSED.**
- NO EXPOSED UNDERWEAR.**
- NO SEE THROUGH SLACKS OR SHIRTS**
- NO COTTON SWEATS APPAREL, THERMALS, LEGGING, GYM OR SPORTSWEAR MAY BE WORN.**
- IF AT ANY TIME A UNIFORM, SMOCK, APRON, SWEATER OR SHOES BECOME STAINED OR SOILED THEY MUST BE REPLACED WITH CLEAN UNSOILED ITEMS.**
- NO SANDALS OR FLIP FLOPS ARE ALLOWED.**

A. Any tattoo / body markings deemed profane, obscene, violent, or gang related (language, gesture, symbolic, or artwork) must be covered.

- B. Earrings can be worn in the ears only and in moderation. Body piercing jewelry or accessories of the nose, eyebrows, lips and mouth are not allowed. Tongue barbells or rings are not allowed to be worn during school hours.
- C. Head cover/hats, bandanas, or gear of any kind are not permitted. Hair ornamentation (i.e., flowers, chopsticks, clippies, etc. must not cover more than 25% of hair.) The school reserves the right to classify what is and is not hair ornamentation.
- D. Closed toed and closed heel shoes are required. No accent colors or logo allowed on shoes or soles. Cushioned, supportive shoes with non skid soles, such as nurses' shoes, are preferable.
- E. Make up must be applied and hair styled prior to coming to class and done in a manner that represents the career you have chosen as future professionals.
- F. All students are required to be in uniform to receive points. No early changing into street clothes is allowed.
- G. Students should have nails trimmed back not to exceed the top of the finger. No artificial nails (including acrylic, tips and wraps) are allowed. No nail polish or decorations are allowed.

*The school reserves the right to enforce this policy.*

#### **COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY**

All electronic devices such as cell phones and beepers must be kept off during class hours so as not to cause disruption to the class. No photos, text messaging or recording is allowed. No person will be allowed to listen to personal electronic devices such as a disc-man, go video, etc. Absolutely no camera phones are allowed to be turned on while inside the campus buildings, due to strict privacy laws. Should a student's phone be discovered to be on in the classroom, it shall be confiscated until class is over.

Students will be dismissed from class when using a cell phone. The only location a student may use a cell phone (even when out of class) is outside the building in the back area or parking lot, not the front of the college.

Computer equipment, email accounts, facsimile equipment, internet access, and instant messaging (if provided) are provided to students at A.C.I. Career College, Inc. for educational activities only.

Downloading, viewing, distributing, or sending pornographic or obscene materials are prohibited. This includes book marking any such web sites, or opening any such email, fax, or voice mail messages. Any communications by students via email, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening is prohibited. This content includes, but is not limited to; sexual comments or images, racial slurs, gender specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Non-Discrimination section in this catalog. Students should not expect computer files, email, voice mail or internet book

marks to be either confidential or private. Therefore, students should have no expectation of privacy whatsoever related to their use of these systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer generated correspondence, the contents of all computer hard drives on the college premises, as well as saved voice mail messages, are the sole property of the college, may be considered business records and could be used in administrative, judicial, or other proceedings.

The college licenses software to support its educational processes. Students are not permitted to copy, remove, or install software.

By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the college's right to conduct such monitoring. The equipment is intended for educational purposes only, and any other use by students may result in discipline up to and including permanent dismissal from the college.

### **SANITATION**

It is everyone's responsibility to keep our working and training place clean.

It is important for every student to assume responsibility for their own area and use a common sense approach. It's not fair to other students to clean up after another student. We must all work together as a team to create a positive environment conducive to learning.

### **HOUSEKEEPING**

- A) A clean work area makes for a pleasant and safe place to work.
- B) Students are not allowed to eat or drink in classrooms. The only exception is drinking water.
- C) Employees and students are asked to help keep their surroundings as neat and orderly as possible.
- D) Trash receptacles are located throughout the building. Please place all litter from lunch to scrap materials etc. in these receptacles.
- E) Be health, safety, and fire prevention conscious.

Rigid adherence to the rules of sanitation, sterilization and personal hygiene is required at all times. This directly affects the professionalism, continuity, and image of you and the school in the marketplace.

### **STUDENT HEALTH AND SAFETY**

Your health and safety are important to A.C.I. Career College, Inc. All requirements must be adhered to and the following are to be noted and/or followed by all students.

- A) All accidents or injuries must be reported on the incident form which is located in the teacher's office.
- B) Common sense is the most important safety rule of all. Please use it at all times

- C) Horseplay in work areas will not be tolerated.
- D) Take all necessary precautions to maintain a safe environment.

## **FIRE**

In case of a fire, your responsibility is to protect yourself by leaving the building in a calm, orderly manner. The emergency Evacuation Route is posted near all exit doors. Know the evacuation route, and know where fire extinguishers are located throughout the building.

## **WHAT TO DO WHEN YOU HAVE A PROBLEM /CHAIN OF COMMAND**

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

- Step 1 Communicate with the appropriate instructor or staff member. If the problem cannot be resolved:
- Step 2 Request an appointment and communicate with the Student Affairs Representative where all parties involved will be present for mediation.
- Step 3 Should the problem continue to be unresolved, it may need to be referred to the School Director for an investigation and resolution.
- Step 4 Unresolved concerns may be appealed to the Review Committee in writing. To appear at the Review Committee, make an appointment through the Program Director, Student Affairs Representative, or School Director. The review committee has the responsibility for reaching a decision that is in balance with the best interests of both the student and the college.
- Step 5 If the problem or grievance cannot be resolved after exhausting the formal grievance procedure, students may contact the : **The Bureau for Private Post Secondary Education**, 2535 Capitol Oaks Drive, Ste 400, Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798-0818

*See grievance procedures for additional information.*

## **COUNSELING PROCEDURES / DISCIPLINARY PROCESS**

When a student needs to be counseled for disciplinary problems, A.C.I. Career College, Inc. implements the positive approach, known as a WIN/WIN AGREEMENT. This agreement entails the action in question, desired results, resources, guidelines, accountability and consequences (results of action, positive or negative). In conjunction with the WIN/WIN AGREEMENT, the following four step procedures are entailed.

- STEP 1 **Written warning**
- STEP 2 **Student is sent home.** A student is ineligible to participate in an extern program or advanced classes/workshops from thirty calendar days from date of placement into step two.
- STEP 3 **Three day suspension.** A student is ineligible to participate in an extern program or advanced classes/workshops for thirty calendar days from date of placement into step three.

**STEP 4 Termination.** Student may be escorted out of facility by a staff member or security officer. A student may appeal with a letter. (See appeal procedures) If appeal for continuation granted, a student is permanently ineligible to participate in an extern program or any special workshops.

\* A.C.I. Career College, Inc. reserves the right to advance a student through the step process with/without a letter of appeal and should the condition warrant it, to remove the student immediately from the college.

\*\* A.C.I. Career College, Inc. reserves the right to bypass the step procedure if a student is involved in an unlawful act.

### **INTERVENTION**

When a student is not maintaining satisfactory progress, grades, or displays a behavior that is not conducive to the philosophy of the A.C.I. Career College, Inc. and/or the industry, they will be counseled by staff personnel. Upon conclusion of the Intervention, appropriate steps will be outlined for the student's continuation of their education.

### **ETHICS**

At A.C.I. Career College, Inc., we place a high value on the integrity and good judgment of every individual associated with the school. Any deviation from high ethical standards can bring discredit not only to the school, but to the industry as a whole. We expect every student to exercise discretion and professionalism at all times. Clients, staff members, and fellow students must be treated with respect and courtesy. Please keep the schools best interest in mind at all times. Conversation topics should be limited to professional subjects and not include: religion, politics, sex, or personal problems.

The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes any type of discord. Respect must be shown at all times toward peers, customers, and staff.

### **COMPLIANCE**

Students must comply with all instructions, directives, and orders given by the school personnel relative to school activities. Also, students must comply with the school's Standards of Performance, Policies and Procedures, and State Rules and Regulations.

### **VISITORS**

All visitors must remain in college waiting area. No visitors are permitted in the classroom unless approved by the instructor. Student personal phone calls will not be accepted by the receptionist, except in an emergency.

### **TELEPHONE CALLS**

Messages will be taken for incoming calls in emergencies only. Calls will be screened to determine if it is an emergency and only on emergency calls will messages be taken or

delivered to the student. An emergency is defined as a spouse, child, sibling; parent is extremely ill or has been in an accident requiring emergency medical treatment.

School phones may not be used for personal calls. Uses of personal cell phones and/or camera phones are allowed only during students' breaks; in the permitted area only. None of these devices may be used in the building, or in front of the building. Using a personal cell phone during class will be cause for the teacher to confiscate the cell phone until class is over.

### **SMOKING**

No smoking is allowed in the school. Smoking is only allowed in the smoking area, and at least 20 feet from any entrance.

### **MEDICATION**

All students must inform the instructional staff of all medication ingested during business hours. This includes prescription medication.

### **LEARNING DISABILITIES**

If you have any known learning disabilities, please notify the Director of Education or your instructor. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. This will help ensure that you may receive proper attention to complete your course.

### **UNDER THE INFLUENCE**

Any student who possesses or who is determined to be under the influence of alcohol or drugs while at school will be subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours.

### **WEAPONS**

Any student who possesses or uses a weapon while at school will be subject to termination.

### **PARKING**

Students are to park in the student parking lot and designated area(s) assigned by the school.

### **STUDENT SUPPLIES AND MATERIALS**

Most tools and materials are provided in the kits through A.C.I. as part of the tuition. There may be some items your teacher requires for a class or a project that are not included in the pre-packed kit. Usually there is ample time to plan for the purchase of those extra items.

### **EQUIPMENT AND BELONGINGS**

Each student is responsible for their personal belongings and materials. Any bags along with the student kit are subject to 'on the spot' inspection.

## **PERFORMANCE EVALUATION AND GRADES**

Each student will be evaluated equally according to a standard set of criteria. Evaluations will be held in private. Criteria for evaluation consist of: attendance, conduct, applied effort, academic performance and knowledge of lecture and laboratory subjects.

## **TESTING POLICIES**

At the end of each module, a final exam will be given.

1. The student must arrive on time and be prepared to participate according to the class schedule.
2. If the student is late or misses a test, the student may retake at a later scheduled time as per item 3 of testing policy.
3. Make up Tests for missed or failed Tests - \$60 fee
  - A. A failed or missed exam must be made up at a scheduled make up time after paying the \$60 fee. The college will notify the student of the make up date and time.

***No electronic dictionaries, devices or cell phones will be allowed in class during any test.***

## **SATISFACTORY PROGRESS POLICY**

See the explanation under Satisfactory Academic Progress Standards

## **UNSATISFACTORY PROGRESS**

All students who fail to maintain satisfactory progress will be subject to the following restrictions.

- A. A student will be on warning if at the first evaluation point they fail to maintain satisfactory progress, and will be eligible for financial aid Title IV funding and Veterans benefits.
- B. Academic probation. The probationary period will be the second consecutive evaluation point in which the student failed to maintain satisfactory progress. During this time the student can bring up grades and/or attendance, and will be eligible for Title IV Federal Financial Aid and/or Veterans benefits.
- C. A student who fails to make satisfactory progress at the third consecutive evaluation point, after being on probation will not be eligible for Title IV Federal Financial Aid and/or Veterans benefits.
- D. A student is only allowed to be on probation a maximum of two consecutive mods.

## **EXTERN REQUIREMENTS**

In particular phases of study, some programs include an externship, clinical, or fieldwork experience that is typically without compensation. If compensation is prohibited by accreditation standards, the externship, clinical, or fieldwork will be non-compensated. Although students are supervised by professionals at their externship, clinical, or fieldwork site, they must continue to maintain contact with the college Externship Office on a regular basis. When the college is unable to schedule students into the required externship, clinical, or fieldwork, there could be a

delay between the end of the classes and the beginning of the externship, clinical, or fieldwork. In this case, The School Director or Program Director may grant, on a limited basis, an administrative leave of absence. At the discretion of the college, the externship, clinical, or fieldwork experience may be secured outside the general residential area, possibly requiring relocation and additional costs to the student.

Students must meet the following requirements to participate in A.C.I. Career College, Inc. extern program.

- A. Must have demonstrated positive conduct and interpersonal relations with school clients and fellow students.
- B. Passed all required prerequisite courses as indicated in the catalog.
- C. No failing "F" grades for any courses within the student's academic record not satisfactorily repeated.
- D. No incomplete "I" grades for any courses within the student's academic record.
- E. The student is not allowed to exceed their regularly scheduled times while at the externship site. E.g., you are scheduled to attend 4 clock hours daily, you may not exceed twenty clock hours a week unless you have accelerated your schedule to 8 clock hours for the remainder of your education.
- F. If a student fails to conduct themselves in a professional manner while an extern, the student will no longer be eligible to participate in the program.
- G. Students must return the evaluation form from the externship site on the next school day following the end of the extern contract or no credit will be given.
- H. Be current on their contract and/or financing to the college.

### **EXTERN REQUIREMENTS FOR PHLEBOTOMY STUDENTS**

In addition to the externship requirements listed previously, all phlebotomy students of A.C.I. Career College must adhere to the following requirements. A list of required vaccinations may be requested from the Admissions office if needed.

- A. 2 Transcripts from High School Graduated from (1 sealed, 1 unsealed)
- B. TB results dated in the last 12 months
- C. Hep series of 3 shots within 30 days of contract
- D. (2) passport sized photos
- E. Proof of Rubella and Rubeola immunity
- F. Varicella immunity

### **ADVANCED TRAINING CLASSES AND WORKSHOPS**

Periodically, A.C.I. Career College, Inc. will offer special, advanced training classes to our students. These include hands on classes instructed by representatives with advanced technical training delivered at A.C.I. Career College, Inc. The process for selecting which students can participate is as follows:

1. A sign up sheet for the class or workshop will be posted on the Student Notice Board. A deadline for signing up will be given on the notice.

2. Once the sign up date has elapsed, participants for the class will be selected according to the following criteria.
  - a. Total number of students allowed in class is determined by person conducting the workshop.
  - b. Students must be making satisfactory progress. If a student is on Academic Probation, the student must achieve a minimum 70% attendance level thirty days prior to the class.
  - c. Students that have met all of the above criteria will be selected according the best attendance in the previous 30 days.

### **FAILURE TO COMPLETE COURSE AT CONTRACT ENDING DATE**

Should a student fail to complete the modules within the contract ending date, all student training will be stopped until all money for training/completion of modules are paid to the college.

### **TERMINATION OF ENROLLMENT REFUND POLICY**

For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized.

- A. All books and materials charged through the college are due immediately.
- B. Tuition rates are based on the amount of weeks you have accumulated minus the registration fee charged.

### **PERSONAL DATA CHANGE**

Students will keep the school informed of any change in telephone number, address, name change, email change or emergency numbers. A form for changes is available at the reception area.

### **NO VERBAL AGREEMENTS**

There are no verbal agreements made between students' and their teachers or office personnel. Only agreements made, signed and executed by the college and the student will be valid.

### **STARTING CLASS SCHEDULES FOR 2011-2010**

A typical student will attend classes in the morning 8:00 a.m. to 12:00 p.m. or afternoon 1:00 p.m. to 5:00 p.m. Monday through Friday. Evening classes are 6:00 p.m. to 11:00 p.m. Monday through Thursday. Classes are based on standard educational hour of fifty (50) minutes.

*ALL SCHEDULED DATES MAY BE SUBJECT TO CHANGE*

### **STATEMENT OF NON DISCRIMINATION**

The college encourages diversity and welcomes applications from all minority groups. A.C.I. Career College, Inc. does not discriminate on the basis of race, area of origin or residence, color, ethnic origin, religion, sex, sexual orientation, marital status, veteran status, handicap, non-disqualifying disability, financial status, age, in its admissions, recruitment, instruction, graduation, or in its implementation of its policies, procedures, externship, or placement policies.

### **SCHOOL POLICY ON THE HANDICAPPED**

A.C.I. Career College, Inc. complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their disability. A.C.I. Career College, Inc. admits those impeded individuals whose disabilities would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation.

### **SCHOOL POLICY ON REHABILITATION SERVICES**

In order for A.C.I. Career College, Inc. to offer a quality educational program, and for the student to be successful in their career choice, we find it necessary to develop a strong relationship with the rehabilitation counselor. It is necessary for A.C.I. Career College, Inc. to obtain the history of the applicant in order to fulfill our objective. Therefore, it is our policy for the applicant to sign a waiver releasing such information from the rehabilitation agency to A.C.I. Career College, Inc.

### **SCHOOL POLICY ON SEXUAL HARASSMENT**

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list.

- A. Unwanted sexual advances.
- B. Offering benefits in exchange for sexual favors.
- C. Visual conduct; Leering, making sexual gestures, display of sexually suggestive objects, pictures, cartoons or posters.
- D. Verbal conduct; making or using derogatory comments, slurs or jokes.
- E. Verbal sexual advances or propositions.
- F. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations.
- G. Physical conduct; touching, assault, impeding or blocking movement.

The owners and management of A.C.I. Career College, Inc. strongly disapprove of any and all forms of sexual harassment. Anyone who has been sexually harassed should notify the Director in writing within 48 hours of the offense. An investigation will be made into the allegations. Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation. The policy is available in the college business office. A.C.I. Career College, Inc. will take all reasonable steps necessary to prevent harassment from occurring.

## **STUDENT SERVICES**

## **STUDENT BENEFITS**

Students maintaining satisfactory progress may receive the following benefits:

- 1) In house discounts of 20% on retail products at A.C.I. Career College.
- 2) Participation in special school promotional events outside the college.

## **CAREER ADVISING**

Students are advised and counseled individually by their teachers, and as often as necessary. Advising takes place as part of the satisfactory progress review at the end of each module. A student may request an additional advising period at any time. Often the college is in a position to help a student with a personal or business problem and referrals to resources within the community are made. We will be happy to discuss any concerns you may have by appointment. Students are encouraged to come to us with problems or questions which may affect their performance in college. Advice on course selection and vocational goals are provided to all students before enrolling in college, and at any subsequent time. Should your problem arise in the following areas, seek out the appropriate person or department.

Conflict with a student or staff member	Instructor
Curriculum	Director of Education
Personal Finances	Financial Aid Department
Student ideas to improve college	Advisory Committee

## **DRUG ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff, and teachers. Any individual associated with A.C.I. Career College, Inc. who is seeking information, counseling, or assistance concerning Drug Abuse prevention may call the following agency.

**Drug Treatment Center 24 Hour Help Line 800-711-6375**

## **DRUG AND ALCOHOL FREE CAMPUS POLICY**

In compliance with The Drug-Free Workplace Act of 1988 (Public law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public law 101-266), the college participates in the US Department of Education Drug Free Schools Program. Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment.

## **JOB PLACEMENT**

Job placement assistance is provided to graduates and students at no additional charge. The college does not guarantee employment or use the placement data as an incentive to entice prospective students to enroll. Our primary goal is to provide specialized training which will prepare our graduates for employment upon certification with National Healthcareer Association.

Classes are given during the certification preparation time to students on how to write resumes, techniques for interviews, applying for jobs, and how to secure interviews. The placement staff

member works with graduate students and employers to provide graduates with an opportunity to secure interviews and become gainfully employed. Students are encouraged to discuss their employment needs with their instructor or an administrative staff person.

## **ACADEMIC REGULATIONS**

### **ATTENDANCE AND TARDY POLICY**

The college emphasizes the need for all students to attend classes on a regular and consistent basis in order to develop the skills and attitudes necessary to compete in the highly competitive labor market. Since much of each program is conducted in a hands-on environment, attendance and arriving on time is critical to proper employment skills.

The specific requirements for attendance are:

1. Students who are absent from college 45 (forty five) consecutive calendar days (excluding college holidays and breaks) will be dismissed from the program. If students start a course late, time missed becomes part of the 45 (forty five) consecutive calendar days.
2. Students dismissed due to lack of attendance may be readmitted only at the discretion of the Director, and no sooner than the beginning of the next grading period.
3. Students may appeal to the Director if they feel an error has been made in their attendance calculation.

Students who are not in attendance at least 50% of any scheduled class will be considered absent for that class.

Students arriving late to a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion.

If for any reason the school is closed unexpectedly for extenuating circumstances, students will be notified by phone, or email, and if the staff is unable to reach students by phone or email a notice will be posted on the college front door.

### **ATTENDANCE AND TARDY POLICY FOR PHLEBOTOMY STUDENTS AS REQUIRED BY THE STATE OF CALIFORNIA**

In addition to the policy listed prior, phlebotomy students will not receive a Phlebotomy Certificate from A.C.I. Career College, Inc. for any tardy of one minute or more, or any absence or any early departure of one minute or more from the California state required 20 hours basic phlebotomy didactic instruction and 20 hours advanced phlebotomy didactic instruction and 40 hours of practical externship hours which requires 50 venipuncture and 10 skin punctures. No makeup by home or book study. Only make up is in another session on the same topic. Certificate is not final dated with the others. Final certificate date reflects all didactic and

practical externship dates. Externship includes watching minimum of two arterial draws to receive certificate.

### **SCHOOL RULES AND REGULATIONS**

PROFESSIONAL CONDUCT is the only level of conduct we expect from our students. A professional doesn't arrive 15 minutes late. Students treat staff, instructors, and fellow students with courtesy and awareness. A student constantly takes the time to follow standards of good grooming and proper sanitation.

The following rules are important. If you do not comply, you may be warned, suspended or terminated from school.

#### **WARNINGS WILL BE ISSUED FOR THE FOLLOWING:**

- All students are required to be in class on time.
- No student will be permitted to leave unless signed out by the Instructor in charge.
- Students are required to attend school according to their contracted schedule.
- For sanitary reasons, no chewing gum on campus.
- All absences must be phoned in on the day of the absence 30 minutes BEFORE class starts.
- Any other absences must be approved two weeks in advance in writing. Absence forms are available from the instructor and must be turned in to the instructor.
- Should a student find it necessary to be out of school for longer than one week, a Leave of Absence should be requested in writing. Only one Leave of Absence can be requested during the program for a maximum of sixty days.
- All students are expected to be neat when arriving at school, this means hair combed, shoes cleaned, and in a clean uniform. For the women, their make-up on and the men, clean shaven or beard trimmed.
- Break rooms and bathrooms must be kept clean at all times.
- We recommend that you mark all of your equipment and personal belongings with your name or initials. The school cannot be responsible if your property is stolen.
- Students must have approved equipment and textbooks with them at all times.
- Do not ask another student how to do a procedure, ask the Instructor.
- All parking in designated student parking areas ONLY.
- Uniform of school must be neat and clean every day.
- Uniform of school - follow uniform policy.
- Student visitors are required to check in with receptionist and are to remain in reception area ONLY.
- No phone calls can be made or received during school hours except in case of an emergency.
- Cell phones and pagers are to be placed on vibrate ONLY and put in backpack or purse.
- Outgoing or incoming cell calls can only be placed during lunch, off campus or in break area ONLY.
- Breaks are ten (10) minutes for every four hours.

- Food and drinks are allowed in the break area ONLY. State sanitary laws do not allow either food or drinks in the classrooms.
- A grade of 70% or better on the final exam is required for a diploma.

**WARNING POLICY**

A warning is given to a student verbally or in writing for breaking any rule.

SUSPENSIONS will occur for the following if a student:

- Has repeated warnings
- Displays a poor attitude or rudeness
- Leaves school without permission
- Uses profane language or displays bad behavior
- Smokes on the premises and not in an allowed smoking area
- Argues with a student or staff member
- Being in direct violation of a teacher's direction
- Does not pay tuition and is delinquent

SUSPENSION POLICY. A minor infraction will result in a suspension of as little as an hour and up to two weeks.

**TERMINATION POLICY.**

Students are dismissed for major violations as listed below, but are not limited to those listed.

TERMINATIONS can occur if:

- A student is caught cheating, lying or stealing
- A student is under the influence of alcoholic beverages, illegal and controlled substances
- A student fails to make satisfactory progress
- A student sexually or verbally harasses another person
- Payment of tuition is delinquent for two months
- A student is guilty of willful destruction of school property

*The school reserves the right to make any changes in the rules and regulations at any time.*

**GRADING SYSTEM**

Students are evaluated on a regular basis on lecture, laboratory and extern work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation reports are issued to the students at evaluation points. This evaluation form reflects the overall attendance and academic progress of each student. The grading system detailed below is the system utilized by the college for lecture, laboratory, and externship work.

Grading Symbol	Quality of Points	Percentage Range	Points Earned

Grading Symbol	Quality of Points	Percentage Range	Points Earned
A	Superior Attainment of Course Objectives	100 - 95%	4.0
A-	Excellent attainment of course objectives	94 - 90%	3.7
B+	Very Good Attainment of Course Objectives	89 - 86%	3.3
B			
B-			
C+			
C	Acceptable attainment of course objectives	79 - 70 %	2
C-			
D+			
D	Poor attainment of course objectives	69 - 60 %	1
F	Not attaining course objectives	Below 59 %	0
I	Incomplete	This grade will not affect a student's CGPA until a final grade is assigned. Students receiving an incomplete in a course must complete the course requirements by a deadline determined by program policy not to exceed one grading period. If students do not complete required	No credits earned

Grading Symbol	Quality of Points	Percentage Range	Points Earned
		class work, assignments, and tests within the extension period, they will receive a grade of "O" for the incomplete work. The "O" will be averaged with the student's other grades to determine the final grade for the course.	
R	Repeated Course	This indicates a course that has been repeated. An "R" grade is not calculated into the CGPA; however, hours attempted count toward the 150% maximum time frame.	0
P	Pass	Does not affect the CGPA	No credit
S	Satisfactory	Does not affect the CGPA	No credit
U	Unsatisfactory	Does not affect the CGPA	No credit
W	Withdrawal	Occurs if students withdraws during the first 25% of the term with no impact on the CGPA	No credit
WF	Withdrawal Failing	Student withdrew more than 25% into the term and was failing the course at the time of	0

Grading Symbol	Quality of Points	Percentage Range	Points Earned
		withdrawal. The hours attempted are added in with zero quality points earned. The "WF" affects the CGPA the same way as an actual grade of "F"	
WP	Withdrawal Passing	Student withdrew more than 25% into the term and was passing the course (or in a non-failing status) at the time of withdrawal. "WP" does not affect the CGPA	No credit

### HONORS AND AWARDS

A.C.I. Career College, Inc. honors outstanding students as follows:

Honor Roll Certificate Students with a grade point average of 3.7 or above in each class of the module will receive an honor roll certificate at the end of each module.

Honor Roll Award Students with a grade point average of 3.7 or above in their program will be honored at graduation with a golden award.

Deans List Award Students who maintain a CGPA of 94% or better a quarter and has satisfactory attendance will be placed on the Dean's List. A certificate is presented to the student.

Outstanding Externship Award Students with a grade point average of 3.7 or above on their externship evaluation will receive an outstanding externship award at graduation.

Perfect Attendance Certificate Students with perfect attendance for the module will receive a perfect attendance certificate at the end of each module.

### GRADUATION DOCUMENTATION

When a student has completed the required semester credit hours, lecture hours, externship and laboratory assignments with a CGPA (Cumulative Grade Point Average) of 2.0 or better, met with the financial aid office, paid all financial obligations to the college or made satisfactory

arrangements to pay the college , the student is awarded a diploma certifying a student's graduation.

## **CERTIFICATION EXAMINATION/ LICENSING &/OR REGISTRATION APPLICATION**

### **NATIONAL CERTIFICATION**

The college is a national testing facility for the certification of your course, except for Therapeutic Massage, and Medical-Dental Receptionist. National Healthcare Association Certification exam will be given on site at A.C.I. Career College, Inc. The National Healthcare Association (N.H.A.) Certification examination will be given online. You must pass with a 70% or better to get your certification from N.H.A. If you do not pass, the following will occur:

1. The first re-test will be given at an additional cost of \$52.50 for Health Information Specialists, Medical-Dental Administrative Assistant, Pharmacy Technician, and \$74.50 for Medical Clinical Assistants.
2. Phlebotomy students will retest by contacting one of the following facilities if, in the event, they do not pass the test provided by A.C.I. Career College:

#### **Phlebotomy Examinations Approved for State Certification Purposes**

<b>Certification Agency Contact Information</b>	<b>Date Approved/ Effective</b>
<b>American Certification Agency (ACA)</b> P.O. Box 58 Osceola, IN 46561 (574) 277-4538 <a href="mailto:info@acacert.com">info@acacert.com</a> Shirley Evans Carole Mullins	July 30, 2003
<b>American Medical Technologists (AMT)</b> 710 Higgins Road Park Ridge, IL 60068 (800) 275-1268 (847) 823-5169 <a href="mailto:mail@amt1.com">mail@amt1.com</a> Geri Mulcahy Chris Damon	April 22, 2003
<b>American Society of Clinical Pathologists (ASCP)</b> 2100 W. Harrison St Chicago, IL 60612 (312) 738-1336 <a href="mailto:bor@ascp.org">bor@ascp.org</a>	June 10, 2003

Geraldine Piskorski	
<b>National Center for Competency Testing (NCCT/MMCI)</b> 7007 College Blvd, Suite 250 Overland Park, KS 66211 (800) 875-4404 <a href="mailto:cindy@ncctinc.com">cindy@ncctinc.com</a> Kay Bertrand Nancy Graham	February 6, 2003
<b>National Credentialing Agency for Clinical Laboratory Personnel (NCA)</b> P.O. Box 15945-289 Lenexa, KS 66285-5945 (913) 438-5110 <a href="mailto:nca-info@goamp.com">nca-info@goamp.com</a> Sheila O'Neal Kathy Hansen	February 4, 2005
<b>National Healthcareer Association (NHA)</b> 134 Evergreen Place, 9 <sup>th</sup> Floor East Orange, NJ 07018 (800) 499-9092 <a href="mailto:info@nhanow.com">info@nhanow.com</a> Ruth Glickman Jon S. Brandt	February 4, 2005

- 3 All other courses, if you do not pass the test with 70% or greater you will be required to take a refresher class of 200 credit hours. The amount you will be charged for the refresher class will be charged at the prevailing course cost when you take the refresher course. Upon completion of the refresher class, you will meet National Healthcare Association Certification requirements to test the third time.
4. Take the third test at an additional cost of \$105 for Health Information Specialists; Medical-Dental Administrative Assistant; Pharmacy Technician; and \$149 for Medical Clinical Assistants.

Medical Clinical Assistants, Pharmacy Technicians, & Phlebotomists also apply for State Licensing. For those courses requiring State Licenses in addition to Certification, the college will assist the graduate in the application process. The graduate will be required to pay the current licensing fee at the time of the application.

*Please Note: Persons who have been convicted of Felonies will be denied National Healthcare Association certification.*

**PHARMACY TECHNICIAN'S APPLICATION FOR REGISTRATION**, Application submitted to:  
DEPARTMENT OF CONSUMER AFFAIRS

California State Board of Pharmacy  
1625 N. Market Blvd, Suite N219, Sacramento, CA 95834  
Phone (916) 574-7900 ARNOLD SCHWARZENEGGER, GOVERNOR  
Fax (916) 574-8618  
www.pharmacy.ca.gov

Along with the following:

1. FEES: A check or money made payable to the **Board of Pharmacy** for the appropriate amount as stated on their website at <http://www.pharmacy.ca.gov/>. Once fee is submitted it is non-refundable.
2. APPLICATION A pharmacy technician application (17A-5). The application must be completed in its entirety with all questions answered. Failure to do so will delay processing and may result in the application being returned without processing. A 2" x 2" photo must be taped to the front of the application.
3. QUALIFYING METHOD SUBSTANTIATION: The **Affidavit of Completion of Coursework or Graduation** portion of the application must be completed by the university, college, school or course provider.
4. FINGERPRINT SUBMISSION: A copy of **Request for Live Scan Service Form** verifying that your fingerprints have been scanned and all applicable fees paid technician application is submitted to the board regardless of any prior fingerprint submission for other applications with the board.

### **PHLEBOTOMY TECHNICIAN FOR CALIFORNIA CERTIFICATION (CPT-1)**

1. Complete CPT application online at [www.dhs.ca.gov/lfs](http://www.dhs.ca.gov/lfs)

### **SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS:**

Satisfactory academic progress standards apply to all students at the college.

#### Maximum Time Frame

All students must complete their program in a period not exceeding 1.5 times the normal length of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours, (1.5x60). In order to graduate, a student must successfully complete 100% of the required courses and obtain a minimum CGPA of 2.0 within the 1.5 maximum time frame.

Any hours attempted, whether as a regular or extended enrollment student will apply toward the maximum time frame permitted to complete a program. This includes courses with grades of "W" "WP", "WF", "R", or "I". Remedial and ESL courses, if offered, will not affect satisfactory academic progress.

#### Required Evaluation Schedule

All students will be evaluated for satisfactory academic progress at specific periods of time. Evaluation points and requirements are outlined in the charts below.

If the evaluation points fall within a grading period, students will be evaluated at the end of that grading period.

**EVALUATION POINTS:** student compliance with the Satisfactory Academic Progress (SAP) is divided into evaluation points, which are based on **percentile of program attempted**. Students are assessed at each of the following points:

EVALUATION POINT	Minimum CGPA required	Successful Completion of Hours Attempted
* 25% of program attempted	1.0	55%
** 50% of program attempted	1.5	60%
** 100% of program attempted	2.0	67%
150% of program attempted	2.0	All required credits in the program

In addition to the evaluation points referenced in the charts, students will be evaluated at the end of the second and subsequent academic years to determine if it is possible to successfully complete the program within the maximum time frame permitted. If it is determined that it is impossible to successfully complete the program in the maximum time frame permitted, the student will be dismissed.

These standards are not affected by an administrative leave of absence. The effects of withdrawing and incompletes are defined in the Grading System section. All repeated courses, withdrawals, and incompletes are counted toward the hours attempted, and the grade received on the last repeat is used in the CGPA calculation

*Note: Minimum hours will meet the SAP evaluation periods, but will also cost the student overtime charges.*

### **ACADEMIC WARNING AND ACADEMIC PROBATION, PROBATION PENDING TERMINATION**

Academic Warning: Students who fail to meet the SAP standards at any given evaluation point will be placed on academic and/or attendance warning, during their next evaluation period. Students **remain** eligible to receive financial aid and Veterans benefits during academic warning and will be considered as making satisfactory progress during this warning period.

Academic Probation: If a student exceeds the maximum hours missed before their next scheduled evaluation period they will be accelerated to probation status. Students on warning

who fail to meet SAP by the conclusion of the evaluation period will be deemed as not maintaining satisfactory progress and will be placed on probation. A student is only allowed to be on probation a maximum of two times.

If a student fails to achieve satisfactory progress by the conclusion of the probationary period, then the student is placed on Probation pending termination.

Probation Pending Termination: A student who fails to achieve satisfactory progress after Academic warning and Academic probation will be deemed on probation pending termination. At this time, the student will not be eligible for any remaining student financial aid or Veterans benefits and may be suspended or terminated. If allowed to continue enrollment, the student must make payment arrangements with the college. For the duration of probation pending termination, the student will also lose the following privileges: externship, advanced training, in house discounts, and family discounts.

### **APPEAL PROCEDURE**

Students who are terminated after failing to achieve minimum satisfactory progress requirements may appeal this determination. The student must submit a written appeal to the Director of Education, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The Director of Education, must receive this appeal within five (5) business days of receipt termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent), the student's instructor, appeal board members, and the Director of Education. The student will be given 15 minutes to present their case for continuation of enrollment. The appeal board members will be given a maximum of thirty minutes for questions. The student will be dismissed from the proceeding. Fifteen minutes will be allowed for appeal board discussion. A written vote will be taken and counted by the facilitator. A vote will be taken, and the majority rule the decision. A decision on the student's appeal will be made within three (3) business days by the Director of Education and will be communicated to the student in writing. **This decision will be final.**

Should a student prevail the appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course.

### **COURSE INCOMPLETE**

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the college and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on Probation 1 for the first evaluation period of the new enrollment.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this college.

## **LEAVE OF ABSENCE (LOA)**

A.C.I. Career College, Inc. recognizes the need for a Leave of Absence when a personal medical emergency, an extenuating personal circumstance occurs, or when the school administration deems that the student is unable to benefit from an education due to a temporary personal or medical condition.

### **LOA CRITERIA**

1. The LOA must be completed and submitted to the Director.
2. The medical condition or extenuating personal circumstance must require the student to be absent for 5 or more consecutive days.
  - a. In the case of a medical condition, documentation must be secured from the attending physician stating the nature of the condition and the necessary recovery time.
  - b. If extenuating personal circumstance exist, please detail the condition on the LOA form and/or attach supporting documentation. A.C.I. Career College, Inc. Administration will review the request and render a decision of its validity.

*Legitimate reasons for taking a LOA include: pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary care giver; death of an immediate family member; official church mission; military duty; temporary disability; or a serious medical emergency and/or extenuating circumstances.*

A.C.I. Career College, Inc. reserves the right to amend this policy case by case. LOA's are granted for a maximum of 60 days, but may be extended with appropriate documentation. (LOA's cannot be extended beyond a total of 180 days).

One LOA per 12 months may be allowed

*An additional LOA may be granted if the reason needed falls under the Federal FMLA Act. The two LOA's combined may not exceed 180 days total.*

### **LOA PROCEDURES**

1. The student must notify the registrar by phone call or letter that the student will be requesting a Leave of Absence. The date of this notification will be the *official request date*.
2. The LOA request form, the final time card, and documentation reflecting the circumstance for the LOA must be completed and submitted to the registrar's office *within seven days of the official request date*. The return date for a Leave of Absence may be determined by A.C.I. Career College, Inc. administration.
3. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original LOA form. The student will be notified by administration if the extension is approved.

4. When returning from a Leave of Absence, the student must report to the registrar's office and complete LOA return form. If returning from a medical LOA, a doctor's release may be required.
5. Failure to return from a Leave of Absence will result in the student's involuntary withdrawal.

**If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Progress. If a student misses over 7 calendar days without an official Leave of Absence, his/her contract will be terminated.**

### **RE-ENTRY POLICY**

Any former student wanting to re-enroll must follow the admissions procedure for any new student. Applications for admissions are available at the information seminar and an appointment should be made at that time with the admissions department. There are two types of re-enrollments.

1. A student who withdrew and was making satisfactory progress at the time of withdrawing. The student records will be evaluated to place the student at the level determined by the Director and can start school depending on classroom availability. A new contract agreement will be made covering this enrollment.
2. A student who was making unsatisfactory progress and/or had poor attendance at the time of withdrawing will need to complete an application for reinstatement.
  - a. Students that have been terminated or have willfully withdrawn from our institution will not be allowed to re-enroll for six months from the last day of attendance unless the withdrawal was enforced or mandated by personal medical or family medical emergency documented with the doctor or hospital paperwork. The school reserves the right to alter its re-enrollment policy. Reinstatement consideration will be done on an individual basis and at the discretion of the school. If a student reinstatement is accepted, the student will be considered to be making SAP as of their start date.
  - b. Return completed application form with supporting documentation stating extenuating circumstances, improved attitude, etc.
  - c. This form along with the documentation provided by the applicant will be submitted at the next regular staff meeting for consideration.
  - d. The staff decision will be final. The applicant will be notified by mail if their application has been accepted or denied.

### **Course Transfer/ Experiential Credit**

1. No credits for experiential learning are transferable from another course or from Another College;
2. State and Out of State Students will not be granted credit for training from other colleges;
3. A.C.I. Career College, Inc. has NOT entered into an articulation or transfer agreement with any other college or university;

4. A.C.I. Career College, Inc. does NOT accept ATB testing in lieu of a H.S. Diploma

A.C.I. Career College, Inc. carries out their transfer practices in a manner consistent with the Council for Higher Education criteria.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at A.C.I. Career College, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Clinical Medical Assistant, Pharmacy Technician, Therapeutic Massage, Health Information Specialist, Medical/Dental Receptionist, Medical/Dental Administrative Assistant is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or certificate 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 course work at the 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 to after attending A.C.I. Career College, Inc. to determine if your credits or certificate will transfer. 94909(a)(15)

#### **EXIT PROCEDURES FOR STUDENTS COMPLETING COURSE OF STUDY**

**Two weeks before completing a course of study, an appointment must be set for the following: Graduation Requirements**

In order to graduate, students must:

1. Pass all required courses with minimum grades as defined in the catalog, and
2. Complete all required course work within the maximum time frame permitted and obtain a minimum GPA of 2.0.
3. Return all property belonging to the college, and;
4. Fulfill all financial obligations to the college prior to graduation, unless previous satisfactory arrangements have been made, and;
5. Attend Career Placement Services and Financial Aid exit interviews.

If satisfactory financial arrangements are not made, the graduation certificate will be withheld. Students are assisted in completing the necessary documents to file for the appropriate Certification Examination and Licensing if required.

#### **WITHHOLDING OF STUDENT TRANSCRIPT / GRADES/DIPLOMA**

A.C.I. Career College, Inc. will withhold the student's transcripts (completion or withdrawal papers) and grades until all financial obligations are paid in full. A certificate will only be given when students meet the following criteria:

1. Student Account Balance 0
2. In the case of a graduate, met all the graduation requirements. See graduation requirements section.

## **COURSES OF STUDY**

All courses offered by A.C.I. Career College, Inc. are conducted primarily in English. The institution does not provide an English as a second language (ESL) course.

### **HEALTH INFORMATION SPECIALIST- Maximum Capacity Unlimited**

The objective of A.C.I. Career College, Inc. Health Information Specialist course is to prepare students with technical skills, knowledge, and work habits required for entry-level work in the medical profession in the area of front medical office, concentrating on administrative procedures, with a focus on medical billing and coding, utilizing medical manager software. This is accomplished through lecture/demonstration, laboratory procedures and externship.

The Health Information Specialist is concerned with health related information and the systems used to collect, process, store, retrieve, and communicate information for the support of operations, management, and decision making within a medical facility. The specialist is qualified to work in a wide variety of health care settings, governmental agencies, and managed care organizations. As computerization of information advances, the specialist is vital to medical coding, computerized billing and patient care data analysis.

Emphasis is placed on medical terminology, medical insurance and computer applications. The program is designed for those applicants who desire a career in health services. Professional duties may include: insurance coding for professional services (ICD9 & CPT/4), computerized billing, records maintenance, monitoring accounts receivable, and basic bookkeeping concepts as well as other computerized applications.

Occupational outcomes for which the graduate may qualify include but are not limited to: Medical Insurance Coder and Biller, Bookkeeping Clerk, Collections Clerk; Medical Insurance Benefits Assistant, and Medical Insurance Claims Clerk.

A.C.I. Career College Health Information Specialist academic program is six (6) modules in length, each module consisting of six (6) weeks. In the last two modules, the student is required to complete a ten (10) week clinical externship. The program length is approximately thirty six (36) weeks in duration. Attendance for classes may be in the morning from 8:00 a.m. - 12:00 p.m. or afternoon from 1:00 p.m. - 5:00 p.m. Monday through Friday. Evening classes are 6:00 p.m. - 11:00 p.m. Monday through Thursday. Upon completion of the course and requirements, a diploma is granted.

Core Courses	Hours	Lec/Lab	Credits
Medical Law and Ethics for Health Professionals	40	40/00	2
Medical Terminology I	80	40/40	6
Computers in Healthcare	60	20/40	2
Medical Office Procedures	60	20/40	4
Medical Insurance/Coding	60	60/00	6
Advanced Medical Coding	80	40/40	6

Medical Reimbursement and Billing	40	00/40	4
Directed Clinical Practice I	40	20/20	5
Directed Clinical Practice II	60	20/40	3.5
Externship	200	00/00	6.5
Program Totals	720	260/260	45

### **Medical Law and Ethics for Health Professionals**

This course will provide the opportunity to explore basic law as it is applied to medical issues and the health care community. The student will be introduced to the concepts of medical ethics and will explore the major ethical issues currently facing health care professionals, with an emphasis on maintaining the highest legal, moral, and ethical standards in their profession.

### **Medical Terminology I**

This basic medical terminology course will provide the framework needed before advancing to a more comprehensive medical terminology course. This course will focus on 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.

### **Computers in Healthcare**

The course covers general issues concerning use of the Internet as a source of information, including the evaluation of information reliability, and of search and retrieval techniques. Students will also gain an awareness of issues of information production, distribution, organization, and use in healthcare. Participants practice specific techniques drawn from a concise model of clinician-patient communication that was developed for use with the electronic medical record.

### **Medical Office Procedures**

This is a course in advanced medical office procedures, including office management, supervision of personnel, and management of administrative and medical supplies, contract negotiating and advanced use of a medical office computer program.

### **Medical Insurance/Coding**

This course will enable the student to perform administrative functions using specific software for coding and billing. The student will enter information on a new patient, assign a chart number to a patient, enter information on an accident or illness, locate and charge information on an established patient, delete records on previous patients.

### **Advanced Medical Coding**

This course covers advanced ICD-9 coding procedures and is designed to help students meet the challenge of today's changing standards while learning and improving their coding skills.

### **Medical Reimbursement and Billing**

Focus is on reimbursement and payment systems in acute and ambulatory care settings. Emphasis will be placed on prospective payment systems, third party payers, medical claims processing, and regulatory compliance issues.

### **Directed Clinical Practice I**

Supervised student practice in simulated laboratory and clinical practice settings: emphasis on storage and retrieval systems, PMI, incomplete documentation policies and procedures, release

of health information and the associated computer applications.

### **Directed Clinical Practice II**

Supervised student practice in simulated laboratory and clinical practice settings; emphasis on inpatient and ambulatory coding using software, data abstracting, and data retrieval from indices.

### **Externship**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## **MEDICAL CLINICAL ASSISTANT – Maximum Classroom Capacity 40 Students**

The objective of A.C.I. Career College, Inc. Medical Clinical Assistant course is to prepare students with technical skills, knowledge, and work habits required for entry-level work as medical assistants concentrating on clinical applications, with a focus on patient care. This is accomplished through lecture/demonstration, laboratory procedures and externship.

Medical Assistants aid physicians in the examination and treatment of patients, in addition to performing various secretarial and administrative duties. Their responsibilities may include: checking vital signs, obtaining medical histories, preparing patients for examination, performing numerous basic laboratory tests, giving injections, applying bandages, recording electrocardiograms, cleaning and sterilizing instruments, and instructing patients about medication. Office duties may include answering the telephone, recording and filing patient data, completing insurance forms, handling correspondence, and arranging outside services. In addition, they may maintain the accounting books of the practice and work with billing and collections.

Occupational outcomes for which the graduate may qualify include but are not limited to: Medical Assistant, Back Office Assistant, Unit Secretary, Clinical Assistant, Medical Office Receptionist, Medical Administrative Assistant, Patient Care Assistant, Rehabilitation Aide, and Medical Secretary.

A.C.I. Career College Medical Clinical Assistant academic program is six modules. Externship is during the last ten (10) weeks of the program. The entire program requires approximately 36 weeks. Attendance for the morning is 8:00 a.m. - 12:00 p.m. or afternoon is 1:00 p.m. - 5:00 p.m. Monday through Friday. Evening classes are 6:00 p.m. - 11:00 p.m. Monday through Thursday. Upon completion of the course and requirements, a diploma is granted.

### ***Medical Clinical Assistant*** *Maximum Classroom Capacity 40 Students*

**720 Clock Hours –**

**350 Lecture Hours, 170 Lab Hours, 200 Externship Hours**

**Program Description:** Students will acquire the skills and knowledge necessary to enter the profession as a Medical Assistant at an entry-level position in both front office administrative duties and back office clinical assistant. Graduates will be eligible for positions in Doctor's offices, Clinical, Medical Labs, Hospitals, HMO Groups, and numerous other medical facilities. Students will be capable of performing the following duties: Venipuncture, EKG, Injections, Receptionist duties, removal of sutures, respiration, blood pressure, specimen collection, and all clinical/practical skills required by the Institution prior to the granting of a diploma. Course components include:

	<b>Clock Hours</b>	<b>Lecture/ Lab</b>	<b>Credits</b>
Module 1 – Communication, Integumentary System	100	50/50	8
Module 2 – Body As A Whole/Digestive, Nervous & Musculoskeletal Systems	100	30/70	6
Module 3 – Pharmacology/Calculation/Physical Examination	100	50/50	6
Module 4 – Anatomy/Hematology/Cardiovascular & Respiratory Systems	110	110/00	11
Module 5 – Reproductive Endocrine & Lymphatic System	110	110/00	11
Module 6 – Externship	200	00/200	5
<b>Total Hours</b>	<b>720</b>	<b>350/370</b>	<b>47</b>

## **Medical Assistant Program (6 Modules)**

### **Course Descriptions**

#### **Module 1 – Communication, Integumentary System**

Communication, Integumentary System, Composing a Business Letter, Oral and Written Communication, C/S Accurate Charting, Pt. Registration, H&P Forms, Proper Measurement in Ht, Wt., Vitals, Law & Ethics, Basic Word Structure, Office Supplies & Inventory, History of Medicine, Bookkeeping, Telephone Techniques, Coping Skills

#### **Module 2 – Body As A Whole/Digestive, Nervous & Musculoskeletal Systems**

Body as a Whole, Digestive, Nervous & Musculoskeletal Systems, Types of Fractures, ROM, Common Disease & Disorders, Nutrition, Splinting, Tube Gauze, Bandaging, Measurement for Crutches, Cell Formation, Patient Education, Special Senses, Muscle Types, Understanding the functions of the Nervous Digestive & Musculoskeletal Systems

#### **Module 3 – Pharmacology/Calculation/Physical Examination**

Pharmacology, Calculation, Physical Examination, Mood Disorders, How to read a Prescription, Patient Education, Dosage & Calculation, Urinary System, Urinalysis, Basic Math Concepts, Wound Care Patient Triage, Draping, Positioning, Method of Administration, PDR, Drug Labels, Stages of Cancer, Surgical Set-up

#### **Module 4 – Anatomy/Hematology/Cardiovascular & Respiratory Systems**

Anatomy, Hematology, Cardiovascular & Respiratory Systems, Function of the Cardio & Respiratory System Throat Culture, Pulse OX, Oxygen Tank, Sputum Collection, Common Diseases & Disorders, ECG, Medical & Surgical Hand Washing, Medical Asepsis, Glucose Reading, ABO Typing, Hemoglobin Testing, Instrument Packaging, Sanitation, Injections, Centrifuge, Proper Blood Draw Techniques, OSHA PPE, Hemocult, Blood Smear, Pulse Site, Safety Regulation in the Medical Lab

#### **Module 5 – Reproductive Endocrine & Lymphatic System**

Reproductive, Endocrine & Lymphatic Systems, Male and Female Reproductive System, Pap-tray setup, Pt. Education, Pelvic, Basic Computer, Pt. Ledger, Charge Slips, Referral Forms, Filing, CPT, ICD-9 Codes, Insurance Policies, Nuclear Medicine, Diagnostic Imaging, Creating a resume, Employment Strategies, Lymphatic System, Rehabilitation

#### **Module 6 – Externship**

Externship provides school-coordinated work experience in a medical setting. Students gain practice with administrative and clinical duties and receive employer feedback

## **MEDICAL - DENTAL ADMINISTRATIVE ASSISTANT Maximum Classroom Capacity 40 Students**

The objective of A.C.I. Career College Medical - Dental Administrative Assistant program is to prepare students through training to gain positions as Medical Administrative Assistants in private practices, clinics and hospitals. Medical Administrative Assistants perform clerical functions that allow medical offices to run efficiently. This field has increasingly become technology based and, therefore, the student will be trained in a variety of software programs that pertain to the medical office.

The Medical-Dental Administrative Assistant coordinates the medical offices administrative activities, storing and retrieving data and patient information, maintaining privacy and manages communications with staff and patients.

Occupational outcomes for which the graduate may qualify include but are not limited to: Administrative Assistant, Medical Insurance Specialist, Dental Insurance Specialist, Personnel Records Specialist, Unit Secretary, Coder and Biller, Bookkeeping Clerk, Collections Clerk, Medical Insurance Benefits Assistant, and Medical Insurance Claims Clerk.

A.C.I. Career College Medical-Dental Administrative Assistant program is six (6) progressive modules to be completed in approximately 36 weeks or less. The externship is during the last ten (10) weeks. Attendance for classes may be in the morning from 8:00 a.m. - 12:00 p.m. or afternoon is 1:00 p.m. - 5:00 p.m. Monday through Friday. Evening classes are 6:00 p.m. - 11:00 p.m. Monday through Thursday. Classes are based on the standard educational hour of fifty (50) minutes. The entire program requires approximately 36 weeks. Upon completion of the course and requirements, a diploma is granted.

Core Courses	Hours	Lec/Lab	Credits
Medical Terminology I	45	15/30	3
Federal HIPAA Regulations	40	15/25	2.75
Microsoft Word for the Medical Office	30	10/20	2
Microsoft Excel	30	10/20	2
Understanding Health Insurance	40	15/25	2.75
Understanding Billing and Coding Basics	40	15/25	2.75
Basic Dental Terminology	45	15/30	3
Functions of Medical and Dental Office Software	60	25/35	4
Professional Writing Practices	40	15/25	2.75
Professional Medical Office Procedures	50	25/25	3.5
Keyboarding/Data Entry	80	20/60	5
Professional Career Development	20	5/15	1
Externship	200	N/A	6.5
<b>Program Totals</b>	<b>720</b>	<b>185/335</b>	<b>41</b>

### **Medical Terminology I**

This basic medical terminology course will provide the framework needed before advancing to a more comprehensive medical terminology course. This course will focus on 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.

### **Federal HIPAA Regulations**

This course will introduce the requirements of the HIPAA (Health Insurance Portability and Accountability Act) and will cover the general and role specific requirements involved in privacy and security in the field of healthcare. It will include computer security and treatment of confidential information.

### **Microsoft Word for the Medical Office**

This course will include real world projects, case studies in to the medical industry and providing students with the Word skills needed to be successful to support the front office of a clinic, hospital or medical practice.

### **Microsoft Excel**

This course will teach the learner how to create and edit basic Microsoft® Office Excel worksheets and workbooks. Skills to create, edit, format and print worksheets will be the focus of this course.

### **Understanding Health Insurance**

This course prepares students in diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. A combination of skills will prepare students for the ever-changing field of insurance billing. Students learn not only coding procedures, but also the proper management and execution of various medical insurance plans and programs.

### **Understanding Billing and Coding Basics**

Prepares students to analyze medical records and assign codes to medical conditions, diagnosis and procedures using complex healthcare coding and classification systems. Accurate coding is necessary for research and statistical data, and to determine reimbursement of health care services.

### **Basic Dental Terminology**

Provides instruction in the language of dental terminology and teaches you how to read and interpret commonly used dental terms, symbols and abbreviations.

### **Functions of Medical and Dental Office Software**

This course includes instruction on how to utilize computers and software specific to operating in a dental and medical office to aid them in their work. Some of these applications include desktop publishing, database management, spreadsheet applications and basic bookkeeping software. Additionally, scheduling of appointments, processing claims and maintaining patient records will be addressed through the use of the software.

### **Professional Writing Practices**

This course engages the student in understanding and responding effectively to professional and workplace writing scenarios. Understanding what “professional writing” means, to understanding the professional writing major, and to understanding the meaning and value of core concepts such as culture, community, and technology. We will address issues related to genres of workplace writing, research skills and methodologies. Given the nature of professional writing, the course will involve both individual and collaborative work.

### **Professional Medical Office Procedures**

This course helps the student understand various job functions and related skills in the office environment. Emphasis is placed on the interaction of people, equipment, and procedures in a variety of office environments. Creative thinking and problem solving skills prepare the student to work in a competitive environment.

### **Keyboarding/Data Entry**

This course is designed to introduce basic computer functions and terminology and the "Windows" environment, to introduce the student to the "touch typing" method of inputting data, and to provide detailed instruction in the use of the most recent version of Microsoft Word software. A software tutorial is utilized to introduce the keyboard and to provide reinforcement and skill building. The course focuses on word processing concepts and functions

### **Professional Career Development**

This course is designed to help students develop employment search skills and career growth potentials. Emphasis is placed on confidence building in areas of strength from education and past experience. Students will prepare a resume, thank you letter and participate in a mock interview.

### **Externship**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by a medical office professional.

### **MEDICAL - DENTAL RECEPTIONIST Maximum Classroom Capacity 40 Students**

The objective of A.C.I. Career College Medical - Dental Receptionist program is to prepare students through training to gain positions as Medical or Dental Receptionists in private practices, clinics and hospitals. Medical - Dental Receptionists perform clerical functions that allow medical - dental offices to run efficiently. This field has increasingly become technology based and, therefore, the student will be trained in a variety of software programs that pertain to the medical - dental office.

The Medical - Dental Receptionist coordinates the medical - dental offices front office activities, storing and retrieving data and patient information, scheduling clients, maintaining privacy and manages communications with staff and patients.

The Medical - Dental Receptionist program consists of 16 weeks. The typical student would attend day classes from 8:00 am to 12:00 pm. or afternoon is 1:00 p.m. - 5:00 p.m. Monday through Friday. Evening classes are from 6:00 p.m. to 11:00 p.m. Monday through Thursday. Upon completion of the course and requirements, a diploma is granted.

Occupational outcomes for which the graduate may qualify include but are not limited to: Medical or Dental Receptionist, Medical or Dental Secretary, Assistant Front Office Manager, Billing Clerk, Word Processor, or Medical/Dental Records Clerk.

Core Courses	Hours	Lec/Lab	Credits
Medical Terminology I	35	15/20	2.5
Federal HIPAA Regulations	35	20/15	2.5
Microsoft Word for the Medical Office	35	15/20	2.5
Basic Dental Terminology	35	15/20	2.5
Functions of Medical and Dental Office	40	20/20	3.5

Professional Writing Practices	30	10/20	2
Professional Office Procedures	30	15/15	3
Keyboarding/Data Entry	60	15/45	3.75
Program Totals	300	125/175	22.25

### **Medical Terminology I**

This basic medical terminology course will provide the framework needed before advancing to a more comprehensive medical terminology course. This course will focus on 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.

### **Federal HIPAA Regulations**

This course will introduce the requirements of the HIPAA (Health Insurance Portability and Accountability Act) and will cover the general and role specific requirements involved in privacy and security in the field of healthcare. It will include computer security and treatment of confidential information.

### **Microsoft Word for the Medical Office**

This course will include real world projects, case studies in to the medical industry and providing students with the Word skills needed to be successful to support the front office of a clinic, hospital or medical practice.

### **Basic Dental Terminology**

Provides instruction in the language of dental terminology and teaches you how to read and interpret commonly used dental terms, symbols and abbreviations.

### **Functions of Medical and Dental Office**

This course examines dental office design and structure including office policies and procedures, ethics, legalities, confidentiality and safety.

### **Professional Writing Practices**

This course engages the student in understanding and responding effectively to professional and workplace writing scenarios. Understanding what “professional writing” means, to understanding the professional writing major, and to understanding the meaning and value of core concepts such as culture, community, and technology. We will address issues related to genres of workplace writing, research skills and methodologies. Given the nature of professional writing, the course will involve both individual and collaborative work.

### **Professional Medical Office Procedures**

This course helps the student understand various job functions and related skills in the office environment. Emphasis is placed on the interaction of people, equipment, and procedures in a variety of office environments. Creative thinking and problem solving skills prepare the student to work in a competitive environment.

### **Keyboarding/Data Entry**

This course is designed to introduce basic computer functions and terminology and the "Windows" environment, to introduce the student to the "touch typing" method of inputting data, and to provide detailed instruction in the use of the most recent version of Microsoft Word software. A software tutorial is utilized to introduce the keyboard and to provide reinforcement and skill building. The course focuses on word processing concepts and functions.

**PHARMACY TECHNICIAN PROGRAM Maximum Classroom Capacity 40 Students**

The objective of A.C.I. Career College Pharmacy Technician program is to prepare students through training to gain entry-level positions in the pharmacy field or related area, with a concentration on preparation of prescriptions. This is accomplished through lecture/demonstration, laboratory procedures and externship.

The Pharmacy Technician works under the direct supervision of a licensed pharmacist. The supervising pharmacist must be fully aware of all activities involved in the preparation and dispensing of medications, including the maintenance of appropriate records. The duties and responsibilities of technicians are consistent with their training and experience. They are not assigned duties that must be performed only by a licensed pharmacist.

Pharmacy Technicians, as part of a team, will fill requisitions for drugs after review of the physician's order, using unit-dose or appropriate packaging, which permits identification until administration. They will also be involved in reviewing orders for drug allergies, dosing interactions and incompatibilities.

A trained Pharmacy Technician will prepare parenteral medications and properly label all dispensable and secondary products. An efficient technician will ensure the location, quality and quantity of poison antidotes and the phone numbers of the regional poison control center. Technicians also participate in drug utilization, evaluation and quality assurance programs and will consistently review the pharmacy's inventory of drugs expired, withdrawn, recalled, inadequately labeled or other non-usable drugs. These examples of duties are not all encompassing or restrictive, and are expected to vary with changing needs and priorities.

Occupational outcomes for which the graduate may qualify include but are not limited to: Hospital Pharmacy Technician, Retail Pharmacy Technician, Extended Care Dispensary Technician, Pharmacy Assistant, and Pharmaceutical Sales Representative.

A.C.I. Career College Pharmacy Technician academic program is six (6) modules. The student is then required to extern the last ten (10) weeks the program length will be approximately thirty six (36) weeks in duration. A typical student will attend classes in the morning 8:00 a.m. - 12:00 p.m. or afternoon 1:00 p.m. - 5:00 p.m. Monday through Friday. Evening classes are 6:00 p.m. - 11:00 p.m. Monday through Thursday. Classes are based on the standard educational hour of fifty (50) minutes. Upon completion of the course and requirements, a diploma is granted.

Core Courses	Hours	Lec/Lab	Credits
Introduction to Pharmacy Practices	40	15/25	3
Antimicrobial Agents	40	15/25	3
Pharmacy Principles	40	15/25	3

Hormone and Vaccine Therapy	40	15/25	3
Drug Standards and Nutrition	40	15/25	3
Toxicities	40	15/25	3
Special Population Dosings	40	15/25	3
Fundamentals of Pharmacy	40	15/25	3
Histamines Receptors	40	15/25	3
Pharmacology and the Cardiovascular System	60	20/40	3
Patient Care Management	40	15/25	3
Stimulants and Depressants	60	20/40	3
Externship	200	0/200	6.5
Diploma Class Totals	720	190/530	42.5

### **Introduction to Pharmacy Practices**

The student will become familiar with the history of pharmacology, current practices and legalities of drug testing and approval, regulatory standards and legislation related to drug usage.

### **Antimicrobial Agents**

This course will introduce the student to prescription medicines and the concepts and use of these medicines to treat infections. Emphasis will be placed on antibiotics, antifungals, antivirals, antiretrovirals, and antineoplastics.

### **Pharmacy Principles**

This course is designed to introduce the learner to the different forms and methods of administering medications. It is also designed to provide the student with an understanding of the processes and effects drugs have on the human body.

### **Hormone and Vaccine Therapy**

Students will learn about the different medications that affect the endocrine system and hormonal medications that are commonly dispensed. Additionally, the student will learn about different vaccines typically ordered in a pharmacy.

### **Drug Standards and Nutrition**

This course is designed to introduce the learner to the different laws that have been created for pharmacy throughout the years and the influence laws, standards and regulations have on the pharmacy practice. Compliance in HIPAA, federal, state and local laws, controlled substances and drug recalls will also be discussed. The second half of the module, the student will learn about different medications that can be toxic to a patient and what the remedies would be to treat these overdoses. Finally, drugs used for cancer will be covered in detail.

### **Toxicities**

This course will provide the learned with discussions about the different medications that can be toxic to a patient and what the remedies would be to treat these overdoses. Drugs used for treating cancer will be covered in detail.

### **Special Population Dosing**

This course is designed to introduce the learner to the care and caution that must be taken into

consideration when dosing for children, neonates and the elderly.

### **Fundamentals of Pharmacy**

Students will learn about the different types of pharmacies, such as homecare, home infusion and mail order pharmacies. Inventory, insurance and safety are also factors that are covered in detail, as these are issues that a pharmacy technician will encounter on a daily basis.

### **Histamines Receptors**

This course is designed to introduce the learner to the two different types of histamine receptors in the body, which deal with the respiratory system and the digestive system. The many different drugs that are dispensed for respiratory problems such as asthma and COPD will be covered; as well as drugs commonly used by patients for digestive problems such as GERD, ulcers and heartburn.

### **Pharmacology and the Cardiovascular System**

Provides students with an understanding of the principal structural features of the heart and the lymphatic system and its role in the circulatory process while discussing the use of cardiovascular drugs in prescription and nonprescription form.

### **Patient Care Management**

This course is designed to introduce the learner to the muscle relaxants and non-narcotic analgesics. Students will also discuss the importance of computers and effective communication required within the pharmacy.

### **Stimulants and Depressants**

The course is established to teach students about the central nervous system and the connection specific drugs have on the physiological system.

### **Externship**

A pharmacy-related work-based learning experience that enables the student to apply specialized occupational theory, laboratory practices, skills, and concepts. Direct supervision is provided by a pharmacy professional.

### **LICENSURE REQUIREMENTS**

The following items needed for licensure eligibility: H.S. Transcripts, Successful completion of the Pharmacy Technician course including all didactic and clinical training hours, LiveScan Background Check, Self Query Report & appropriate application fees to be paid directly to the state.

### **PHLEBOTOMY PROGRAM**

The objective of A.C.I. Career College, Inc. Phlebotomy Program is to provide the most thorough up to date practical instruction of Phlebotomy to insure our students competency for passing the new state regulated licensing of phlebotomy and prepare them for today's work force. This is accomplished by providing a sound educational environment for instruction and a safe hands on approach to learning, where students can develop a comfort and understanding of the laboratory equipment, environment and procedures. Approximately one half of the course consists of lecture/demonstration and one half hands on laboratory procedures.

The Phlebotomist main roll is to collect blood samples from patients. Other duties may include: processing and verifying specimens, data entry, and problem resolution.

The Phlebotomist must have a great attention to detail, have knowledge of practices of the medical profession, provides services within the boundaries of privacy, and needs to have the ability to work under pressure, have empathy and compassion, and provide excellent customer service and patient care.

Occupational outcomes for which the graduate may qualify include but are not limited to: Phlebotomist (CPT-1), Laboratory Specimen Processor, Medical Laboratory Assistant, Histology Assistant, and Cytology Assistant. A.C.I. Career College, Inc. Phlebotomy Program is one (1) quarter. The typical student would attend day classes from 8:00 am to 12:05 pm. Monday through Friday. Evening classes would be from 6:00 p.m. to 11:05 p.m. Monday through Thursday.

#### PHLEBOTOMY PROGRAM

Diploma Core Courses	Hours	Lec/Lab	Credits
Phlebotomy			
Introduction to Phlebotomy and Medical lab assisting	60	20/40	5
Medical Terminology and Anatomy and Physiology	60	20/40	5
Basic Phlebotomy	40	40/00	5
Advanced Phlebotomy	40	40/00	5
Hands on Draw Procedures	20	00/20	5
Phlebotomy Externship 40 hrs	80	00/80	5
Diploma Class Totals	300	120/180	30

The classroom training portion of the Phlebotomy program consists of one (1) semester of ten (10) weeks. The entire program requires approximately a total of 12 non-consecutive weeks.

#### Total Program Completion

In order to graduate from this program and receive your certificate of completion, you must return your completed externship booklet to A.C.I. Career College. Once course satisfaction has been determined (including all grades, attendance and pre-requisites) your certificate will be issued within 30 business days.

#### LICENSURE REQUIREMENTS

The following items needed for licensure eligibility: H.S. Transcripts, Successful completion of the LFS Approved Phlebotomy course including all didactic and clinical training hours, CPT-1

certification issued after passing a national examination, appropriate application fees to be paid directly to the State.

Your course completion certificate is the final document completed by A.C.I. Career College, Inc. and provided to you. It is your responsibility to compile and submit all required documents and fees necessary to the state in order to apply for your State License.

**PHLEBOTOMY TEXTBOOKS:**

The Complete Textbook of Phlebotomy 3<sup>rd</sup> Edition

By Lynn B. Hoeltke ISBN-13: 978-1-4180-1052-2

Illustrated Guide to Medical Terminology 1-4018-7979-5

Phlebotomy Technician Specialist certification Exam Review

Phlebotomy Collection Procedures 0827384521

**THERAPEUTIC MASSAGE PROGRAM**

The objective of A.C.I. Career College Massage Therapy course is to provide a sound educational environment for instruction and training to equip its graduates for entry level jobs as massage therapists. This is accomplished through approximately one half of the course consisting of lecture/demonstration and one half hands on laboratory procedures.

Massage therapy is a service oriented career, providing the skilled application of a variety of massage techniques and modalities and helping to access what type of work would be most beneficial for the client/patient. A strong background in anatomy and physiology will benefit the therapist in understanding movement and functionality. Business skills include marketing, office procedures, charting, and client communications.

Emphasis is placed on law and ethics, medical terminology, anatomy and physiology and principles of therapeutic massage. Therapeutic modalities as adjuncts to Swedish massage, connective tissue massage, Shiatsu, chair massage, reflexology, sports massage, and spa therapy techniques.

The program is designed for those applicants who desire a career in massage therapy. Professional duties may include: Swedish Massage, Shiatsu Massage, Sports Massage, and Hydrotherapy.

Occupational outcomes for which the graduate may qualify include entry level work in a private practice or in various offices of physicians, chiropractors, and physical therapists.

A.C.I. Career College Massage Therapy academic program is six modules. The program length will be approximately thirty six (36) weeks in duration. A typical student will attend classes in the morning 8:00 a.m. – noon, 1:00 p.m. to 5:00 p.m. Monday through Friday.

Diploma Courses	Hours	Lec/Lab	Credits
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<b>Massage Theory and Technique Courses</b>			
MTM 100 Massage History and Theory	20	20/00	2
MTM 110 Basic Swedish Massage I	40	10/40	2
MTM 120 Basic Swedish Massage II	40	00/40	2
MTM 130 Chair Massage	40	00/40	2
MTM 140 Massage for Spec. Populations	20	00/20	1
MTM 150 Integrative Techniques	40	00/40	2
MTM 160 Complementary Bodywork	20	20/00	2
MTM 170 Myofacial Release	40	00/40	2
MTM 220 Spa Techniques	40	00/40	2
<b>Anatomy and Physiology Courses</b>			
MTA 100 The Human Body	20	20/00	2
MTA 105 The Skeletal System	20	20/00	2
MTA 110 The Muscular System	20	20/00	2
MTA 115 Body mapping	20	20/00	2
MTB 100 Business and Marketing	20	20/00	2
MTB 110 Massage Law and Ethics	20	20/00	2
MTB 210 Client Communications	20	20/00	2
MTB 120 Medical Terminology & Charting	20	20/00	2
MTB 200 CPR/ First Aid/ Hygiene	20	00/20	1
<b>Externship</b>			
EXT Therapeutic Massage Technician Externship	200	00/200	6
<b>Class Totals</b>	<b>720</b>	<b>240/480</b>	<b>42</b>

### **Requirements for Satisfactory Completion of Course**

Shall have completed Theory and Labs required with an average of 70% or better.

### **Graduation Requirements**

In order to graduate, students must:

1. Earn the required total number of credit hours for the program, pass all required courses with minimum grades as defined in the catalog, and;
2. Complete all required course work within the maximum time frame permitted and obtain a minimum GPA of 2.0.
3. Return all property belonging to the College, and;
4. Fulfill all financial obligations to the College prior to graduation, unless previous satisfactory arrangements have been made, and;
5. Attend Career Placement Services and Financial Aid Exit interviews.  
If satisfactory financial arrangements are not made, the graduation certificate will be withheld. Students are assisted in completing the necessary documents to file for the appropriate Certification Examination and Licensing if it is required.

**A.C.I. CAREER COLLEGE, INC. RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES OF ANY AND ALL COURSES, AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.**

#### **METHOD OF PAYMENT**

Many of our students apply for financial assistance. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we assist the individual to prepare the appropriate financial assistance application. A.C.I. Career College, Inc. students will not be eligible for Federal Financial Aid at this time because the college does not participate in Federal Title IV programs. For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program, including the private lenders available through the college.

#### **NON PAYMENT OF OUTSTANDING BALANCES**

Any non payment of outstanding balances that go more than ninety (90) days past due will be assigned to a collection agency.

#### **ACCIDENT INSURANCE POLICY**

Students are advised to carry school insurance through their own insurance agent to cover personal accidents that occur on the premises within their scheduled training time during enrollment. Students are advised to carry vehicle insurance for theft vandalism, or loss that will cover their property or vehicle while on school property. The College assumes no responsibility for loss or damage to a student's personal property or vehicle.

#### **ONLINE NON-CREDIT COURSE INFORMATION**

A.C.I. Career College Online Non-Credit Continuing Education Classes

Always wanted to take some classes, but couldn't leave home to take them? This exciting new way of taking classes is available to A.C.I. students in partnership with Gatlin Education. There are over 250 non-credit, online classes right at your finger tips in the comfort of your home or office. You can learn a new language, a new hobby, expand your photography skills, and even enhance your computer skills.

Students are awarded 6 months to complete each individual class they register for. Online test results are instantaneous.

All of our courses are delivered by expert instructors, online in a convenient course format. They are affordable, fast, and fun, where you can set the pace. Ready to explore the catalog? Go to <http://www.gatlineducation.com/aci/>

How do you register for a class?  
Contact admissions personnel.

#### **REFUND POLICY**

Refund policy calculations are performed under the California State refund formula. The calculation would be used to determine if a refund is due from the amounts paid and credited to the student's tuition account.

### **California State Formula (AB 1402/4052)**

**BUYER'S RIGHT TO CANCEL:** You have the right to cancel the agreement for a course of instruction including any equipment, such as books, materials and supplies or any other goods related to the instruction included in this agreement, until midnight of the seventh business day after the first class you attended. All monies paid designated for tuition will be refunded less the registration fee if contract is cancelled within this time frame. Cancellation will occur when A.C.I. Career College receives written notice of cancellation. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail, properly addressed with pre-paid postage. The written notice of cancellation need not take any particular form, however expressed, it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel. However, you may use any written notice that you wish.

**Supplies, books, and equipment are not returnable. Therefore, once you receive and accept any supplies, the cost will be charged to your account. If you cancel the enrollment agreement, the school will refund any money that you paid minus any deduction for equipment received. Remember, you must cancel in writing within the specific cancellation period (seventh business day at signing contract) in order to take advantage of the cancellation clause. Canceling by phone, verbally, or by not attending classes will not be considered a cancellation. This action will be considered a withdrawal from school and the withdrawal procedure will apply instead of the cancellation procedure.**

### **Withdrawal from Course**

Sometimes conditions or circumstances beyond the control of students and the college require that students withdraw from college. Students who determine the need to withdraw from college prior to completion must follow the steps below:

1. Meet with the Director or designated administrator to discuss the decision to withdraw. The college will make every effort to assist students in continuing their education.
2. Meet with representatives of the Financial Aid department. The financial aid department can answer any questions regarding financial obligations to the college as well as any questions regarding any loan repayment responsibilities.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction you have attended, the school will remit a refund less an administrative fee, not to exceed \$75.00, within 45 days following your official withdrawal date. Those participating in school under the Veterans Administration program will be subject to a \$10 maximum registration fee. You are obligated to pay only for educational services rendered and

for received and accepted equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of weeks of instruction which you have not received but for which you have paid and the denominator of which is the number of weeks of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge, medical supplies and equipment are not returnable due to sanitary reasons. Therefore, once you receive and accept any supplies, the cost will be charged to your account. In any event, you will never be charged for more than the equipment received and accepted or more than the charges stated on the enrollment agreement. For a list of these charges, see the list on the first page of the enrollment agreement. If the amount that you have paid is MORE than the amount you owe for the time you were SCHEDULED to attend, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount you have already paid, you will have to make arrangements to pay the outstanding balance due to the institution.

Even if you withdraw more than seven business days after the start of the class, you may be entitled to a partial refund. You have the right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be “pro-rated” according to the uncompleted portion of the course and a registration fee not to exceed \$75.00. If a student has completed 60% of course elapsed hours the college earns 100% of the tuition. The refund shall be calculated in the following manner and shall be made within 45 days after the date the school receives the student’s request for withdrawal. Students who fail to attend class for a period of 7 calendar days must be withdrawn according to State regulations, whether or not they notify the school.

Total # of weeks for which the student has been paid	-	The number of weeks which could have been completed when the student dropped	=	The number of weeks which were paid for but not received when the student dropped
Amount paid for instruction less \$75.00	X	Number of weeks which were paid for but not received when student dropped – Total number of weeks which the student has paid	=	Total Refund

\* “Contract Price” reflects the amount of tuition, fees, and all other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies.

\*\* “Amount Paid for Instruction” reflects the total amount paid to the school for tuition fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

### Refund Table

A student, enrolled in one of the following courses, whose account was paid in full would receive the following refunds if he/she withdrew after having attended to the point which he/she was scheduled to have completed 10%, 25%, 50%, 60%, or 75% of the course:

**HEALTH INFORMATION SPECIALIST  
 MEDICAL CLINICAL ASSISTANT  
 MEDICAL DENTAL ADMINISTRATIVE ASSISTANT  
 PHARMACY TECHNICIAN PROGRAM  
 THERAPEUTIC MASSAGE COURSE**

Scheduled % of Course Completion	Amount of Refund To Student
10%	\$9720
25%	\$8100
50%	\$5400
60%	0
75%	0
<b>Contracted School Costs</b>	
Standard Charges	
Tuition                      \$9720	Prorated refund available
Registration                \$145	Non Refundable
Total Contract Price      \$9685	

**MEDICAL DENTAL RECEPTIONIST**

Scheduled % of Course Completion	Amount of Refund To Student
10%	\$4675.50
25%	\$3896.25
50%	\$2597.50

60%		0
75%		0
<b>Contracted School Costs</b>		
Standard Charges		
Tuition	\$5195.00	Prorated refund available
Registration	\$145	Non Refundable
Total Contract Price	\$5340.00	

**PHLEBOTOMIST COURSE**

10%		\$5400
25%		\$4500
50%		\$3000
60%		0
75%		0
<b>Contracted School Costs</b>		
Standard Charges		
Tuition	\$6000.00	Prorated refund available
Registration	\$145	Non Refundable
Total Contract Price	\$6145.00	

**Example #1:** Assume that a student enrolled in, and paid for, an hour program which costs \$5,075 (\$5,000 tuition; \$75 registration fee.) The amount paid for instruction would be \$5,075. If

the student withdrew at the point he or she was schedule to have completed 1,200 hours, the refund calculation would be:

$$[5075-75] / 1600 = 3125$$

$$[5070 - 75] \times \frac{400}{1600} = \$1250$$

$$[5075 - 75] / 33125 = 1600$$

$$1600 - 1200 = 400$$

**Example # 2:** Assume that a student enrolled in, and paid for a 600 hour program which costs \$3,075 (\$3000 tuition; \$75 registration fee.) The amount paid for instruction would be \$3,075. If the student withdrew at the point he or she was scheduled to have completed 400 hours, the refund would be: 0

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender(s) to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and any remaining balance will then be returned to you.

#### PAYMENT SCHEDULE:

You will be required to make \_\_\_\_\_ monthly/weekly (circle one) payments for \$\_\_\_\_\_ per payment. Payments will begin on (thirty days of date of withdrawal) and due on the same day each month/week thereafter until paid in full.

If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, any applicable teach out plan for students participating in Title IV financial assistance programs must comply with the following requirements.

The plan must offer the student a reasonable opportunity to promptly resume and complete the canceled course(s) of study or a substantially similar course of study to an institution (or institutions) which offer similar educational programs, and which have no business connection with the original institution.

The teach out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.

The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.

The original school shall, in the event that a teach out becomes necessary, arrange for individual notice to effected students of the availability of the teach-out notice plan, and diligently advertise such availability. The agreements among institutions may provide that teach out notices may be sent by the teach-out school(s).

The teach-out plan must be approved by the U.S. Secretary of Education.

A brief description of the teach-out plan must be published in the school's catalog and enrollment agreement (contract).

Students who are not recipients of Title IV federal financial aid shall be entitled to a prorated refund of tuition.

If a course is canceled subsequent to a student's enrollment, and before instruction for the course has began, the school shall at its option:

1. Provide a full refund of all moneys paid, or
2. Provide completion of the course

### TUITION AND FEE POLICIES

**ALL TUITION AND FEES ARE PAYABLE IN ADVANCE.** Charges are assessed and posted in the students tuition account in accordance to the costs incurred in each payment period. Please refer to "Payment Period definition." Tuition is defined as payment for instruction.

### TUITION AND FEE SCHEDULE

Effective 06/01/10, charges are assessed and billed per payment period.

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COURSE	TUITION	REGISTRATION	OTHER FEES	TOTAL
HEALTH INFORMATION SPECIALIST	\$4388	\$145	\$10	\$4543.00
MEDICAL CLINICAL ASSISTANT	\$8300	\$145	\$1020.42	\$9465.42
MEDICAL DENTAL ADMINISTRATIVE ASSISTANT	\$8300	\$145	\$1061.82	\$9506.82
MEDICAL - DENTAL RECEPTIONIST	\$2695.00	\$145	\$763.92	\$3603.92
PHARMACY TECHNICIAN PROGRAM	\$8300.00	\$145	\$1414.25	\$9859.28
PHLEBOTOMY	\$3500.00	\$145	\$1376.43	\$5021.43
THERAPEUTIC MASSAGE	\$8300.0	\$145	\$1365.89	\$9810.89

\* = REFUNDABLE costs shown represent cost for entire course.

\*NOTE: Length of time in a course depends on number of weeks student contracts for on a monthly basis as specified in the Enrollment Agreement. In addition to tuition and fees, equipment is also required for training and completion of all courses. The student must purchase the student kit at the college's retail outlet.

**ADDITIONAL INCIDENTAL COSTS** for all courses.

Binders, pens, pencils, note paper, are all incidental costs for all of the courses at the college. These items must be purchased by the student either at the college or paid for outside of the college. Should a student use the ATM card, a use fee of .45 will be added per transaction. If a credit card is used to pay a tuition payment, four percent will be charged on the payment made by credit card.

**FINANCIAL AID - CONSUMER INFORMATION**

Due to various approvals, authorization, and accreditation, A.C.I. Career College, Inc.'s students are eligible to apply for and receive tuition aid and financial assistance while attending our college. A.C.I. Career College, Inc.'s does not participate in the Federal Programs. A list of these programs includes:

**Bureau of Indian Affairs Grant (BIA)** - Available to help eligible Native American students who:

- Have at least one fourth Native American, Eskimo, or Aleutian heritage as certified by tribal agencies served by the Bureau of Indian Affairs.
- Are enrolled or plan to enroll as an undergraduate student on a full time basis. BIA grants are *not* automatically awarded. It is important that students apply early to meet deadline dates set by area offices.

**Cal Grants** - Two types of Cal Grants can be awarded - Entitlement and Competitive, 2002-2003 high school graduates with adequate "need" and a minimum 2.00 GPA will be entitled to a Cal Grant B, or C. The student's GPA, family income and asset ceilings will determine the award. In addition, each year 22,500 Cal Grant B awards will be offered on a competitive basis to students who did not receive an entitlement award.

*Cal Grant B:* Provides up to \$1551 for books, supplies, and transportation in first year. Also helps pay tuition and fees in second, third, and fourth years.

*Cal Grant C:* Assists students with tuition, fees, and training costs for occupational or vocational programs. Selections are based on financial need, vocational aptitude, and enrollment in an eligible program.

Visit the Student Aid Commission's web sit at [www.csac.ca.gov](http://www.csac.ca.gov) or call (916) 526-7590 for more information about the Cal Grant Programs.

**CalWORKs Work - Study**

Provides part time employment for students in the county's Federal Temporary Assistance for Needy Families (TANF) program. Students work on or off campus and are paid \$7.25 per hour. This is an opportunity for eligible students to gain on the job experience while meeting their TANF work requirements. CalWORKs subsidizes 50% of

the student's wages. Call Stanislaus County for more information.

**Loans** - Loans are part of a financial aid package that provides an opportunity to defer educational costs borrowing now and paying later. Interest is charged on the amount borrowed. Interest rates vary each year, and repayment begins during school, sometimes payment is deferred for six months after graduation.

If a student obtains a loan to pay for an educational program the student will have the responsibility of repaying the full amount to the loan plus interest, less the amount of refund. 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. 94909(a)(11).

**STRF:** "You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
  1. You are not a California resident, or are not enrolled in a residency program, or
  2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

*NOTE: A.C.I. Career College, Inc.'s does not participate in the Direct Loan program or any of the Federal Family Loan Programs (e.g. Guaranteed Student Loan (GSL), including Federal Stafford Loan, Parent Loan for Undergraduate Students (PLUS), or Supplemental Loan for Students (SLS).*

### **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of their social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### **FINANCIAL AID PHILOSOPHY**

This college believes that the talents, hopes, and ambitions of all people are among our nation's most valued possession. With this thought in mind, this college continues to promote scholarship, grant and loan opportunities for qualified, deserving students who must find funds to attend college. The fundamental purpose of this college's financial aid programs is, therefore, to make it possible for students who would normally be deprived of a college education because of inadequate funds, to attend college. The following principles have been adopted for our financial aid program.

### **PRINCIPLES**

1. This college will work with schools, community groups, and other educational institutions in support of the national goal of equality of educational opportunities.
2. The expected family contributions affect the student's cost of education. This school expects parents to contribute financially, according to their means, taking into account, their incomes, assets, number of dependents, and other relevant information. Students are also expected to contribute from their own earnings and assets, including borrowing against future earnings.
3. Financial assistance will be offered after determining whether the family's resources are insufficient to meet the student's educational expenses. The amount of assistance offered will not exceed the amount needed to meet the difference between the student's total educational expenses and the family's resources.
4. In awarding funds to eligible students, the amount and the type of self help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay.

## **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS**

A.C.I. Career College, Inc. does not participate in the U.S. Department of Education Student Financial Aid Programs.

- Federal Pell Grant Program (PELL)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)

## **APPLICATION PROCEDURES AND FORMS**

Financial aid applications for this institution consist of the following:

### **UNSUBSIDIZED LOANS**

These loans expand the ability of students to receive loan funds. These loans carry many of the same terms and conditions associated with subsidized loans with the following two exceptions:

1. Unsubsidized loans are not based on need. Students may borrow up to \$25,000, not to exceed annual loan limits.
2. There are no interest subsidies by the Federal Government on the loans, therefore while the student is enrolled or during periods of deferment, interest must either be paid or capitalized. i.e. added to the principle balance.
3. Student will pay interest based on credit reliability and co-signers credit reliability. Students may apply for and receive more than one unsubsidized loan provided the combined amount borrowed does not exceed applicable loan limits.

**DEADLINES:** Most lenders require applications to be submitted at least 30 days prior to the class start.

**DISBURSEMENT:** Lenders issued checks payable to the student only or co-payable to the college and the student. It is the student's responsibility to submit all forms and documentation to the financial aid office in accordance with the deadlines applicable to each loan program from which aid is being requested. It is the student's responsibility to comply with all obligations involved in the receipt of state aid.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The student has the right to ask the school:

- The name of its approval and licensing organizations.
- About its programs; its instructional, laboratory, and their physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available; including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.

- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or dormant (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

***It is the student's responsibility to:***

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, and complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**HOW OUR STUDENTS ARE DOING, A.C.I. CAREER COLLEGE, INC.**

**OVERALL 2006 COHORT**

The college did not operate during the cohort year and therefore would not have information regarding Graduates, Withdrawals, Certification, and Job Placement figures available.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

The FERPA is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Records will be maintained by the school for five years. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school will charge a fee for copies.

Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. An appointment must be made with the admissions office to review the files in their presence. The law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose without consent, directory type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell the students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible students the school will disclose that information about them.

If you have any questions about the FERPA, or if you have problems in securing your rights under this Act, you may call (202) 410-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017, Washington, D.C. 20202-4605

A.C.I. Career College, Inc.

## POLICY FOR SAFEGUARDING CUSTOMER INFORMATION

### Definitions:

*Customers* are prospective students and students who apply to attend the colleges above and apply for private or government grants or loans to finance their educations/

*Nonpublic personal information* is information which is not publicly available on

- Your name, address, and social security number.
- Name of your financial institution, account number
- Information provided on you application to enroll in the colleges above
- Information provided on your application for a grant or loan
- Information provided on a consumer report
- Information obtained from a website

A.C.I. Career College, Inc. is committed to implementing a comprehensive information security program, consonant with the size and complexity of these institutions and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format (hard copy, electronic).

The Director shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including:

- Employee training and management
- Network and software design, information processing, storage, transmission and disposal
- Ways to detect, prevent, and respond to attacks, intrusions or other system failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in either of the colleges shall be held for three months, then destroyed in a secure manner. Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application

for enrollment. All currently enrolled students shall receive an annual notice on January 2 of each year.

A.C.I. Career College, Inc. shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

A.C.I. Career College, Inc.

NOTICE ON DISCLOSURE OF NONPUBLIC PERSONAL INFORMATION

We collect nonpublic personal information about you when you apply to attend our colleges and/or when you apply for a private or government grant or loan. This information includes:

- Your name
- Address
- Social security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to non-affiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Rights Act.

Your applications, containing the nonpublic personal information listed above, are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may “opt out” of disclosure of this information to parties other than those with a right to it by signing and returning the attached coupon.

=====

A.C.I. Career College, Inc.  
Consumer Nonpublic personal Information “Opt Out” Coupon

I hereby “opt out” of having my nonpublic personal information disclosed to any party that does not have a right to it.

Date \_\_\_\_\_

Signature

\_\_\_\_\_

Print name

\_\_\_\_\_

## CERTIFICATION STATEMENT

This catalog and the contract shall be an agreement by the college and the student.

I certify that the information and policies contained in this Consumer Guide and Catalog are true in content and policy. This college enforces such policies pertaining to the standards of progress and rules and regulations set forth by the college.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Patricia Cochran  
President

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