



Your Gateway to a New Beginning

# **REGAN CAREER INSTITUTE**

## **CATALOG**

**January 2021 – December 2021**



**11350 Valley Boulevard**

**El Monte, CA 91731**

**Tel: (626) 455-0312, Fax: (626) 455-0316**

***<http://www.RCI.edu>***

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## **INTRODUCTION**

### **CAMPUS**

#### **REGAN CAREER INSTITUTE**

11350 Valley Blvd. El Monte, CA 91731

Phone: 626-455-0312

Email: [info@rci.edu](mailto:info@rci.edu)

Fax Phone: 626-455-0316

Website: <https://www.RCI.edu>

### **MISSION STATEMENT**

RCI strives to provide students with superior training and the best possible education to successfully pursue a career in healthcare. RCI aims to prepare students for careers in hospitals, medical facilities, and doctors' offices through current and pertinent course content and is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment.

### **OBJECTIVES**

RCI recognizes the necessity to adapt to the changing educational needs of the Regan Career Institute's communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education.

Regan Career Institute partners with all sectors of the community to ensure that our programs are relevant, provide service-learning opportunities, and develop leadership that strengthens urban communities. Technical Schools in general should be accessible to all individuals who have the capacity and motivation to profit from Technical Training and Education.

### **HISTORY AND DESCRIPTION**

Regan Career Institute, a private medical school, was founded in 2004 by Regan Yu and Charisse Yu Resser. RCI is committed to helping men and women develop the skills and knowledge to pursue a variety of careers in the medical field. Programs offered at RCI blend traditional academic content with applied learning concepts in a classroom and lab environment.

Regan Career Institute offers courses in Phlebotomy, Medical Assisting, Nurse Assisting, and Electrocardiograph (ECG/EKG). Instruction is offered in a traditional classroom by highly trained experienced faculty. The classroom and externship training is presented in a lively, active format combining lecture supported by hands-on training.

### **FACILITIES**

RCI is housed in a facility occupancy level that will accommodate 80 students. Facilities include: Audio/Visual equipment, computers, and lecture classes, and laboratories. A Student Reference Library is also available with reference texts, manuals, computers equipped with internet and internet library. A Student Lounge is also available along with other equipment aids frequently used in the allied health field.

RCI is located in El Monte, California east of Downtown Los Angeles. All classes are held at 11350 Valley Blvd., El Monte, CA 91731 and taught in well-equipped lecture rooms and labs at this location. Administration offices are located on-site to cater to all students' needs.



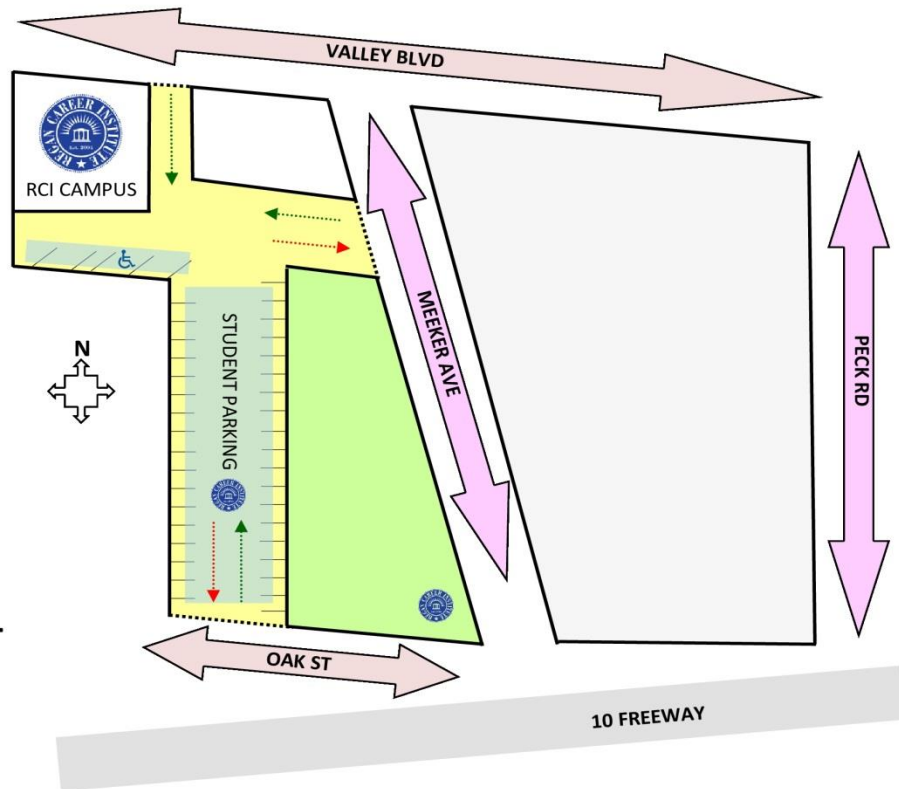
Students receive hands-on experience at externship sites located around Southern California. Externships are located in well-established hospitals, laboratories, and clinics. The campus is accessible from the Interstate 10 and 605 freeways. Parking is available onsite as shown below in the 'Campus Map'.

Regan Career Institute is not responsible for parking violations, property theft, and/or property damage. Food, beverages, and shopping are conveniently located within driving or walking distance North or South of Peck Road.



# RCI DRIVING DIRECTIONS

**11350 Valley Blvd  
El Monte, CA 91731**



## From Los Angeles Area:

1. Take the US-101 S.
2. Keep left to continue on San Bernardino Fwy, follow signs for San Bernardino/ I-10 E.
3. Merge onto I-10 E/San Bernardino Fwy.
4. Take Peck Rd—North exit (exit 29B) toward Valley Blvd.
5. Turn right onto Peck Rd.
6. Take the 1st left onto Valley Blvd.
7. Turn left onto Meeker Ave and turn right to enter the parking lot.

## From San Bernardino Area:

1. Take the I-10 W toward Los Angeles
2. Take the Valley Blvd exit (exit 29B)
3. Turn right onto Valley Blvd.
4. 11350 E Valley Blvd is on the left.
5. Turn right onto Meeker Ave and turn right to enter the parking Lot.

## From Orange County Area:

1. Take the I-5 N.
2. Merge onto the I-605 N.
3. Merge onto the I-10 W toward Los Angeles.
4. Take the Valley Blvd exit (exit 29B)
5. Turn right onto Valley Blvd.
6. 11350 E Valley Blvd is on the left.
7. Turn right onto Meeker Ave and turn right to enter the parking Lot.



## HOURS OF OPERATION

### Main Campus Administrative Offices

Office hours for the campus are 8:30 AM to 5:30 PM from Monday through Saturday.

### Day Classes

Day classes are typically offered between 8:30 AM and 2:45 PM, Monday through Friday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Adviser prior to enrollment.

### Evening Classes

Evening classes are typically offered between 5:30 PM and 10:30 PM, Monday through Friday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Adviser prior to enrollment.

### Weekend Classes

Weekend classes are typically offered between 7:00 AM and 5:30 PM, Friday, Saturday and Sunday. Schedules vary by program. To obtain exact times of classes offered, please check with the Admissions Adviser prior to enrollment.

## EXTERNSHIP/CLINICAL ROTATIONS

Externships and clinical rotations are scheduled for various times Monday through Saturday, according to the needs of the specific program and the availability of the externship/clinical site. Externship and clinical hours are set by the host site and will vary

## SECURITY AND SAFETY

Students are responsible for their own security and safety and must be aware of the security and safety of others. RCI is not responsible for any student's personal belongings that are lost, stolen, or damaged on campus, in parking lots, at clinical/externship sites. Students should immediately report any medical, criminal, or other emergency occurring on campus to their instructor, Program Director or any RCI official. Upon receipt of any report of a medical or criminal emergency, RCI will, on behalf of the student, obtain the services of medical or security professionals, as appropriate. Students are encouraged to promptly and accurately report all emergencies to RCI officials.

As part of increased security measures, please note that RCI conducts video-only surveillance in and around the campus 24hrs a day, 7 days a week.

Security, Crime & Drug Prevention Reports and Policies are available at [www.rci.edu](http://www.rci.edu) and/or by request from the front desk whom can be reached at 626-455-0312.

## HEALTH AND SAFETY REQUIREMENTS

Regan Career Institute strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the appropriate regulatory agencies.

Students are required to complete certain health and safety requirements according to individual program needs. Because many students at RCI are involved with direct patient care in health care careers, they may be exposed to conditions of high risk and must be protected. Patients must also be protected against potential health risks from

students. Individual programs may have clinical or externship requirements that must be met prior to the first day of the clinical or externship class.

Each program is responsible for tracking and maintaining clinical health and safety requirements and ensuring that students meet the specific program requirements.

All students must meet the requirements of the clinical/externship site to which they are assigned. If a student does not meet the requirements for the site, the student may become ineligible to participate in the specific program of study and unable to complete the program.

## REQUIRED FEDERAL DISCLOSURE INFORMATION

For information on graduation rates, median debt of graduates completing programs, and other important information, visit [http://www.RCI.edu/resources\\_fags.php](http://www.RCI.edu/resources_fags.php)

## CALIFORNIA REGULATORY DISCLOSURES

Regan Career Institute makes every effort to ensure accuracy of the information contained in this catalog. RCI reserves the right to change policies, regulations, fees, and courses of instruction during this catalog period upon direction of the Regan Career Institute Administration and its School Director. All information contained in this catalog is current and correct as of the publication date and is so certified as true by Mr. Regan Yu, CEO of Regan Career Institute.

RCI a private post-secondary school has been in existence since 2004 providing classes and contributing to the financial resources of the community. It does not have any pending bankruptcy proceeding, nor does it have a history of bankruptcy, or plans to file in the future.

Nor is it a debtor in possession, nor has it filed for bankruptcy within the proceeding five years that have resulted In reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S. C. Sec 1101 et seq.)

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 Post-secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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.

**A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at [www.bppe.ca.gov](http://www.bppe.ca.gov).**

## ACCREDITATION, APPROVALS AND MEMBERSHIPS

RCI voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject matter experts in occupational education and private post-secondary school administration.

- Regan Career Institute is institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Physical Address: 7777 Leesburg Pike, Suite 314N Falls Church, VA 22043 Phone (703) 917-9503 Fax. (703) 917-4109 <https://www.abhes.org/>. The following programs are included in the grant of accreditation: Electrocardiograph Technician, Medical Assistant, Nurse Assistant Training, and Phlebotomy Technician.

- Regan Career Institute is a private institution, approved to operate by the Bureau for Private Post-secondary Education (BPPE). Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone (916) 431-6959 / Toll free (888) 370-7589 / Fax (916) 263-1897 <http://www.bppe.ca.gov/>

***Approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.***

- Approved by California Department of Health Services/ Laboratory Field Services <http://www.cdph.ca.gov>
- National Healthcareer Association <http://www.nhanow.com/>
- National Center for Competency Testing <https://www.ncctinc.com/>
- American Society of Phlebotomy Technicians <http://www.aspt.org/>

## STATEMENT OF OWNERSHIP

Regan Career Institute, LLC (100%) is owned and operated by Regan Yu Business Trust -51% (Julian Lee is the trustee) and Charisse Resser Business Trust - 49% (Julian Lee is the trustee), based in El Monte, California. The Regan Career Institute's Board of Directors includes Julian Lee/ MD, Regan Yu/ CEO and Charisse Yu Resser/ Vice President.

## OFFICERS AND KEY PERSONNEL

- |                             |   |
|-----------------------------|---|
| • Julian Lee                | Managing Director                           |
| • Regan Yu                  | CEO   |
| • Charisse Yu Resser        | Vice-President, External Relations          |
| • S. I. Nusrat A. Chaudhury | Vice-President, Operations & Administration |
| • Charles B. Rivera         | Finance & Accounting                        |
| • Mayra Grijalva            | Financial Aid Administrator                 |

## ACADEMIC PROGRAMS

PROGRAM TITLE	PROGRAM CODE	CIP	INSTRUCTIONAL- EXTERNSHIP HOURS (CLOCK HOURS)
Electrocardiograph Technician	EKG/ECG	51.0902	50
Medical Assistant	MA	51.0801	900
Nurse Assistant Training	NATP	51.3902	164
Phlebotomy Technician	PHLB	51.1009	88
Medical Clinical Assistant	AAS/D MCA	51.0801	1260
Medical Laboratory Technician	AAS in MLT	51.1004	1672
Medical Laboratory Technician	MLT Certificate	51.1004	1207

## LIST OF HOLIDAYS – 2021

1 <sup>st</sup> January , Friday	New Year's Day
18 <sup>th</sup> January, Monday	Martin Luther King, Jr. Day
15 <sup>th</sup> February, Monday	Presidents' Day
31 <sup>st</sup> May, Monday	Memorial Day
4 <sup>th</sup> July, Sunday	Independence Day
6 <sup>th</sup> September, Monday	Labor Day
11 <sup>th</sup> November, Thursday	Veterans Day
25 <sup>th</sup> November, Thursday	Thanksgiving Day
25 <sup>th</sup> December, Saturday	Christmas Day

## LIST OF HOLIDAYS – 2022

1 <sup>st</sup> January , Saturday	New Year's Day
17 <sup>th</sup> January, Monday	Martin Luther King, Jr. Day
21 <sup>th</sup> February, Monday	Presidents' Day
30 <sup>st</sup> May, Monday	Memorial Day
4 <sup>th</sup> July, Monday	Independence Day
5 <sup>th</sup> September, Monday	Labor Day
11 <sup>th</sup> November, Friday	Veterans Day
24 <sup>th</sup> November, Thursday	Thanksgiving Day
25 <sup>th</sup> December, Sunday	Christmas Day

## ACADEMIC CALENDAR 2021

New students can be enrolled to start their program following the completion of all admission requirements and procedures. Program start dates may be added or removed at the discretion of the management. Please speak to an Admissions representative for details.

Start Date	Expected Completion Date
<b>Medical Assistant Certificate Program</b>	
1/13/2021	2/1/2021
2/2/2021	2/18/2021
3/10/2021	3/25/2021
4/14/2021	4/29/2021
5/3/2021	5/10/2021
6/8/2021	6/28/2021
7/19/2021	8/4/2021
8/5/2021	8/25/2021
9/15/2021	9/30/2021
10/4/2021	10/19/2021
11/8/2021	11/24/2021
12/7/2021	12/22/2021
1/3/2022	1/24/2022
2/22/2022	3/9/2022
3/10/2022	3/25/2022

Start Date	Expected Completion Date
<b>AASD in Medical Clinical Assistant Program</b>	
7/7/2020	7/22/2020
7/23/2020	8/10/2020
8/11/2020	8/26/2020
8/27/2020	9/10/2020
9/14/2020	10/1/2020
10/5/2020	10/20/2020
10/21/2020	11/5/2020
11/9/2020	11/30/2020
12/1/2020	12/21/2020
1/4/2021	1/12/2021
1/13/2021	2/1/2021
2/2/2021	2/18/2021
3/10/2021	3/9/2021
3/29/2021	3/25/2021
4/14/2021	4/13/2021
5/3/2021	5/10/2021
5/11/2021	5/18/2021



Start Date	Expected Completion Date
<b>Phlebotomy Technician Program</b>	
1/8/2021	1/24/2021
2/19/2021	3/7/2021
3/12/2021	3/28/2021
4/2/2021	4/18/2021
5/14/2021	5/30/2021
6/4/2021	7/20/2021
7/16/2021	8/1/2021
8/6/2021	8/22/2021
9/17/2021	10/3/2021
10/8/2021	10/24/2021
11/12/2021	11/21/2021
12/3/2021	12/12/2021

Start Date	Expected Completion Date
<b>Nurse Assistant Training Program</b>	
1/9/2021	3/14/2021
3/20/2021	5/23/2021
5/29/2021	8/1/2021
8/7/2021	10/10/2021
10/16/2021	12/19/2021
1/8/2022	3/13/2022

Start Date	Expected Completion Date
<b>Electrocardiograph Technician Program</b>	
1/22/2021	1/31/2021
3/12/2021	3/21/2021
5/14/2021	5/23/2021
7/16/2021	7/25/2021
9/17/2021	9/26/2021
11/12/2021	11/21/2021

<b>Associate Degree in Medical Laboratory Technician (MLT) Program</b>	<b>Start Date</b>	<b>Expected Completion</b>
Intro. to Clinical Lab Profession	3/2/2020	3/11/2020
Basic Phlebotomy	3/6/2020	3/8/2020
Advanced Phlebotomy	3/13/2020	3/15/2020
Clinical Urinalysis and Body Fluids	3/16/2020	3/28/2020
Clinical Urinalysis and Body Fluids Laboratory	3/16/2020	3/28/2020
Clinical Immunology	3/30/2020	4/18/2020
Clinical Immunology Laboratory	3/30/2020	4/18/2020
Clinical Hematology / Coagulation	4/20/2020	5/9/2020
Clinical Hematology / Coagulation Laboratory	4/20/2020	5/9/2020
Clinical Chemistry I	5/11/2020	5/30/2020
Clinical Chemistry I Laboratory	5/11/2020	5/30/2020
Clinical Immunohematology	6/1/2020	6/20/2020
Clinical Immunohematology Laboratory	6/1/2020	6/20/2020
Clinical Chemistry II	6/22/2020	6/22/2020
Clinical Chemistry II Laboratory	6/22/2020	6/22/2020
Clinical Microbiology	7/13/2020	8/1/2020
Clinical Microbiology Laboratory	7/13/2020	8/1/2020
Phlebotomy Practicum	8/3/2020	8/8/2020
Clinical Hematology / Coagulation, Clinical Urinalysis and Body Fluids Practicum	8/10/2020	9/12/2020
Clinical Chemistry Practicum	9/14/2020	10/17/2020
Clinical Immunology and Immunohematology Practicum	10/19/2020	11/21/2020
Clinical Microbiology Practicum	11/23/2020	1/9/2021
MLT Certification Licensure Exam Preparation	1/11/2021	1/23/2021
Medical Terminology	1/25/2021	2/18/2021
Medical Law and Ethics	2/22/2021	3/4/2021
Anatomy and Physiology	3/18/2021	3/27/2021
General Chemistry	3/29/2021	4/17/2021
Mathematics	4/19/2021	4/29/2021
Communication Skills	5/3/2021	5/27/2021
American Government	5/31/2021	6/3/2021
Intro To Human Development (A Life Span View)	6/7/2021	6/10/2021
Psychology	6/14/2021	7/1/2021
American History	7/5/2021	7/29/2021

MLT Certificate Program			
Course/Module#	Module Name	Tentative Start Date	Expected End Date
MLT 1-80	Introduction to the Clinical Lab Profession	1/4/21	1/7/21
MLT 14a	Basic Phlebotomy	1/8/21	1/10/21
MLT 14b	Advanced Phlebotomy	1/22/21	1/24/21
MLT 4c-111	Clinical Chemistry II	1/11/21	1/20/21
MLT 4d-111 Lab	Clinical Chemistry II Laboratory		
MLT 6a-120	Clinical Microbiology	2/1/21	2/20/21
MLT 6b-120 Lab	Clinical Microbiology Laboratory		
MLT 3a-90	Clinical Urinalysis and Body Fluids	2/22/21	3/13/21
MLT 3b-90 Lab	Clinical Urinalysis and Body Fluids Laboratory		
MLT 5a-132	Clinical Immunology	3/15/21	4/3/21
MLT 5b-132 Lab	Clinical Immunology Laboratory		
MLT 2a-100	Clinical Hematology / Coagulation	4/19/21	5/8/21
MLT 2b-100 Lab	Clinical Hematology / Coagulation Laboratory		
MLT 4a-110	Clinical Chemistry I	5/17/21	6/5/21
MLT 4b-110 Lab	Clinical Chemistry I Laboratory		
MLT 7a-130	Clinical Immunohematology	6/14/21	7/3/21
MLT 7b-130 Lab	Clinical Immunohematology Laboratory		
MLT 14 P	Phlebotomy Practicum	7/5/21	7/9/21
MLT 8 - 102 P	Clinical Hematology / Coagulation, Clinical Urinalysis and Body Fluids Practicum	7/12/21	8/5/21
MLT 9 - 112 P	Clinical Chemistry Practicum	8/9/21	9/2/21
MLT 11- 131 P	Clinical Immunology and Immunohematology Practicum	9/6/21	9/30/21
MLT 10- 121 P	Clinical Microbiology Practicum	10/4/21	10/28/21
MLT 12 - 79	MLT Certification Licensure Examination Preparation	11/1/21	11/4/21

## ADMISSIONS INFORMATION

Regan Career Institute seeks to admit students who possess the appropriate credentials and have demonstrated capacity or potential that indicates a reasonable probability of success in completing the educational programs offered by the school. To accomplish this, the RCI evaluates all students and makes admissions decisions on an individual basis following the admission policies set forth in this catalog.

Students are encouraged to apply for admission as soon as possible for a specific program and start date. Applicant families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions.

Students must complete the entire admissions process before the first day of class for all programs. Students who fail to complete the admissions process prior to the first day of class may be required to reschedule to another start date.

## GENERAL ADMISSION REQUIREMENTS

Listed below are the requirements and procedures that RCI has established for admission:

- Students are required to visit the campus prior to enrollment to obtain a clear understanding of the school, view the facilities and equipment and meet with staff and instructors.
- All applicants are required to complete an application form and engage in a personal interview with an Admissions Coordinator.
- All applicants must complete an enrollment agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
- Applicants enrolling in the Electrocardiograph Technician, Medical Assistant program, Nurse Assistant Training program, AAS Degree Medical Clinical Assistant, AAS in Medical Laboratory Technician program, Medical Laboratory Technician Certificate and Phlebotomy Technician program under 18 years of age must reach their 18<sup>th</sup> birthday prior to the expected start date of their Clinical Externship.
- All applicants must pay a non-refundable registration fee upon enrollment.
- Applicants enrolling in the school who have a misdemeanor conviction should be aware that they may not meet applicable licensure or certification requirements and may not be able to secure employment in the field. Certain misdemeanor convictions may prevent a student from successfully completing the desired program due to the inability to place students on externship or clinical sites; therefore, in these instances, RCI reserves the right to deny admission. **Be sure to discuss licensing eligibility concerns and the effects of a criminal background on your professional career with your Admissions Coordinator, in consultation with Program Director.**
- An applicant for enrollment (except C.N.A. program) must possess a diploma from an accredited high school or the recognized equivalent prior to enrollment in order to enroll in Regan Career Institute. Acceptable proof of high school graduation or equivalency must be submitted as follows:
  1. Applicants enrolling in all programs (except C.N.A. program) must provide a copy of their high school diploma, two official transcripts, or a copy of their official GED certificate prior to enrolling for classes.
  2. High school documentation from a country other than the United States must be translated and evaluated to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). Those applicants that do not possess a high school diploma, GED or its recognized equivalent credentials or other documentation will be required to meet an Ability-to-Benefit (ATB) provision which requires the applicant to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The fee for the ATB test must be paid by prospective students seeking admission to Regan Career Institute.

All students must meet the program specific prerequisites prior to being admitted to any program at Regan Career Institute.

## **DISTANCE EDUCATION**

Regan Career Institute is approved to offer distance, residential and blended MLT Certificate, AAS in MLT and AAS/D Medical Clinical programs. Regan Career Institute shall transmit the first lesson and any materials to any student within seven days after admission.

Distance Education (DE) Students for degree level courses

- Regan Career Institute is approved to deliver DE only in the state of California.
- As part of your admissions requirement, you must show legal resident status of the state of California. This can be confirmed through one or more forms of ID showing your address, such as a Driver's license or a utility bill under your name.
- If you move, you must show proof of your new address within 30 days.
- If you move outside of the state of California you are not eligible to complete the program.

Gainful employment considerations for DE students must be considered for students enrolling out of state or graduates moving outside of California. All of the above bullet points hold true and therefore, RCI cannot ensure employment, licensing, and/or certification requirements will be met on a state by state basis. This means that if graduates seek gainful employment out of the state of California you must verify your eligibility as a graduate of RCI's programs. Our career center will help as best as possible to help with all RCI's graduates' success seeking employment wherever that may be.

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

The transferability of credits you earn at Regan Career Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in Phlebotomy/ EKG/ Nurse Assistant/ Medical Assistant/ AAS Degree in Medical Clinical Assistant programs is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, diploma, or certificate that you earn at this Institute 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 after attending Regan Career Institute to determine if your credits or degree, diploma or certificate will transfer.

RCI will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits. This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test (Advance standing) for the student with prior experiential learning, which will evaluate the ability of the student equal to the current training offered. Although this Institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed 16 total hours of experiential learning. The final decision will be that of the Institute Director.

There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of 16 hours. Each student will be evaluated separately by the Institute Director. For the FAST TRACK ACCELERATED AAS/D Medical Clinical Assistant program RCI will not transfer greater than 20% for transfer credit of the AASD

Medical Clinical Assistant program, this includes any advance standing testing for any student transferring credit from another approved U.S. Department of Education.

## GENERAL INTERNATIONAL STUDENT ADMISSIONS

### FOREIGN STUDENTS

Foreign Students are welcome to enroll at Regan Career Institute. However, please note that all classes and externship programs are taught in English.

NO REMEDIAL ENGLISH INSTRUCTION IS PROVIDED.

Students must be able to read and write at a High School Level. All international students must submit their English proficiency test scores and must meet the Institute's minimum requirement for admission. Assessment Exams must be taken on or before the application deadline. Official TOEFL or IELTS scores must be sent directly to Regan Career Institute from the testing agency as 'Certified' copies.

**English as A Second Language:** Regan Career Institute does not offer English-as-a Second language.

Depending on the type of certification and its respective governing body, a foreign student may have to have their transcript and diploma translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE).

### VISA ASSISTANCE

Regan Career Institute does not recruit Foreign Students at this time. We do not currently provide assistance in Immigration or Applications for Visas.

## ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

Regan Career Institute does not accept admissions applications from prospective students with out-standing, unsolved felony convictions. RCI does not believe that students should make a substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your Admissions Coordinator and they can provide further assistance.

### RE-ENROLLING STUDENTS

Any student who wishes to re-enroll in the same program should first submit a letter to the Institute Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the Institute Director. Institute payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The Institute at its sole discretion will determine the student's re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program based on each individual's financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

Students who drop or cancel voluntarily and who wish to reenter may do so upon meeting with the Director or applicable Program Director under the following conditions:

- The student has no conduct or behavioral issues which will impede campus operations, security, or externship or clinical placement.
- The student resolves any financial issues to the satisfaction of the Financial Aid Office.
- There is seat availability to accommodate the student's reentry into the next module or course.
- The student participates in academic advisement with the Program Director if there are issues with grades or attendance.

Students in good standing who drop due to scheduling or availability of a course or module or session change need only the signature of the Director to be approved for the reentry.

## **ADDITIONAL PROGRAM SPECIFIC ADMISSION REQUIREMENTS**

### **ELECTROCARDIOGRAPH TECHNICIAN PROGRAM**

In order to ensure that applicants meet the entry level requirements for training that will lead toward certification; the following additional documentation(s) are required. A copy of the required document(s) will be placed in the applicant's file and maintained per RCI policy.

- Students must be 18 years of age
- Health Insurance or Professional Liability Insurance

### **MEDICAL ASSISTANT PROGRAM & AAS/D MEDICAL CLINICAL ASSISTANT PROGRAM**

In order to ensure that applicants meet the entry level requirements for training that will lead toward certification and/or AAS Degree; the following additional documentation(s) are required. A copy of the required document(s) will be placed in the applicant's file and maintained per RCI policy.

- Students must be 18 years of age
- Current American Heart Association BLS or American Red Cross Rescuer CPR Card
- Proof of a negative TB Skin Test or negative chest x-ray administered within three months prior to the class
- Proof of current Mumps, Measles, & Rubella (MMR) & Varicella Immunization or Titer
- Proof of Hepatitis B Vaccination or signed Vaccination Waiver (provided by the program)
- Health Insurance or Professional Liability Insurance
- Physical Exam Form signed and stamped by a doctor or PA
- Applicants must have a current Background Check administered within 90 days prior to the class.

### **NURSE ASSISTANT TRAINING PROGRAM**

In order to ensure that applicants meet the entry level requirements for training that will lead toward certification; the following additional documentation(s) are required. A copy of the required document(s) will be placed in the applicant's file and maintained per RCI policy.

- Applicants must be at least 18 years of age
- Current American Heart Association BLS or American Red Cross Rescuer CPR Card
- Proof of a negative TB Skin Test or negative chest x-ray administered within three months prior to the class
- Proof of current Mumps, Measles, & Rubella (MMR) & Varicella Immunization or Titer

- Proof of Hepatitis B Vaccination or signed Vaccination Waiver (provided by the program)
- Health Insurance or Professional Liability Insurance
- Physical Exam Form signed and stamped by a doctor or PA
- Applicants must apply for a Live Scan/ Finger Printing Background Check

## PHLEBOTOMY TECHNICIAN PROGRAM

In order to ensure that applicants meet the entry level requirements for training that will lead toward certification; the following additional documentation(s) are required. A copy of the required document(s) will be placed in the applicant's file and maintained per RCI policy.

- Students must be 18 years of age
- Current American Heart Association BLS or American Red Cross Rescuer CPR Card
- Proof of a negative TB Skin Test or negative chest x-ray administered within three months prior to the class
- Proof of current Mumps, Measles, & Rubella (MMR) & Varicella Immunization or Titer
- Proof of Hepatitis B Vaccination or signed Vaccination Waiver (provided by the program)
- Health Insurance or Professional Liability Insurance
- Physical Exam Form signed and stamped by a doctor or PA
- Current Background check administered within 90 days prior to the class

## ACCEPTANCE OF ADVANCED STANDING/EXPERIENTIAL CREDIT/STATE LICENSURE REQUIREMENTS

The Phlebotomy program is designed to lead to a position requiring licensure by the State of California. The following is a list of requirements:

- High School Diploma / GED

Advanced Standing is given if a student has/On-the-Job Experience and fulfills and meets the following:

1. Applicants who have 1040 hours or more of documented experience as a phlebotomist must document completion of the following:
  - An approved 20 hour Advanced Didactic program in Phlebotomy
  - Have documentation for 50 successful venipunctures and 10 successful skin punctures on patients.
  - Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.
2. Applicants who have less than 1040 hours of documented experience and more than 1 hour of documented experience as a phlebotomist must take the following:
  - An approved didactic program of 20 hours of Basic and 20 hours of Advanced didactic course in phlebotomy
  - 40 hours of documented clinical training completing 50 venipunctures and 10 successful skin punctures
  - Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.
3. Applicants with no experience as a phlebotomist must take the following:
  - An approved didactic program of 20 hours of Basic and 20 hours of Advanced didactic course in phlebotomy



- 40 hours of documented clinical training completing 50 venipunctures and 10 successful skin punctures.
- Take an approved Certification Examination and apply to the State of California for an application to become State Certified as a Phlebotomist.

Lastly, each potential student must schedule an interview with an RCI representative and complete an RCI Enrollment Application.

**PLEASE NOTE:** No other advanced course credit is given except for previous laboratory experience for the Phlebotomy Program (see Phlebotomist with 1040 hours or more)

## MEDICAL LABORATORY TECHNICIAN PROGRAM

Admission procedures have been created for the AAS and/or Certificate in Medical Laboratory Technician Program. A separate application is required for each program. Students may apply to the program when prerequisite course work (this includes Science, additional prerequisites and General Education prerequisites) are completed. Students must advise an RCI counselor to complete a Student Education Plan prior to submitting application. The SEP must be less than 6 months old to qualify for the application.

All prospective students must hold an AA degree or have completed at least 60 semester (90 quarter) units from an accredited college or university prior to entry into the MLT program at RCI. Transferable coursework shall consist of at least 36 semester units of physical and biological sciences with an emphasis on applied clinical science. Coursework shall include 6 semester units of chemistry and 6 semester units of biology appropriate for transfer to a baccalaureate program in science, taken prior to, or concurrently with, training or experience.

## STATEMENT OF NON-DISCRIMINATION

Regan Career Institute does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or status, marital, parental, familial, Veteran, military service status, age, or disability. RCI complies with all local, state and federal laws barring discrimination. Accordingly, equal opportunity for employment and admission shall be extended to all persons. All inquiries or complaints regarding these laws and regulations should be directed to the Campus Director, who will apprise students of the procedures available for resolving complaints relating to alleged unlawful discriminatory actions.

## RCI PROGRAM AND POLICY CHANGES

Regan Career Institute, at its discretion, may make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving student educational experiences. RCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur the school is required to make appropriate changes and will attempt to minimize the effects of any change on current students.

## STUDENTS SEEKING REASONABLE ACCOMMODATIONS

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, RCI abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by RCI “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and has

consulted with the Campus Director who has determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

RCI is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the school. To request auxiliary aids or services, please contact the Student Services Coordinator. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

## **ABILITY-TO-BENEFIT STUDENTS**

Those applicants that do not possess a high school diploma, GED or its recognized equivalent credentials or other documentation, and are beyond the California State age of compulsory school attendance will be required to meet an Ability-to-Benefit (ATB) provision, which requires the applicant to achieve a passing score on an independently administered, standardized, nationally recognized test (Wonderlic Exam etc.) that is approved by the U.S. Department of Education.

If ATB eligibility was established prior to July 1, 2012, the applicant will be required to provide such documentation. Certified, passing scores from the Wonderlic Basic Skills Test (Wonderlic exam), or other US Department of Education recognized ATB eligibility exam are valid for five years. If eligibility is established, these students may apply for Title IV Financial Aid.

If ATB eligibility was not established prior to July 1, 2012, the applicant will not be eligible for Title IV Financial Aid and must pass the Wonderlic exam in order to be admitted.

The fee for the ATB test must be paid by prospective students seeking admission to Regan Career Institute. All ATB students who are admitted to Regan Career Institute will undergo pre-admission advising prior to enrollment.

All students must meet the program's specific prerequisites prior to being admitted to any program at Regan Career Institute.

## **ENGLISH INSTRUCTION**

Instruction at RCI is delivered in English. Students must be able to read, write, speak, understand, and communicate in English.

## **PROGRAMS PREPARING GRADUATES FOR A FIELD REQUIRING LICENSURE**

Under California law, RCI must take reasonable steps to ensure you are eligible for licensure if you choose a program that prepares you for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Be sure to carefully read these requirements and do further research if you have any concerns about your ability to achieve licensure. Discuss any concerns with your Admissions Coordinator and Program Director. If you choose to pursue training despite the fact that you may not be able to achieve licensure, you must indicate that and sign a release to that effect.

Licensure requirements for other states may vary. Students are responsible for obtaining the most recent application requirements for any state in which they intend to become employed.

## STATE AND NATIONAL BOARD EXAMINATIONS

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. RCI will provide students with information regarding test dates, locations, and fees whenever possible. Students should be aware that all test fees, unless stated on the Enrollment Agreement, are in addition to the tuition paid to RCI. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations.

Students are responsible for confirming their eligibility for any licensing, certification or registration. Additionally, students are encouraged to understand any changes or additional requirements that may apply to the licensure, certification or registration requirements.

## LICENSURE/CERTIFICATION REQUIREMENTS

### CERTIFIED MEDICAL ASSISTANT

Although it is not required to work as a Medical Assistant in California, you may pursue the Certified Medical Assistant credential. To do so, you must follow the guidelines through the American Association of Medical Assistants (AAMA) at <http://www.aama-ntl.org>, or the California Certifying Board for Medical Assistants at [www.ccbma.org](http://www.ccbma.org), or National Center for Competency Testing at [www.ncctinc.com](http://www.ncctinc.com), or National Health Career Association at [www.nhanow.com](http://www.nhanow.com).

### CERTIFIED PHLEBOTOMIST TECHNICIAN

Our Phlebotomy program is approved by the Laboratory Field Services, California Department of Public Health. On completion of the Phlebotomy training program students must take the credentialing national examination through the National Health Career Association [www.nhanow.com](http://www.nhanow.com), or National Center for Competency Testing [www.ncctinc.com](http://www.ncctinc.com), or American Society of Phlebotomy Technicians (ASPT) [www.aspt.org](http://www.aspt.org). Once students have passed the certification exam they will need to register with the State of California in order qualify to be a Certified Phlebotomist Technician (CPT1). Students have to apply to LFS, CDPH for California license through <https://accountportal.cdph.ca.gov/Default.aspx>.

### CERTIFIED NURSING ASSISTANT

Nurse Assistant Program graduates are required to have state certification (CDPH) to become employable in the state of California. Once students complete required 150 hours of training (Didactic-50 hours and Clinical-100 hours), they must take the certification exam conducted by National Nurse Assistant Assessment Program (NNAAP) [www.ncsbn.org/nnaap-exam.htm](http://www.ncsbn.org/nnaap-exam.htm), [regionaltestingcenter.org/cna.html](http://regionaltestingcenter.org/cna.html), or American Red Cross (ARC) [www.redcross.org/take-a-class/nurse-assistant-training/competency-evaluation-program](http://www.redcross.org/take-a-class/nurse-assistant-training/competency-evaluation-program).

### ELECTROCARDIOGRAPH TECHNICIAN

Graduates of Electrocardiograph Technician Program do not require to have state certification/ license to be employable in the state of California. Once students are done with the 50 hour EKG/ECG program they are eligible for employment. Although students are not required to have state/national certification to work in California, students may take national certification exam through the National Center for Competency Testing [www.ncctinc.com](http://www.ncctinc.com), or National Health Career Association [www.nhanow.com](http://www.nhanow.com).

## MEDICAL LABORATORY TECHNICIAN PROGRAM

Upon completion of all requirements of MLT program student will receive an Associate of Science degree or Certificate (determined at initial enrollment) from Regan Career Institute, and be eligible to apply for the National Board Examination through ASCP or AAB Board of Registry for certification as a Medical Laboratory Technician. Issuing of a degree or certificate is NOT contingent upon the student passing any type of extern certification or licensure examination. Additionally, the student must apply to the State of California, Department of Health Services Laboratory Field Services (LFS) Division in order to receive state licensure.

## ACADEMIC INFORMATION AND RCI POLICIES

### GRADING SYSTEM

Progress and quality of student work in the RCI programs are measured by a system of letter grades and grade percentages as shown below. Progress reports are issued to students at the completion of each module for all programs. Grades are based on the quality of work as shown by learning deliverables as indicated on the module or course syllabus.

### GRADING SCALE

Letter Grade	Percentage	GPA
A	100% - 90%	4.0
B	89% - 80%	3.0
C	79% - 70%	2.0
D	69% - 60%	1.0
F	Below 60%	0.0
P	Pass	-
I	Incomplete	-
W	Withdrawal	-

*\* NOTE: A student needs to achieve 70% or above overall grade to pass the module / course.*

### INCOMPLETE GRADES

An "incomplete" cannot be given as a final grade. At the end of a module or course, a student's failure to complete the required class work, clinical hours, assignments and/or tests will result in an incomplete grade. Incomplete grade must be converted to a letter grade within a specified time frame mentioned in the course/module syllabus.

### WITHDRAWAL GRADES

A student who withdraws after attending any portion of a module or course will receive a grade of "W" or Withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. A "W" grade for the module or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted, but not earned and will be included in the calculation of the rate of progression in determining SAP.

## **REPEATED MODULES OR COURSES**

Students who do not achieve a letter grade of “C” or better in any course or module are considered to have failed that course or module and must repeat it. When students repeat a failed course or module, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in rate of progress calculations. If repeating the course or module is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or module only once. Additionally, the ability to repeat a course or module is on a “seat availability” basis. A student’s training may be interrupted if the course or module to be repeated is not available until a later date.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS**

The progress and evaluation of each student is monitored and graded in intervals at the end of each module throughout the course of the program using individual Progress Reports. The Progress Reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each module is divided into classroom instruction, written work and lab/practice time. Certificate/Diploma programs’ (clock hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student successfully completes ½ of the clock hours (earned a passing grade or otherwise received credit associated with those hours in completed modules) and at least 25%, 50% and 75% of the weeks in the program. To maintain satisfactory academic progress, a student must:

- Have a Cumulative Grade Point A (CGPA) of 70% or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have successfully completed 66.67% of all coursework attempted in the program.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

NOTE: The quantitative and qualitative standards used to evaluate academic progress include all periods of the student’s enrollment; even periods which the student did not receive FSA funds must be counted.

## **GENERAL STUDENT DISCLOSURES/CONSUMER INFORMATION POLICIES**

RCI shall designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining information regarding the school, financial assistance, completion and graduation and rates, security policies, and crime statistics, as available, and/or needed.

If RCI designates one staff member, he/she shall be available upon reasonable notice to any enrolled or prospective student throughout the normal administrative working hours of the school. If more than one individual is designated, their combined work schedules must be arranged so that at least one of them is available upon reasonable notice throughout the normal administrative working hours of the school.

RCI shall make information regarding financial assistance available to any enrolled or prospective student through appropriate publications, mailings or electronic media. At a minimum, the school shall publish and make readily

available to current and prospective students a description of all the federal, state, local, private, and institutional need-based, and non-need-based student financial assistance programs available to them.

For each of these financial aid programs, RCI shall have written procedures for applying, forms required to be completed to apply for financial aid, student eligibility requirements, criteria for selection of recipients from the group of eligible applicants, and the criteria for determining the amount of a student's award.

RCI shall describe the rights and responsibilities of students receiving financial aid, specifically federal aid. The description includes:

- criteria for continued student eligibility under each program,
- satisfactory academic progress (SAP) standards that students must meet to receive financial aid and criteria by which those who have failed to maintain SAP may re-establish aid eligibility,
- the method by which financial assistance disbursements will be made to students and the frequency of those disbursements,
- the way the school provides for Pell-eligible students to obtain or purchase required books and supplies by the seventh day of a payment period and how the students may opt out,
- if applicable, the terms of any loan received by students their financial assistance package, a sample loan repayment schedule, and the necessity for repaying loans, as part of
- the general conditions and terms applicable to any employment provided to students as part of their financial assistance package,
- if applicable, the terms and conditions of the loans students receive under the Direct Loan and Perkins Loan programs,
- the exit counseling information RCI provides and collects,

In addition, RCI provides information about the school's academic programs, costs, facilities and administrative and financial aid policies. At a minimum, RCI shall provide, to enrolled and prospective students, the following information about the school:

Certificate programs—

- the current certificate programs and other educational and training programs,
- the instructional, laboratory, and other physical facilities that relate to the certificate programs,
- the school's faculty and other instructional personnel,
- any plans by the school to improve certificate programs, upon a determination by RCI that such a plan exists.

## MAXIMUM TIME FRAME

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of hours in their program). Calculations help assure that students will complete their programs within the maximum time frame.

Excused absences are given for extenuating circumstances, which are beyond the control of the student, including:

Extended illness that may require a Leave of Absence;

Hospitalization;

Court appearances

Jury Duty

Military Obligations

## READMISSION AFTER DISMISSAL OR LEAVE OF ABSENCE

A student who has been dismissed may request reinstatement after 3 months have elapsed. The student shall submit a written petition requesting Return from Disqualification in compliance with school procedures. The Regan Career Institute Dismissal Committee will meet within two weeks of such request. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the school.

## MAXIMUM TIME FRAME FOR COURSE COMPLETION

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times (150%) the regular scheduled program length, as illustrated below. Leave of Absences, holidays, excused non-attendance, winter break, in-service days, the Institute closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

Program	Session	Length	Maximum Time Frame
Phlebotomy Technician	Day/Eve	88 hours/	132 hours /
		4 weeks	6 weeks
Nurse Assistant Training Program	Weekday	160 hours/	240 hours/
		5 weeks	7.5 weeks
Nurse Assistant Training Program	Weekend	160 hours/	240 hours/
		10 weeks	15 weeks
Electrocardiograph Technician	Day/Eve	50 hours/	75 hours/
		2 weeks	3 weeks
Medical Assistant	Day/Eve	900 hours/	1350 hours/
		36 weeks	54 weeks
AAS Degree Medical Clinical Assistant	Residential/Distance/Blended	1260 hours/ 50 weeks	1890 hours/ 75 weeks
AAS in Medical Laboratory Technician Training	Residential/Blended	1672 hours/ 81 weeks	2508 hours / 122 weeks

Medical Laboratory Technician Certificate	Residential/Blended	1207 hours/ 52 weeks	1811 hour/ 78 weeks
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## EFFECT OF PROGRAM CHANGE ON SAP

Students who change programs will only have credits and grades that are applicable to the new program (including transfer credits) calculated in SAP and Maximum time frame. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

## WARNING AND PROBATION PERIODS

Every student will have their CGPA calculated after each grading period,

- The first grading period in which a student falls below the minimum SAP standards outlined above, the student will be placed on SAP Warning. If the student meets or exceeds the standards the following grading period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Should the student wish to remain enrolled and receiving Federal financial aid, the student must successfully complete the Appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will be moved to SAP Dismissal and dismissed from the school unless the conditions of an academic plan were successfully met.
- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following grading period. If not, the student will remain on SAP Dismissal and dismissed from the school unless the conditions of an academic plan were successfully met.

Students will be dismissed at the end of any grading period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

While in SAP Warning status the student is considered to be making academic progress, and will remain eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan) the student is considered to be making academic progress and will remain eligible to receive Federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that is considered to be necessary by the school. Failure to participate may result in dismissal regardless of CGPA.

Students on SAP Probation, SAP Dismissal and who have been dismissed for exceeding Maximum time frame are not eligible to change programs.

Regan Career Institute reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institute's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.



## **APPEAL PROCESS**

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist. All appeals must be submitted in writing within seven (7) calendar days (excluding holidays and breaks) of receiving notification of the dismissal. All appeals must explain the circumstances which affected academic performance and how the circumstance has been resolved so that it will not have any future effect on the student's Academic Progress. Additional documentation may be required. The decision of the school is final and may not be further appealed.

## **REINSTATEMENT**

A student may appeal to return to the school if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances which affected academic performance and how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

## **STUDENT APPEAL PROCEDURES**

Students have the right to appeal decisions made and policies enforced by the school. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the School Director to be reviewed by an Appeal Board. The Appeal Board shall consist of three (3) attending members. Students must provide supporting documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

## **PROCESS FOR STUDENTS WITH DENIED APPEALS**

The student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate accomplishment of changes that show a level of school readiness that can reliably predict success. Decisions regarding reinstatement to the school will take into consideration factors such as grades, attendance, account balance, conduct and the student's commitment to complete the program within the maximum time frame allowed pursuant to the school's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement; will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return of Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on academic/financial aid probation are eligible to receive Title IV funds while on probation, if they are otherwise eligible. Students who successfully bring up their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be dismissed and will not be eligible for appeal.

## GENERAL GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

- Pass all modules or courses;
- Complete all required externship training hours and meet all objectives evidenced by satisfactory evaluations;
- Complete the program within maximum time frame allowed;
- Be in good financial standing with the school and attend all graduate/financial aid exit interviews;
- Pass the program's exit examination, if applicable.

## PROGRAM MEASUREMENT

RCI measures its programs in clock hours, as delineated in the program information. Both methods of measurement are provided to assist in comparing the program length to other institutions programs.

### CLOCK HOURS ARE DEFINED AS FOLLOWS:

- A clock hour is a minimum of 50 minutes in which lectures, demonstrations, and similar class activities are conducted.

### NON-CREDIT, REMEDIAL COURSEWORK

- Students enrolled in the school are not offered non-credit or remedial coursework.

## ATTENDANCE REQUIREMENTS AND POLICY

The student must attend all class sessions in order to successfully complete any academic program. The policy is designed to assist students in accomplishing their academic goals and to fully prepare them for the professional environment they will encounter in their professional field.

RCI emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded on a daily basis and excellent attendance may enhance a student's employability. Students are encouraged to schedule medical, dental, and personal appointments before or after school hours and should notify the Instructor if they plan to be tardy or absent.

Students missing from class a total of 15% in any 4 week period (3 absences) shall receive a warning from Student Services. Students missing 20% (4 absences) or more may be placed on a 30 day probation period. Students exceeding 20% absences shall be directed to the Director of Education for further determination. A student who is consecutively absent for 14 calendar days (including Saturday and Sunday) will be terminated from the program altogether.

## PROGRAMS GOVERNED BY LABORATORY FIELD SCIENCES

Each Student must be on time per the designated class schedule. These rules are enforced by the California Department of Public Health, Laboratory Field Services and are non - negotiable.

It is encouraged that each student should generally arrive 15 minutes prior to their scheduled start time or earlier.

In times of hardship, each student is allowed the following allowance:

- Up to Two tardy occurrences of 15 minutes or more is equivalent to a 1 day absence.
- One 30 minute tardy occurrence is equivalent to a 1 day absence.
- If any missed time occurs, as within the limits above, the student will need to discuss adequate makeup session with their respective RCI Instructor or Administrator. If an equivalent of a 1 day absence occurs, the student must retake 1 full day of class session.
- As a courtesy, RCI allows students to review the class free of charge. There is no guarantee in seats however, and it is subject to availability.
- The student must review the class within six months of their enrollment date. After six months, students must pay \$100 per day to review the course.
- Any student having an equivalent of a 1 day absence will be required to make up the missed class or classes upon the next scheduled teaching for the class missed. This may potentially delay the student's graduation date and Externship start date.

There are no exceptions and no excuses to this policy. Thank you for your cooperation and understanding in helping us enforce the LFS policy.

## MAKE-UP TIME/WORK ACCOUNTABILITY

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the institute premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

## EXCUSED ABSENCES

10% of the program hours is the total amount allowed for absences from the program. Excused absences are not automatic. You must call in the absence to the student services and be prepared to make-up your hours. Vacations are not considered excused absences.

The instructor will meet with each student individually to discuss their progress, communication and participation in class monthly. The student and Instructor will sign the monthly progress report and it will be filed in the student permanent file. At the end of the month upon reviewing the progress report, the data becomes permanent and cannot be changed.

## TARDINESS

RCI places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of three (3) documented (unexcused) tardy days will be considered as one (1) absence.

## LEAVING EARLY

Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS**. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early (unexcused) departures will be considered as one (1) absence.

A student absent for 10 consecutive class days without an approved leave of absence will be terminated as of the last day of attendance.

## **MAKE-UP WORK TESTS AND QUIZZES**

Students are required to make up all assignments and work missed as a result of absences. Arrangements to take tests and/or quizzes missed because of an absence or tardiness can only be made with Student Services and the Director of Education's approval.

Regardless of the completion of make-up work, being late or missing attendance in a scheduled class will be counted as tardiness or absence. Hours of make-up work in clock programs will not be accepted as hours of class attendance. Make-up hours in clock hour programs must be done on campus. Clinical and externship hours must be completed at an assigned clinical or externship site. Refer to the program syllabus for details regarding the policy for completing missed work for particular programs.

## **MAKE-UP WORK ASSIGNMENTS**

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the institute premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

## **EXTERNSHIP AND CLINICAL EXPERIENCES**

Students completing classroom training will be referred to a site for completion of the required time and hands on skills training. Externship sites will be selected to provide these activities in a healthcare workplace environment. An Affiliate Agreement will be signed by the school and the site to ensure the extern is provided with mentoring supervision and that the required activities are adhered to and documented. Regan Career Institute will assign a staff member to maintain and monitor progress throughout the externship.

- Externship Sites: Externships sites will be identified and an agreement documented identifying the roles of both the medical facility and Regan Career Institute (RCI).
- Student Orientation: RCI will provide orientation to students regarding the requirements to be completed during the externship.
- Regan Career Institute: Externs will be referred to a site by RCI. The student, RCI, and an affiliated medical facility will review the duties of each party to ensure extern training and documentation will be completed during their scheduled externship.
- Externship Documentation: The externship will be documented by the agreement, a record signed by the externship site monitor, and compliance by all parties with hands on skills training, and attendance.
- Program Completion: Upon completion of the externship, RCI will document the students' completion of the externship segment of training.

## LEAVE OF ABSENCE

A leave of absence (LOA) may be granted in the case of extenuating circumstances that may require students to interrupt their education. The LOA must be requested in handwritten form by the student and approved by the school, in accordance with RCI LOA procedure.

Examples of extenuating circumstances that may qualify a student for LOA include:

- Military duty;
- Serious injury or illness of a student that prevents the student from attending school;
- Serious injury or illness of a family member that prevents the student from attending school;
- Death in the immediate family;
- Maternity;
- Jury duty; **OR**
- Extenuating circumstances as approved by the Director of Education.

At no time can the Institute back date a leave of absence. Therefore, it is important that you have a leave of absence prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula. Unexcused absences do.

## LEAVE OF ABSENCE PROCEDURE

Students must submit a hand written request for a LOA to Student Services. Student Services and the Director of Education will review the student's eligibility for a LOA and ensure that all information and documentation has been provided.

There must be a reasonable expectation that the student will return from the LOA in the period indicated, in order for a LOA to be granted. The student will be informed, in writing, of the decision to grant or deny the request for LOA by the Director of Education.

Prior to the beginning of a LOA, the student must meet with the Financial Aid Department to determine the financial aid implications of taking a LOA.

## ADDITIONAL PROVISIONS

- Students may not exceed 180 calendar days on LOA within a continuous 12 month period.
- If an LOA occurs anytime during a module or course in progress, students may be required to retake those courses in their entirety. Students will receive a W grade for such module or courses.
- Students will not be eligible for any financial aid while on LOA and may be required to complete additional financial aid documents.
- Students who fail to return from LOA on the scheduled date will be dismissed from the program. This may impact a student's loan repayment obligations.
- If a student who has received Title IV loans fails to return from a LOA, the Federal loan grace period begins retroactively from the date the leave began (see above Effect of Leave of Absence on Student Financial Aid for Programs).
- If students do not return following the LOA period, the school must apply its refund policy in accordance with state and federal guidelines (see above Effect of Leave of Absence on Student Financial Aid for Programs).
- The Department of Veterans Affairs will be notified immediately if a Veterans Affairs student is granted a LOA.
- Student must provide medical documentation or attestation stating the student is unable to attend school and the date on which the student is expected to return to school.
- Student must provide medical documentation or attestation stating the student must be available to care for the family member and the date the student is expected to return to school.

- **Jury Duty:** Students selected to serve on a jury are eligible to request a LOA. Students must provide official court documents stating the time of service required of the student prior to a LOA being granted.
- **Extenuating circumstances:** Students encountering other extenuating circumstances not listed above may apply for a LOA by providing documentation of the circumstances. The determination of whether these circumstances are appropriate grounds for a LOA are at the discretion of the school.
- The school will provide students with a tentative schedule based on the estimated return date. Schedules cannot be guaranteed and students may have to return to a different session depending on course availability.

## **READMISSION AFTER DISMISSAL OR LEAVE OF ABSENCE**

A student who has been dismissed may request reinstatement after 3 months have elapsed. The student shall submit a written petition requesting Return from Disqualification in compliance with school procedures. The Regan Career Institute Dismissal Committee will meet within two weeks of such request. Readmission may be granted, denied, or postponed subject to fulfillment of conditions prescribed by the school.

## **TERMINATION POLICY**

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory academic progress
- Failure to comply with the RCI attendance policy
- Failure to comply with the RCI conduct policy
- Failure to meet financial obligations to RCI
- Failure to fully comply with program, clinical and/or externship requirements
- Failure of the same course or module twice
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement
- Failure to return from a LOA

## **WITHDRAWAL FROM THE PROGRAM**

Students who wish to withdraw from their training program should contact the Institute Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office.

Regardless of the circumstances of withdrawal or the date of notification to the Institute, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

## **STUDENT SERVICES**

The Student Services staff is available to provide students with resources that make their stay at school easier. In one convenient location, the staff responds to basic student questions, needs and requests in the areas of academics, finance, and co-curricular activities. Students are encouraged to visit the staff with registrar requests, payment questions and any questions regarding transportation, childcare, professional counseling services in the community, and other information, as available, to address special concerns that may arise while attending the school.

## ORIENTATION

All new students attend an orientation session prior to the first day of class. Students will be informed of the date and time of the scheduled orientation during the enrollment process.

Some programs also have specific orientation requirements, as follows:

- Students may be scheduled to attend program-specific orientations.

## ADVISING/TUTORING ASSISTANCE

Faculty and staff are committed to assisting students with academic advising and tutoring, when needed. Students are strongly encouraged to meet with their instructors to discuss any academic concerns.

RCI provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regularly scheduled class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out -of-class help and to discuss their difficulties with their instructors or Student Services.

## HOUSING

Regan Career Institute does not provide student housing nor do we provide housing assistance at this time. The institution does not offer dormitory housing/ facilities or have access under its control.

The availability of housing located reasonably near the institute (in the city of El Monte, South El Monte, Rosemead, Baldwin Park, Alhambra, Monterey Park, Temple City and/ or Arcadia) is the responsibility of the student to seek out and obtain.

Average rent for a student in this area is between \$1300-2000 per month (single occupancy).

## PARKING

The Main campus has two parking options available to students:

- Street parking is available near and around the school.
- Daytime and evening parking is available in spaces marked as "RCI" in the property parking lot.

## GRADUATE REFRESHER COURSES

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program. Admittance is based on space availability. Regan Career Institute is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

## GRADUATION

To be eligible for graduation students must pass all modules or courses, complete all required theory/ lecture, clinical and externship training hours and meet all objectives evidenced by satisfactory evaluations, complete the program within maximum time frame allowed, be in good financial standing, pass the program's exit examination, and have a minimum, overall average of 70% or cumulative grade point average of "C" or better.



## PLACEMENT SERVICES

We prepare students for eligibility to enter into the workforce by providing the opportunity to qualify for specialized training. RCI AAS/D Medical Clinical Assistant offers a course in Employment Preparation taught in combination with placement services and the instructor to assist students with employment/placement information and assistance.

Upon completion of a program, students are encouraged to meet the career adviser to obtain employment/placement information/assistance. RCI Career Service Office helps students with proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications. Regan Career Institute Career Service Office provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity.

Gainful employment rates, facts, and figures as well as Placement rates are available at [www.rci.edu](http://www.rci.edu) and/or by request from the front desk whom can be reached at 626-455-0312.

## **REGAN CAREER INSTITUTE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT**

## **STUDENT POLICIES AND PROCEDURES**

### **COPYRIGHT INFRINGEMENT POLICY**

Introduction – Courts have imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty and staff, that it is a violation of federal law and RCI policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the RCI policy. The following is the RCI Copyright policy:

File sharing – File sharing software is commonly used to download music and movies from the Internet. Many don't realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the Front Office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violators are discovered, they contact the network owner and/or the Internet service provider and demand that the offending device be disconnected from the network. To protect the user and RCI from further responsibility under federal copyright law or RCI policy, the RCI IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning – Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This page could be printed or read from the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done in excess of the accepted 'fair use'.

Legal Liability – You can be sued for sharing copyrighted applications, songs and other digital materials without the permission of the copyright holder. For more information check the resources below.

Fair Use and Copyright Law – The Copyright Law provides a set of rules regarding library productions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the



photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research. If the user makes a request for, or later uses a photocopy or reproduction for the purposes in excess of the ‘fair use’ provision, that user may be liable for copyright infringement.

RCI reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

## DRESS CODE

Students are expected to maintain a neat, clean appearance at all times during their training, both on campus and at externship and clinical sites.

Professional dress is recommended at all times. Regan Career Institute’s Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the employers who hire our graduates.

Uniforms must be worn at all times, with proper closed toed shoes.

All current and externship students MUST wear their designated uniform, shoes and conform with all regulations of class and externship policies at all times. Failure to follow these regulations will be grounds for disciplinary action.

REGAN CAREER INSTITUTE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF REGAN CAREER INSTITUTE'S STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

**No Exception, No Discussion.** Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program is dependent upon the full cooperation between students and Institute staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with Instructors and Administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

## ACADEMIC HONOR CODE

Academic honesty, integrity and ethics are required of all members of the RCI community. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the school at all times. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation from Regan Career Institution.

The general public, professional organizations and accrediting bodies hold individuals in the Health Care industry to a high standard and expect us to monitor the professional behavior of our colleagues. As future health care professionals, students at the school have a responsibility to follow this model and guide their actions to serve the best interest of their fellow students, faculty and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession both within and outside of the academic environment. Therefore, allegations of misconduct by any student of the school will be taken very seriously.

Work for which students receive credit must be the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the school or attempts to gain an unfair advantage over others.

There are four possible consequences for violating the school's Honor Code:

1. Failure of the assignment/test.
2. Failure of the module or course.
3. Termination from the program.
4. Rescinding of a diploma or degree.

All violations of the Honor Code will be reported to RCI Administration to investigate. Individual reports will be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with Administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of honor code violations.

Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable.

All members of the RCI community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the school's policy.

## STANDARDS AND CODE OF ETHICS

Regan Career Institute subscribes to the following Standards and Code of Ethics in working with the general public, business and industry, students, educational institutions, state licensing boards, state agencies, state legislature and federal agencies.

1. To maintain and encourage high ethical standards in all relationships, assuring that no school denies admission to any student on the basis of race, color, creed, sex or national origin.
2. To cooperate fully with business and industry in determining the needs of companies within its fields of education and to maintain high standards of education in order to provide well trained graduates for the ever-changing needs of business.
3. To adhere to ethical and truthful programs of advertising and public relations in gaining recognition for private schools as being vital and important forces in the community, state and nation.
4. To maintain high standards of conduct in dealing with students in all areas, with particular emphasis on all aspects of recruitment, education and placement assistance.
5. To not knowingly, influence any student to neither leave another educational institution, nor encourage a person to change plans after signing an enrollment application of another school. All students must receive, read and understand Catalog plus School Performance Fact Sheets of programs which the student is interested in prior to being asked to complete the Enrollment application.
6. To protect the image of the entire private school field by not discrediting other schools by imputing to them dishonorable conduct, inability to perform contracts, or make other negative representations concerning the character, nature, quality, value or scope of their courses of instructions.
7. To provide each student with a printed school catalog containing detailed course outlines and an enrollment agreement for diploma programs setting forth the terms and conditions of enrollment and the obligations of both the students and the school as well as a current School Performance Fact sheet

of all programs the student is interested in attending. The school will provide testing and counseling for students, as well as periodic grade reports. Regan Career Institute shall maintain a fair and equitable refund and cancellation policy.

8. To provide quality training which helps to prepare students for future employment, but to make no promise, claim or guarantee of employment.
9. To fully cooperate with the Bureau for Private Post-secondary Education for the State of California to make an investigation of any written complaint leveled against our institution of individual concerning alleged irregularities or unethical practices on the part of the institution or its representatives.
10. To vigorously uphold the highest standards of ethics, competency and professionalism in dealing with the public, business and industry and all other educational institutions while always remembering that the student's education and welfare and of paramount importance, above and beyond all other considerations.
11. To assure that the instructors and staff are of good character, are mature and possess a professional attitude, making sure that each applicant for enrollment is fully informed about the program desired and what the program can be expected to accomplish and that the applicant is reasonably qualified to enter the program.
12. To always strive to do more for the student that is stated or required by the school catalog or any agency or organization.

## **CONDUCT POLICY**

An important part of the training at Regan Career Institute includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional business attire apply to all students.

Those whose conduct reflects discredit upon themselves or the Institute may be subject to dismissal. The administration of the Institute reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

## **GROUND FOR DISCIPLINARY ACTION**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Institution and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the Institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of school enrollment agreement.
9. Cheating.
10. Falsifying Institute records.
11. Carrying a concealed or potentially dangerous weapon.

12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the Institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Institution and/or its students.
15. Vandalism of Institute property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his/ her program by following the procedure set forth under reinstatement as noted in this catalog.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

**Regan Career Institute** students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the Institute to aid them to be as fully prepared as possible to succeed in the competitive job market.

## SEXUAL HARASSMENT/VIOLENCE PREVENTION

The policy of the Regan Career Institute is to provide an educational, employment and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students or other persons acting on behalf of the Institute who engage in sexual harassment as defined by the school's policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract.

The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Administrative Policies of Regan Career Institute approved by the Director. Regan Career Institute has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy may be obtained from the Registrar or School Vice President of Academic Affairs, and the Vice President of Student Services, or by contacting them in person or calling them at **626-455-0312**.

Any member of the Institute community, which includes students, faculty, and staff, who believes, perceives, or actually experienced conduct that may constitute sexual harassment, has the right to seek the help of the Institute Officials. Every employee has the responsibility to report such conduct when it is directed towards students the proper authorities. Potential complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

## VIOLENCE AGAINST WOMEN RE-AUTHORIZATION ACT OF 2013 (VAWA)

On March 7, 2013, President Obama signed the Violence against Women Re-authorization Act of 2013 (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and

Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

RCI adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

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

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

## **REVIEW AND CORRECTION**

A student has the right to inspect and review his/her educational records within 45 days from the day RCI receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. RCI will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed. If circumstances prevent the student from inspecting and reviewing the records in person, such as distance or disability, or other circumstance, a copy of institutional records may be provided at the school's option. A charge will be assessed to the student for such copies.

A student has the right to request the amendment of his/her educational records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. The student should write to RCI official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a Hearing regarding the request for amendment. Additional information regarding the Hearing procedures will be provided to the student when notified of the right to a Hearing.

## DISCLOSURE OF EDUCATIONAL RECORDS

Information defined as Directory Information may be released without a student's consent.

Regan Career Institute defines Directory Information to include:

- Name
- Address
- Phone Number
- Email address
- Birthday and month
- Enrollment Status/Grade Level (e.g. First Term, Second Term, etc.)
- Date of Graduation
- Degrees and Honors Received
- Photos
- Major Field of Study
- Dates of Attendance
- Participation in officially recognized activities and sports
- Most Recent School Attended
- A student ID or online user ID (as long as it may not be used to access educational records except when in conjunction with a student's personal password or personal PIN)

**Note:** A student's Social Security number can never be considered Directory Information.

A student may opt out of Directory Information disclosure by submitting a written request to the Registrar within 80 days of the student's start of classes.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the student in order to release any personally identifiable information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials, including teachers, with legitimate educational interest, as defined;
- Authorized representatives with a legitimate educational interest, as defined;
- Other schools to which a student is transferring or has already transferred;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with Financial Aid to a student;
- Organizations conducting certain studies for, or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

It is possible, under limited circumstances, that your record could be disclosed by one of the parties listed above, to another authorized representative with a legitimate educational interest. For example, your record may be provided to the US Department of Education for audit purposes, and the Department could share that record with the Office of Inspector General.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints must be filed within 180 days of the alleged violation and specify the violation with enough detail to identify the referenced violation. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**Department of Education Independence Avenue, SW**  
**Washington, DC 20202-4605**

The school will maintain a log of all written FERPA record requests including the records disclosed and the interest of the parties who requested the records.

Additional FERPA information available from RCI's Student Resource Center includes:

- Procedures for the inspection and review of records
- Procedures for requesting amendment of records
- Other related procedures

## **STUDENT/EMPLOYEE FRATERNIZATION**

Employees of Regan Career Institute are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of RCI policy, and may result in disciplinary action by the school.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official school matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a school employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the School Director.

## **STUDENT GRIEVANCE PROCEDURE**

RCI's Educational Philosophy states that we wish to provide a stress free educational learning environment. To that end, whenever a disruption in the harmony of that environment occurs we are prepared to deal with it swiftly and attempt to fact find and find a remedy as soon as possible.

**Student Complaints:** All complaints whether verbal or in writing need to be handled with a consistent manner. All complaints should be directed to the Administrator who shall delegate an appropriate staff member to act as a fact finder and report back the incident. If any damage (property or emotional) had occurred, recommendations as to a remedy will be given to prevent such future occurrences.

All Incidents need to be recorded on the Incident Report. Incident report forms are available on our website [www.regancareer.com](http://www.regancareer.com) or via the Registrar Office.

When grades are given for any course of instruction taught at Regan Career Institute, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final. For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the Registrar.



A student or any member of the public may file a complaint about this institution with the Bureau for Post-secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

Complaints may also be directed to:

**Bureau for Private Post-secondary Education**

P.O. Box 980818

West Sacramento, CA 95798

1-800-952-5210

## NO WEAPONS POLICY

Regan Career Institute prohibits all persons who enter school property from carrying weapons of any kind regardless of whether or not the person is licensed to carry the weapon. Failure to abide by this policy will lead to dismissal from RCI.

## DRUG AND ALCOHOL ABUSE PREVENTION

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or dismissal from the school program.

The following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse (800) 662-HELP  
(800) 843-4971

National Clearinghouse for Drug Information (800) 729-6686

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program.



## FAIR PRACTICE STANDARDS FOR EXTERNSHIP EXPERIENCES

Externship experiences are critical and invaluable portions of Regan Career Institute's educational programs. Externship experiences are an integral part of a student's education. To ensure that students get the maximum educational value and benefit from their externship experiences, the following policies are in effect for all programs:

1. Students are not to be paid for any of the activities they perform during their externship experiences.



2. Externship sites hosting the school's students are not to reduce their personnel as a result of the partnership to provide experiences for our students.
  3. A site externship supervisor is to be present at all times during all of the procedures in which students are actively involved.
  4. Students are allowed to procure gainful employment outside of their scheduled externship hours.
- If a student is an employee of the host site, hours worked as an employee do not count toward externship experience hours required.

## STUDENT RECORD RETENTION



### DEFINITIONS

For the purposes of this policy, Regan Career Institute uses the following definitions of terms:

**Student:** any person who attends or has attended Regan Career Institute.

**Educational Records:** any record (in handwriting, print, tapes, film, computer, or other medium) maintained by Regan Career Institute or an agent of the Regan Career Institute which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the Regan Career Institute for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after she or he is no longer in attendance at the Institute and which do not relate to the person as a student.

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution. Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

**Student records are to be kept for 5 years, Transcripts will be available for students permanently. Students must submit a written request to the school.**

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the Institution records or any other information about a student to any third party without the written consent of the student. Regan Career Institute protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files.

## B. ANNUAL NOTIFICATION

In accordance with Rules of the FERPA regulations, the Regan Career Institute is required to provide students annual notification of their FERPA rights. This is accomplished by publishing in the Student Handbook distributed to each student a notice to students of the policy concerning their rights under FERPA. Further

notice of the FERPA rights are published semi-annually in the Schedule of Classes Booklet, in the Institute's Catalog, as part of the new student orientation package, and by way of both email and the Institute's Web site.

### C. PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate Institute staff person a written request, which identifies as precisely as possible the record or records he or she wishes to inspect. The records custodian or an appropriate Institute staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the date of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records, which relate to him.

1. All records for students require a written request signed by the student or legally authorized agent.

### D. LIMITATION ON RIGHT OF ACCESS

Regan Career Institute reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 2008.
3. Records connected with an application to attend Regan Career Institute or a component of Regan Career Institute if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

### E. REFUSAL TO PROVIDE COPIES

Regan Career Institute reserves the right to deny copies of records, including official transcripts which are not required to be made available by FERPA, in any of the following situations:

1. The student lives within commuting distance of the Institute.
2. The student has an unpaid financial obligation to the Institute.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)
5. There is unresolved litigation between the student and the Institute.

### F. FEES FOR COPIES OF RECORDS

Regan Career Institute charges the following fees for copies of education records:

1. Transcripts: The Institute furnishes each student one academic transcript. Additional transcripts are forwarded, upon proper request, for a fee. These fees are subject to change, and the Office of the Registrar is responsible for publishing any change in the transcript fee.
2. Education Records: Regan Career Institute provides copies of education records to students when:
  - a. A failure to do so would effectively deny the student the right to inspect and review his/her record.
  - b. The Institute has disclosed information from the student's education record under authority of the student's prior written consent, and the student requests a copy of the information disclosed.

- c. The student requests copies of records the Institute has disclosed to other schools where the student seeks or intends to enroll.
3. The Institute will waive or reduce the fees of FERPA required copies of records if the fee effectively denies the student access to his/her record. The fee is for actual copying costs and should not include the cost of search and retrieval.
4. The cost normally will be that charged for Xerox copies.
5. Copies (not signed and certified) of education records not covered by FERPA will be available to students, even though the FERPA does not require them, at a cost per page, plus mailing, there is no cost of search and retrieval.
6. Records are available during normal business hours by contacting the Records Custodian (Registrar), requesting a copy of your records and completing the record request form.

## **FINANCIAL INFORMATION**

RCI believes that the cost of education is primarily the responsibility of the student. The Financial Aid office is available to all students to assist in financial advising and applying for aid through financial assistance programs.

## **PROGRAM TUITION AND FEES**

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are listed below:

<b>Phlebotomy Program</b>	<b>Full Course</b>	<b>Basic + Advance Didactic Course</b>	<b>Advance Course</b>
Course Fees	\$1,625	\$1,060	\$860
Registration, includes STRF (non-refundable)	\$150	\$150	\$150
Liability Insurance	\$75	N/A	N/A
Background Check	\$65	N/A	N/A
Supplies & Materials	\$75	Included	Included
National Exam	\$125	Included	Included
Uniform	\$60	N/A	N/A
<b>Total Course</b>	<b>\$2,175</b>	<b>\$1,210</b>	<b>\$1,010</b>
<b>Electrocardiograph Technician Program</b>		<b>Tuition &amp; Fees</b>	
Course Fees		\$815	
Registration, includes STRF (non-refundable)		\$150	
Liability Insurance		\$75	

Supplies & Materials	\$115
Testing Fees	115
<b>Total Course</b>	<b>\$1,270</b>
<b>Medical Assistant Program</b>	<b>Full Course</b>
Course Fees	\$10,330
Registration, includes STRF (non-refundable)	\$150
Liability Insurance	\$100
Background Check	\$100
Equipment & Supplies	\$520
Study Materials and Handouts	\$525
Uniform	\$30
Board Certification Examination	\$250
<b>Total Course</b>	<b>\$12,000</b>
<b>Nurse Assistant Training Program</b>	<b>Full Course</b>
Course Fees	\$1,360
Registration, includes STRF (non-refundable)	\$150
Supplies & Materials, Tools	\$400
Liability Insurance, Live Scan, Scrubs, State Board Exam	\$265
<b>Total Course</b>	<b>\$2,175</b>
<b>AAS/D in Medical Clinical Assistant Program</b>	<b>Full Course</b>
Course Fees	\$16,125
Registration, includes STRF (non-refundable)	\$150
Liability Insurance	\$100
Background Check	\$100
Equipment & Supplies	\$520
Study Materials, Books and Handouts	\$525

Uniform	\$30
Board Certification Examination	\$250
<b>Total Course</b>	<b>\$17,800</b>
<b>Medical Laboratory Technician Certificate Program</b>	<b>Full Course</b>
Course Fees	\$18,525
Registration, includes STRF (non-refundable)	\$150
California MLT Licensure Application Fee	\$230
Materials	\$500
Text Books	\$1,500
MLT National Exam Fee	\$225
Uniform & Lab Coat	\$350
Misc. (Parking, Immunization, Background Check, Malpractice Insurance, ID Badge etc.	\$520
<b>Total Course</b>	<b>\$22,000</b>
<b>AAS in Medical Laboratory Technician Program</b>	<b>Full Course</b>
Course Fees	\$25,665
Registration, includes STRF (non-refundable)	\$150
California MLT Licensure Application Fee	\$250
Text Books	\$2,000
MLT National Exam Fee	\$250
Materials	\$775
Uniform & Lab Coat	\$360
Misc. (Parking, Immunization, Background Check, Malpractice Insurance, ID Badge etc.	\$550
<b>Total Course</b>	<b>\$30,000</b>

## 76215. STUDENT TUITION RECOVERY FUND DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.



3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

## **TUITION PAYMENT**

Tuition for the first enrollment period of the program selected is due at the first session of each module unless alternative arrangements are made with the Financial Aid Department. Payment may be made with cash, check, credit card, or money order made payable to Regan Career Institute. Tuition payments should be made in person at the Fiscal Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$40 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

## **PAST DUE ACCOUNT**

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good faith effort to keep their account current and in good standing, may be subject to late fees and RCI disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, the school reserves the right to withhold a diploma or degree and to deny requests for official or unofficial transcripts until the account is brought current. Students must also be in good financial standing to attend the graduation ceremony.

## **FINANCIAL ASSISTANCE**

RCI offers students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The school participates in several types of Title IV programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The school's Financial Aid Officer uses this information to determine student eligibility and assists in deciding what resources are best suited to the circumstances. Students must meet all eligibility requirements to qualify for Financial Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of Financial Aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Federal grants and loans will be disbursed into student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS loan). Students may elect to have credit balances retained on their account to cover future charges in the same academic year. Federal Work Study earnings will be paid directly to the student via check on a biweekly basis for actual hours worked.

Government guaranteed loans can be an important part of financing educational expenses. When students borrow funds to finance their education, the school provides students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.



## FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for Financial Aid, a student must be:

- A citizen of the United States or an eligible Permanent Resident.
- Enrolled in an eligible program.
- Making satisfactory academic progress toward graduation.
- A high school graduate or the equivalent or have established eligibility by successfully passing a nationally recognized Ability-To-Benefit test prior to July 1, 2012.
- Not in default on a Financial Aid loan nor owe a refund to a Financial Aid grant received at any post-secondary college or institution.
- Have completed U.S. Selective Service requirements, if applicable.

If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full loan borrowed plus interest, less the amount of any refund. If you withdraw, a refund calculation will be completed and a refund of non-federal aid funds may be provided to you.

## FINANCIAL AID PROGRAMS

**Federal Pell Grant:** The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the Federal government. Unlike loans, grants do not have to be paid back.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

**Federal Work-Study (FWS):** The Federal Work-Study Program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to your course of study. Funds under this program are limited. Students interested in obtaining a Federal Work Study job should inquire with the office of the Campus Director.

**William D. Ford Federal Direct Loan Program:** This loan program includes the following types of loans, known collectively as “Direct Loans”:

- Federal Direct Stafford/Ford Loans (Direct Subsidized Loans)
- Federal Direct Unsubsidized Stafford/Ford Loans (Direct Unsubsidized Loans)
- Federal Direct PLUS Loans (Direct PLUS Loans)
- Federal Direct Consolidation Loans (Direct Consolidation Loans)

The Direct Loan Program is authorized by Title IV, Part D, of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. 1070 et seq.

Students must complete a Free Application for Federal Student Aid (FAFSA) before you receive a Direct Subsidized Loan or Direct Unsubsidized Loan.

Direct Loans are made by the U.S. Department of Education. They contract with servicers to process Direct Loan payments, deferment and forbearance requests and other transactions, and to answer questions about Direct Loans. They will provide students with the address and telephone number of the loan servicer after the school notifies the Department that the first disbursement of the loan has been made.



## Direct Subsidized Loan

Direct Subsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Subsidized Loans are available only to undergraduate student. Students may borrow up to \$3,500 for their first academic year and \$4,500 for the second academic year. The interest rate on Direct Subsidized Loans can be found at <https://studentloans.gov>. In general, students are not required to pay the interest that accrues on Direct Subsidized Loans during certain periods, while students are enrolled in school at least half-time, during grace or deferment periods, and during certain periods of repayment under during certain periods of repayment under the Income-Based Repayment Plan and the Pay As You Earn repayment plan.

Students must pay the interest that accrues during the grace period on any Direct Subsidized Loan for which the first disbursement is made on or after July 1, 2012 and before July 1, 2014. In addition, if a student is a first time borrower on or after July 1, 2013, under certain conditions the student may become responsible for paying the interest that accrues on their Direct Subsidized Loans during all periods.



## Direct Unsubsidized Loan

Direct Unsubsidized Loans are made to students to help pay for the cost of education beyond high school. Direct Unsubsidized Loans are available to both undergraduate students and graduate or professional students. Independent undergraduate students can borrow up to \$9,500 in Direct Unsubsidized Loans during their first year, at a fixed interest rate which is established annually by the U.S. Department of Education. The interest rate on Direct Unsubsidized loans can be found at <https://studentloans.gov>. With the exception of demonstrating financial need, Unsubsidized Loan borrowers must meet all eligibility criteria of the Federal Subsidized Loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

## Direct Parent Loan for Undergraduate Students (PLUS)

Federal Parent Loans for Undergraduate Students provide additional funds for parents to help pay for students' educational expenses. Parents must pass a credit check, or have a credit-worthy endorser. Interest rates are fixed and established annually by the U.S. Department of Education. Current interest rates can be found at <https://studentloans.gov>.

## Veterans' Education Benefits:

RCI Nurse Assistant (Weekend) and Medical Assistant programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans' Education Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

## Private Loans and Scholarships:

RCI encourages its students to exhaust their Federal Financial Aid Options before seeking private loans. However, students and parents who do not qualify for Title IV loans or who need additional funds to cover educational expenses beyond what is covered by Title IV funds may apply for private loans and scholarships.

## STUDENT PROTECTION, CANCELLATION, WITHDRAWAL AND REFUND

### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when the student gives written notice of cancellation at the address of Regan Career Institute shown on top of the front page of the Enrollment Agreement. Students can submit this written notice by mail, hand delivery, or email. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

If the student cancels the Enrollment Agreement, RCI will not charge institutional charges; however, RCI retains the nonrefundable application fee and may charge for equipment not returned in a timely manner in good condition.

### WITHDRAWAL FROM PROGRAM

Students have the right to withdraw from a program of instruction at any time. For the purposes of determining



the amount the student owes for the time attended, the student shall be deemed to have withdrawn from the program when any of the following occurs:

- Notify the school of withdrawal or the actual date of withdrawal; **or**
- The school terminates the enrollment; **or**
- Student fails to attend any classes for ten (10) consecutive scheduled class days, excluding school holidays.

If the student withdraws from the program after the period allowed for cancellation of the Agreement RCI will calculate whether a refund is due, and if so, remit a refund

within 45 days following the withdrawal.

For students receiving funds through the Federal Financial Aid program, unearned funds will be returned to the lenders or grant programs in the order required under Federal Law. For non-federal student financial aid program monies, the institutional/California state refund policy shall be a pro rata refund of monies paid for institutional charges. Any remaining balance will be paid according to the most recent authorization to Retain Funds form on file with the Financial Aid office at the time of withdrawal.

### DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the last date of academic attendance as determined by the school from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the school's attendance records.

## RETURN OF TITLE IV FUNDS POLICY

Effective 10/7/2000, all Financial Aid (Title IV) recipients who withdraw and have completed 60 percent or less of the payment period for which they have been charged are subject to the new Federal refund regulations per 34 CFR 668, 682 and 685, published November 1, 1999.

If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan borrowed plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed or insured by the State or Federal government and the student defaults on the loan:

- The Federal government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and
- The student may not be eligible for any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

- 1) To determine the percentage of the payment period completed, the number of days\* completed in the payment period is divided by the total days\* in the payment period. (The number of hours scheduled through the last date of attendance in the payment period is divided by the total hours in the payment period) \*Days = calendar days for purposes of this formula, and therefore include weekends and holidays. Only scheduled breaks of 5 days or more, and approved leave of absences are excluded.
  - (1) The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
  - (2) The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
  - (3) The school will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
  - (4) Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
    - 2) Unsubsidized Direct Loan Program
    - 3) Subsidized Direct Loan Program
    - 4) Direct PLUS Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

- Federal Pell Grant Program
- Other assistance awarded under this title for which return of funds are required

*Note: After the school has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50 percent. Unearned loan funds received by the student are paid back pursuant to the terms of the borrower's promissory note.*

For additional guidance or information regarding the Return of Title IV Funds policies and rules or for questions regarding any financial aid matter, please contact the school's Financial Aid Office.

## FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, RCI is required by the State to calculate a prorated refund for all students who have completed less than 60 percent of their period of attendance, regardless of whether or not the student received Title IV funds. However, the federal formula for Return of Title IV funds may result in a larger refund than the state refund policy. In that case RCI and/or the student must return the sum resulting in the larger of the two calculations to the appropriate Title IV program. Therefore, the student may, after Title IV funds are returned, owe a balance to RCI.

## RCI REFUND POLICY

RCI's Refund Policy determines the conditions under which a student is entitled to a refund of payments made to the school, or whether the student owes the school for outstanding charges.

The U.S. Department of Education does not dictate an institutional policy with regard to the return of Title IV funds; rather it warrants that RCI must determine earned and unearned portions of Title IV aid as of the date a student ceased attendance based on the amount of time the student spent in attendance or, in the case of RCI's Programs, based on when a student was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds a student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, RCI shall determine whether the student is eligible for a post-withdrawal disbursement (PWD). RCI's refund policy complies with requirements set forth by state or other outside agencies.



A student is considered to have withdrawn from a payment period or period of enrollment if:

- for a clock-hour program (such as the Medical Assistant Program), the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

The Last Date of Attendance (LDA) is the date used to determine the percentage of the payment period/period of enrollment that the student completed. This could be:

- the last date of academic attendance as determined by the school from its attendance records, or
- the date the student begins the withdrawal process or provides official notification of his intent to withdraw, or
- the date in school records that the student last attended an academically related activity, or
- in some cases, the midpoint of the payment period/period of enrollment if the student ceases attendance without providing official withdrawal notification

The definition of a withdrawal date is used in determining the amount of aid a student has earned. It must not be confused with the date of the institution's determination that the student withdrew.

For RCI which is a school required to take attendance, the withdrawal date is always the last date of academic attendance as determined by RCI from its attendance records. This determination is based on:

- requirement to take attendance by an outside entity (such as RCI's accrediting agency or a state agency), or
- an internal requirement that its instructors take attendance; or
- an internal or external requirement that can only be met by taking attendance or a comparable process, including but not limited to requiring that students in a program demonstrate attendance in the classes of that program or a portion of that program.

For schools that are required to measure the clock hours a student completes in a program (such as RCI's Medical Assistant Program and AASD in Medical Clinical Assistant program), it is the Department of Education's stance that they are required to take attendance since these schools must determine that a student is both present and participating in a core academic activity.

The Department (ED) has developed worksheets and software to assist schools in implementing the Return regulations. RCI shall use applicable worksheet for students who withdraw from clock-hour programs (in which Medical Assistant program and AASD in Medical Clinical Assistant program are categorized). As an additional resource, RCI shall utilize the Department's website, <https://faaaccess.ed.gov/FOTWWebApp/faa/faa.jsp>.

## **RCI REFUND MATRIX**

You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services. (This rule does not apply to courses that are less than four months. This rule only applies to courses that are more than four months).

Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram to:

School Director: Regan Career Institute 11350 Valley Blvd. El Monte, CA 91731

"The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee (after the seventh day of

enrollment), STRF fee (after the seventh day of the enrollment) not to exceed the lesser amount of 5% of the total costs or \$100.00 within 30 days following your withdrawal.

You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid.

If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2nd term or re enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

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.

Please refer to the RCI Refund Matrix below for tuition refund eligibility on the next page.

#### SAMPLE

RCI REFUND MATRIX	COURSE REFUND ELIGIBILITY	NON REFUNDABLE REGISTRATION FEE THIRD PARTY FEES
Prior to the 1st day of class, after 72 hour rescission period	100% of Deposit Minus Non- Refundable Fees	\$100 + TPF
Classes attended, amount is prorated (a)	Full Course: \$31.50/hr 6 Day Adv. Course: \$21/hr 3 Day Adv. Course: \$34/hr	
After completion of 60% of the course (b)	0%	N/A
(a) Prorated amount is based on hourly rate specific for each program  (b) No refund will be available		



once 60% of the course is completed		
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### HYPOTHETICAL REFUND EXAMPLE (For Extended Programs):

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained. \$2100 (\$2,000 Tuition + \$ 75.00 Registration Fee) Amount Paid - \$75.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) - 400 Hours of Instruction for which you have paid = \$1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be (\$1518.75+\$150) = \$1668.75. For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

The date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan.

### REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, Veterans should call the Department of Veteran Affairs' nationwide toll free number at 1-800-827-1000.

"For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)"

**Sec. 103. Disapproval for purposes of educational assistance programs of Department of Veterans Affairs of certain courses of education that do not permit individuals to attend or participate in courses pending payment:** This provision would require that in order for a school or training program to be approved for GI Bill benefits they must adopt a policy that disallows the school or training program from imposing a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from VA. This would only apply if the payments have not been received within 90 days of the beginning of the term and the Secretary would have the authority to waive this requirement. Schools would be allowed to require students to provide documentation to ensure that they are entitled to GI Bill benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from VA to the school. VA would have to make payments to schools no later than 60 days after receiving the tuition and fee certification from the school, and they would have to report semiannually to Congress any cases in which VA fails to make such payments within 60 days of certification.

## **LIBRARY POLICY**

Regan Career Institute will endeavor to provide students and faculty with texts and resources, which are current and subject appropriate for medical training.

The service is free to all currently enrolled students in good standing and to current faculty. Students and Faculty are strongly encouraged to join the local library of their community. Residents of Pasadena and surrounding area may also join programs at the nearest community school called "Friends of the Library."

An on-line reference library is available to all students, staff and faculty. The library contains texts, periodicals, and internet information to resource current material appropriate for the medical programs being offered.

## **PROCEDURES FOR THE STUDENT TO ACCESS THE LIBRARY AND/OR LEARNING RESOURCES**

The Resource Center/Library at the campus is available during the day and evening to accommodate students' research and study needs and offer reference materials related to the programs and curricula at the campus. There are sufficient resources available for each program.

The IT department, campus director will continuously review online library resources for updates or changes in online resources of new materials, journals, websites, articles, etc. RCI will have the right to change library resources as necessary. Periodic review of new resources will be evaluated and added/removed/updated as needed. Students can access these resources remotely or also have access to the school's computer lab to access these resources. Resources include access to Internet and printing along with various periodicals, videos/ DVDs and volumes housed on campus. Distance education online web resources and websites are available at the end of this catalog.

## **LIBRARY HOURS OF OPERATION**

The Resource Center is opened during the normal school operational hours of the office. M-F - 8:30 AM to 5:30 PM. Other hours by special request and appointment. Online library is available 365/7 days week.

## **LIBRARY USAGE REGISTRATION**

1. The appropriate photo ID and proof of current registration is required when checking out books.
2. A maximum of 2 items may be borrowed at any one time by any reciprocal borrower.



## BOOK CHECKOUT AND NUMBER OF ITEMS

1. The appropriate photo ID and proof of current registration is required when

## CHECKING OUT BOOKS

2. A maximum of 2 items may be borrowed at any one time by any reciprocal borrower.
3. Faculty and staff are restricted to the same loan period as students.

Loan Period and Circulation Loan Period Late Fines

Regular Circulation 2 days .20 per day

Videos 2 days .50 per day

## LIBRARY RESOURCES ONLINE

Websites for online library resources: subject to change at school discretion.

1. [eMedicine](#). A part of WebMD, this site is geared less specifically to the average layperson. Describing itself as an "open access comprehensive medical textbook," eMedicine offers over 6,500 clinical articles written by contributing physicians. eMedicine also offers free accredited CME courses for physicians.
2. [Welch Medical Library](#). While this site is specifically for those associated with Johns Hopkins Medical Institutions, it offers a search feature for articles published in medical journals and online (many of the full articles are not free of charge). In addition to the powerful search engine, they also have Subject Guides under the "eResources" section that offers links to topics ranging from Alternative Medicine to Grants and Funding to Writing and Publishing.
3. [MedicalStudent.com](#). This free and incredibly comprehensive site provides links to online medical textbooks, medical journals, continuing education/board exam information, and more. Check out their page of awards, reviews, and comments.
4. [PDR.net](#). Access one of the most well-known and frequently used resources for FDA-approved prescription drugs. You must register to use this service, but it is free of charge to all U.S.-based medical professionals.
5. [MedConnect](#). Specifically for healthcare professionals, this website will keep you on top of the latest in your field. They feature four interactive journals for primary care, managed care, emergency medicine, and pediatrics.
6. [PubMed](#). This database provides access to citations going back for the past 40 years. You must register (free) with NCBI before having access to the search engine.
7. [Intute](#). Out of the U.K., this site offers searches on a wide variety of topics under medicine, nursing/midwifery, medical history, and other fields in the health sciences. They also provide links to a handful of resource brochures and training site tutorials.
8. [rmLibrary](#). This database service provides access to all the major databases and organizes them by specialty. This service costs \$35.95 for a 30-day pass or \$299.95 for an annual subscription.
9. [MedBioWorld](#). Available at this site are Reuter's health and medical news from the past three years, access to online journals, full access to scholarly publications, and access to a highly-rated genomics blog. You must register to have access to all the features at this site.
10. [HighWire Press](#). This database provides access to most of the major news and research publications in the life sciences. Almost half of the full-text articles available are free of charge.
11. [MedicalConferences.com](#). Find international conferences and CME events in this searchable database. The site also provide a resource listing of major medical sites in the U.S., Canada, and the U.K.

## ACADEMIC PROGRAMS

### Electrocardiograph Technician (EKG/ECG)

Length of Program: 2 Weeks - 50 Clock Hours

Award: Certificate

Electrocardiograph Technician Program prepares students for a career as an Electrocardiograph (ECG/EKG) Technician (SOC Job Code: 29-2031, 31-9099). The Electrocardiograph (EKG/ECG) Technician is the healthcare professional responsible for performing diagnostic tests to access the heart rhythm and rate in patients. EKG's are also performed before and after operations, during physicals examinations of patients, for patients with a history of heart disease, when patients are experiencing chest pains and when the Doctor deems it necessary. The well trained EKG technician is an integral part of the management of patients with heart disease. The EKG Technician may also clean equipment, maintain and process data reports.

### PROGRAM OBJECTIVES

RCI's nationally approved accelerated Electrocardiograph Technician course trains individuals to perform electrocardiogram tests including basic 12-lead EKG's and basic arrhythmias. The hands-on training introduces the student to the function and proper use of the EKG machine, 12 lead placement and interpretation. Students will be introduced and exposed to the latest Holter Monitor equipment. They will also learn to fit a patient with a Holter Monitor. Holter Monitors are portable recording devices worn by patients. The device records data and analyze its inputs. EKG technicians can then further study the results and forward them to the physician to assist them in diagnosing heart ailments, such as heart rhythm abnormalities or problems with pacemakers. It also equips and prepares students to take national certifying exams including the National Center for Competency Testing/Multi skilled Medical Certifications Institute, National Health career Association and the American Society of Phlebotomy Technicians, Inc. (ASPT) exams. This course requires the student to have a High School diploma or GED. On successful completion of the program students receive Electrocardiograph Technician program completion certificate.

MODULE TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS
Mod A: Anatomy and Physiology of the cardiovascular System/ Medical Terminology/ Indication and History of EKG	7.33	1		8.33
Mod B: EKG Fundamentals/ EKG Performance: Obtaining Rhythm Strips	5.33	3		8.33
Mod C: Atrial & Junctional Rhythm	3.33	5		8.33
Mod D: Ventricular Rhythms & Heart Blocks	3.33	5		8.33
Mod E: Cardiac Emergencies: Pacemaker	4.33	4		8.33
Mod F: Cardiac Emergencies: Holter Monitor	5.33	3		8.33
<b>Totals</b>	<b>29</b>	<b>21</b>		<b>50</b>

## MODULE OBJECTIVES:

### Module A

Students will learn the basic medical terminologies, root words, prefixes and suffixes used in the field of cardiology. They will learn about the anatomy and physiology of the cardiovascular system.

### Module B

Students will learn the basics of electrocardiography. They will be able to describe the electrophysiologic basis of cardiac arrhythmias, illustrate the electrical conduction system through the heart, and the process of recording an electrocardiogram. Students will perform 12-Lead Electrocardiography and obtain rhythm strips and interpret an ECG strip.

### Module C

Students will learn to recognize arrhythmias that originate within the atria, outline the identifying features specific to each of the arrhythmias originating within the atria, recognize arrhythmias that originate in the AV junction, and outline the identifying features specific to each of the arrhythmias originating in the AV junction

### Module D

Students will learn to recognize arrhythmias that originate in the ventricles, outline the identifying features specific to each of the arrhythmias originating within the ventricles, recognize arrhythmias that are manifestations of conduction defects at the AV node, describe the characteristics of the category of arrhythmias known as AV heart blocks, and outline the identifying features specific to each of the arrhythmias included in the heart block category.

### Module E

Students will learn to describe Pacemakers, name the chambers of the heart that pacemaker may pace, explain the ways in which pacemakers can initiate impulses, assess pacemaker function, name and describe common types of pacemaker malfunctions, and explain how pacemaker malfunction is treated.

### Module F

Students will learn about the Holter Monitor. They will be able to explain functions of a Holter Monitor, fit a patient with a Holter monitor, remove and shut down the recorder, and download data from the recorder.

## EQUIPMENT USED IN THE COURSE

- |                     |   |  |
|---------------------|---|--|
| • Full Body Manikin | • Linen                                   | • Stethoscope                                |
| • Holter System     | • Projector                               | • Sphygmomanometer                           |
| • 12 EKG Lead Sets  | • Video Player                            | • EKG Tab Electrodes                         |
| • Arrhythmia Charts | • Video on 12 Lead EKG and Stress Testing | • Adjustable Gurney                          |
| • Study Guides      | • Video on Electrical Safety              | • Privacy Curtain/Screen                     |
| • Student Workbooks | • Arrhythmia Simulator                    | • Charts of the Heart, Charts of EKG Rhythms |
| • Stretcher         | • Stat Manikin                            | • 12 Lead EKG Machine                        |

## Medical Assistant Certificate Program

Length of Program: 36 Weeks - 900 Clock Hours

Award: Medical Assistant Certificate of Completion

Delivery: Residential

### Program Description

The Medical Assistant Program is a 900 Clock Hours, 36 Weeks blended program. This program prepares the graduate for a career in the Medical Assisting field to include theory, concepts, clinical and administrative procedures, and skills needed to succeed in the allied health field. The program offers hands-on guidance in a learning environment to perform Front and back office procedures.

### Program Objectives

The student will have the opportunity to learn and successfully complete different duties, depending on the state where they work. Basic laboratory tests, venipuncture and dermal puncture skills, specimen collection and complications, infection control, sterilization of medical instruments and minor surgical instruments, perform and interpret Electrocardiograms (EKG's), Holter monitor, educate patients regarding nutritional diets, medication, weight control, Anatomy and Physiology of body systems, remove sutures, change dressings, prep patient for inter office minor surgery, assist with examinations and pre-examination, administration of medication, Cardio Pulmonary Resuscitation (CPR) and first aid, assist with therapeutic ultrasound, assist with prep patient for x rays, ethical and legal issues and positively communicate with patients and other health care team members.

The program provides students with the understanding of medical diagnostic test(s). Students may participate in optional National Certification test (NCCT) to become certified. The program also provides knowledge and understanding of general education courses which are beneficial to students' interaction within their community and beyond.

### Occupational Objectives

Upon successful completion of this program students' will be awarded Certificate of Medical Assistant. Graduates will perform entry-level responsibilities in front office, patient administration and back office hands-on assisting skills in medical labs, Doctor's offices, clinics and hospitals. Medical Assistants fill the necessary preliminary functions that allow Doctors and Nurses to care for patients more proficient.

## Module Objectives

### **Module MCA801: Medical Terminology, Anatomy, & Physiology I (75 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology I provide a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: skeletal, muscular, cardiovascular systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

### **Module MCA802: Medical Terminology, Anatomy & Physiology II (60 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

### **Module MCA803: Medical Terminology, Anatomy & Physiology III (60 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology III provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Special Senses, Integumentary, Endocrine, and Reproductive Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

### **Module PH861: Pharmacology I (60 Clock Hours)**

This course provides comprehensive information; it condenses the aspects of pharmacology directly relevant to everyday practice into a concise, easy to understand material. Students will learn material on the half-life of drugs, patient non-compliance and severe chronic inflammation, as well as revisions and updates to reflect the latest knowledge and terminology. Students will learn absorption, diffusion, fat soluble drugs, active transport, steady state, hydrophilic drugs, methods of excretion and many drugs for different body systems including antidepressants, drugs of abuse, antibacterial, antipsychotics and analgesics. Students are introduced to an understanding of drug actions and interactions, and pharmaceutical industry and its licensing process.

### **Module MA804: Medical Assistant I (75 Clock Hours)**

This course is to prepare students to their roles and duties as the clinical medical assistant. It covers health care clinical settings and laboratory procedures. Instruction includes Universal Precautions,

Infection Control. Medical Asepsis and sterilization techniques will be studied. Vital Signs and Measurements, medical history will be practiced. Students will learn the methods of the Physical Examination and Assessment Procedures of the Body Systems.

### **Module MA805: Medical Assistant II (60 Clock Hours)**

This course provides an overview and understanding of the medical office diagnostic and laboratory procedures. Orientation of the students of the different preparation for clinical duties of a medical assistant will be presented in a step by step fashion. The importance of interviewing for medical history, diagnostic accuracy and proper specimen collection prepare the student for these important back office tasks.

### **Module MA806: Medical Assistant III (60 Clock Hours)**

This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of preparation and assisting with medications will be presented in a step by step fashion. Injections and phlebotomy procedures will be learned. Likewise, is to give the students the basic management of different emergencies and understanding of different behaviors that influences health for future patient education.

### **Module EKG800: EKG (Electrocardiograph) (75 Clock Hours)**

This course provides an understanding of the anatomy and physiology of the heart as well as the electrophysiology and conductive system of the heart. The course identifies cardiac procedures in the medical back office and diagnostic procedures of the heart. The course takes a step by step fashion in presenting EKG's (ECG) preparation, performing, equipment, and supplies. EKG (ECG) artifacts, arrhythmias and the medical clinical assistant's role in identifying cardiac arrhythmias are included. The course will include diagnostic procedures and assessment and treatment of the patient with cardiac emergencies.

### **Module MCA807: Diagnostic Procedures (60 Clock Hours)**

This course provides an understanding of the Laboratory and Diagnostic procedures in the medical back office. The course is a step by step preparation, performing, equipment, and supplies used as the clinician and role in identifying diagnostics. The course will include diagnostic procedures using holter monitor, ultrasound for Physical Therapy, pulse oximeter and explain the POL and Laboratory Classification and Regulation.

### **Module EHR808: Electronic Health Record Management (60 Clock Hours)**

This course is in depth studying of Electronic Health Record with a brief overview of Introduction to EHR in connection with operation and management of the medical facility. The course introduces students to the application used for administrative purposes, transformation of data into information, data collection and management from a clinical perspective, emphasis' documentation, and the course addresses claims management, regulations such as Health Insurance Portability and Accountability Act (HIPPA) privacy and security. Problems, medications and allergy lists will be learned. The examinations, treatment plans, orders and results will be studied. The electronic health record is interactive hands-on course.

### **Module MCA809: Administration Procedures (65 Clock Hours)**

The course provides an overview and understanding of the medical health care roles and responsibilities in the office. The student is trained in telephone procedures, etiquette, patient reception, banking and accounting procedures, scheduling techniques and managing the Medical Office Environment. The importance of accuracy, medical ethics and the legal aspects, facilities Management and Emergency Preparedness is emphasized.

### **Module EP810: Employment Preparation (30 Clock Hours)**

In this advanced course, the students learn how to prepare resume covering the skills taught in the Associate Degree program, locating sources of employment using internet sources, posting and emailing resumes, interviewing for a job and follow-up procedures.

### **Module EX820: Medical Assistant Externship (160 Clock Hours)**

In 160 externship hours the student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor, teacher and program director are assigned to a medical office, hospital and/or laboratory clinic. With 'real world' experience, the student can apply skills already learned and develop important relationship with patients, doctors and other medical personnel.

## **Equipment used in Medical Assistant Program**

- Gowns (Disposable and Fluid Resistant)
- Bio-hazard Sharps Container
- Blood Culture Bottles
- Culture tubes
- Finger Stick Lancet
- \*\* We use charts and diagrams to provide anatomy
- Gloves and physiology systems, and medical models to assist in teaching venipuncture procedures, and Anatomy, Terminology, and Physiology.
- Finger Stick Lancet
- Our hands-on mannequins are used in the lab for actual life like venipuncture and injections
- Microtainers
- Syringe/Needle Holder
- Safety Needles

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Safety Butterfly</li> <li>• Stainless Steel Tray</li> <li>• Venipuncture Kits</li> <li>• Linen</li> <li>• Arm Mannequin</li> <li>• Blood Draw Chair</li> <li>• Practice Medical CPR Manikin</li> <li>• 12 EKG Lead Sets</li> <li>• Arrhythmia Charts</li> <li>• Study Guides</li> </ul> | <ul style="list-style-type: none"> <li>• Student Workbooks</li> <li>• Stretcher</li> <li>• Linen</li> <li>• Transparency Projector</li> <li>• Video Player</li> <li>• Video on 12 Lead EKG and Stress Testing</li> <li>• Video on Electrical Safety</li> <li>• Arrhythmia Simulator</li> <li>• Stat Manikin</li> <li>• Stethoscope</li> </ul> | <ul style="list-style-type: none"> <li>• Sphygmomanometer</li> <li>• EKG Tab Electrodes</li> <li>• ECG Electrode</li> <li>• EKG Machine</li> <li>• Adjustable Gurney</li> <li>• Privacy Curtain/Screen</li> <li>• Charts of the Heart, Charts of EKG Rhythms</li> <li>• 12 Lead EKG Machine</li> </ul> |
|--|---|--|
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## Nurse Assistant Training Program

Length of Program: 10 Weeks / 5 Weeks - 164 Clock Hours

Award: Certificate

### PROGRAM DESCRIPTION

Regan Career Institute's Nurse Assistant Training Program is a 10-weekend / 5-week 164 Clock-hour residential program. It provides 164 contact hours of theory and clinical instruction and training.

Students must successfully complete ALL components of the course: 60 hours of lecture (class time with test), & skill demonstrations (Lab), and 100 hours of clinical time.

Students will acquire information and practical skills necessary for taking and passing the certification exam required by the state of California.

### PROGRAM OBJECTIVES

Upon completion of this course students will be able to understand the role and responsibility required of a nursing assistant working in a health care setting, perform basic and personal care skills according to the individual needs of the patients, residents, and clients in various health care settings, develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported, discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs, and be ready to take and pass the state certification exam.

### OCCUPATIONAL OBJECTIVES

This course is designed to offer students an extensive resource to learn and train to become a nurse assistant. This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Certified Nursing Assistants (CNA; SOC Job Code: 31-1131) can work in a variety of settings, ranging from within the home, to an office or a clinic, or to an extended care facility or hospital. Students will receive a program completion certificate on successful completion of the Nurse Assistant Training Program.



Module #	Module Name	Theory/ Lecture	Clinical/ Practicum
		Clock Hours	Clock Hours
Module I	Introduction	2	0
Module II	Patients' Rights	4	1
Module III	Interpersonal Skills	2	0
Module IV	Prevention Management of Catastrophe and Unusual Occurrence	1	1
Module V	Body Mechanics	2	4
Module VI	Medical and Surgical Asepsis	2	8
Module VII	Weights and Measures	1	1
Module VIII	Patient Care Skills	14	44
Module IX	Patient Care Procedures	7	20
Module X	Vital Signs	3	6
Module XI	Nutrition	2	6
Module XII	Emergency Procedures	2	1
Module XIII	Long-Term Care Patient	4	4
Module XIV	Rehabilitative Nursing	2	4
Module XV	Observation and Charting	4	4
Module XVI	Death and Dying	2	0
Module XVII	Abuse	6	0
<b>Total Hours</b>		<b>60</b>	<b>104</b>

### Nurse Assistant Training Program Equipment List

- Adequate space, lighting and ventilation
- A sink with hot and cold running water with hand faucets accessible in the room, or readily accessible to the room

- Hospital bed with regular mattress
- Positioning rail
- Over-bed table
- Bedside table (night stand)
- Call light (may be simulated)
- Side chair or straight chair
- Soiled linen hamper
- Provisions for privacy: curtain or screen
- Commode or toilet
- Wheelchair with footrests and brakes
- Geri-chair
- Lamp
- Wastebasket
- Bedpan and cover (fracture pan and full bedpan)
- Toilet tissue
- Catheter
- Incontinence briefs
- Urinary drainage bag (drainage spout must be type that inserts into a pouch)
- Alcohol Swabs
- Leg band to secure catheter or tape
- Graduated container (preferably clear plastic)
- Yellow food coloring or a substitute to color the water
- Funnel or irrigation syringe to fill the urinary drainage bag
- Urinal
- Air freshener
- Cotton balls
- Urine collection device
- Digital thermometer
- Lubricant for rectal temperature
- Scale (non-digital, stand-up scale)
- Device for measuring height (measuring device that is attached to a stand-up scale)
- Watch or clock with second hand for vital signs
- Blood pressure cuff (Sphygmomanometer) multiple sizes
- Stethoscope (single and double earpiece)

## Phlebotomy Technician

Length of Program: 4 Weeks – 88 Clock Hours

Award: Certificate

### PROGRAM DESCRIPTION

RCI's comprehensive 88-Clock-hours 4-weeks residential program prepares students for a career as a Certified Phlebotomy Technician (CPT1). Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipuncture and micro-collection techniques. Phlebotomists are constantly in demand by clinical laboratories, health centers, hospitals and doctor's offices and any organization that is licensed to draw blood. This program requires the student to have a High School diploma or a GED.

### PROGRAM OBJECTIVES

The goal of the program is to prepare the student for an entry-level position as a Phlebotomy Technician (SOC Job Code: 31-9097). The student is trained in the principles of venipuncture and dermal punctures, hands on techniques and the following categories; quality assurance and legal issues; infection control, safety and first aid. Students must successfully complete a total of 88 hours of training, which is divided in to 48 hours of didactic training and an additional mandatory 40 hours or more of externship, to receive a Phlebotomy Technician program completion certificate.

## PROGRAM OUTLINE

COURSE #	COURSE TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS EXTERNSHIP	TOTAL CLOCK HOURS
MOD A	Introduction to Phlebotomy, Safety and First Aid	6	2		8
MOD B	Basic Anatomy and Physiology/Medical Terminology/Circulatory System	6	2		8
MOD C	Patient Identification/Infection Control/Waist Disposal	6	2		8
MOD D	Blood Collection Techniques/Postpuncture Care and Equipment	6	2		8
MOD E	Anticoagulant Theory? Specimen Processing and Transport	6	2		8
MOD F	Quality Assurance/Communication Skills/Risk Factors/Legal Issues Related to Phlebotomy	6	2		8
MOD G	Externship			40	40
<b>TOTAL</b>		<b>36</b>	<b>12</b>	<b>40</b>	<b>88</b>

In addition, students will complete Phlebotomy program as an extern in a healthcare environment with hands-on, practical experience.

Per state regulations, Students are required to complete an externship for a minimum of 40 hours and perform at least 10 dermal punctures and 50 venipunctures. It will give them opportunity to use new phlebotomy skills in a medical healthcare environment. At the time of externship students interact with patients under the supervision of medical healthcare professionals with the oversight of RCI staff.

RCI's course equips and prepares students to take the National certifying examinations including the National Center for Competency Testing/Multi skilled Medical certifications Institute and National Health Career Association/Multi skilled Medical Certifications Institute and National Health Career Association examinations.

## MODULE OBJECTIVES

### Module A

Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

### Module B

Students will learn the basic root words, prefixes and suffixes used in the field of Phlebotomy. The correct laboratory test names and abbreviations used for blood drawing and the correct terminology for documentation of the technique for the patient. Students will be exposed to the anatomical region, structural organization, and the major organs system. Students will learn the functions and tests related to the organ system, circulatory system and functions of all cellular components of the blood and hemoglobin.

### Module C

Students will learn the infection sources, chain of infection, The OSHA standards for occupational exposure to blood borne pathogens, standard precautions, the use of standard precautions, the isolation techniques, Nosocomial Infections. Patient identification and waste disposal techniques will be emphasized in this module.

### Module D

Students will begin to identify the equipment and become familiar with needed sterile equipment and the proper procedures used for blood drawing, labeling and documenting system. The student will learn the skills of actual venipuncture and blood drawing.

### Module E

Students will learn the anticoagulant theory. They will also be taught specimen handling, processing and transportation.

### Module F

Students will work in the lab using interpersonal communication with patient care role playing to understand the patient they will work with in the industry. The student will learn and use the legal aspects of the Phlebotomist and the responsibility and respect for the patient

### Module G

The final module of this program allows student after successfully completing the desired skills of this course to be placed within the industry to continue to use the skills and prepare for employment in Doctors' offices, Hospitals and labs and have the required venipuncture needed for the certification exam.



## EQUIPMENT USED IN THE COURSE

- Charts of Vascular and Arterial Systems
- Eye Protection (Goggles)
- Gowns (Disposable and Fluid Resistant)
- Bio-hazard Sharps Container
- Blood Culture Bottles
- Venipuncture Kits
- Arm Mannequin
- Microtainers
- Cotton Balls
- Culture tubes
- Blood Draw Chair
- Safety Butterfly Drawing Set
- Sterile Bandages
- Adhesive Medical Tape
- Gloves
- Syringe/Needle Holder
- Finger Stick Lancet
- Safety Needles
- Centrifuge
- RCI classroom instruction includes:
- Basic Anatomy and Physiology
- Medical Terminology
- Basic Phlebotomy Equipment and Procedures
- Phlebotomy Techniques
- Interpersonal Communication
- Practical Phlebotomy
- Infection Control
- Legal Aspects of Phlebotomy

In addition, you will complete your Phlebotomy program as an extern in a healthcare environment with hands-on, practical experience. Our externship instruction will give you the opportunity to use your new phlebotomy skills in a medical healthcare environment. You will work with patients under the supervision of medical healthcare professionals with the oversight of RCI staff.

Description of Educational Program: Regan Career Institute provides an 88-hour Phlebotomy course composed of 48 lecture hours and a 40 clinical hours. An externship is included to provide opportunity for the state mandated 50 venipuncture and 10 skin punctures for CPT1 certification. The combination prepares the student to become a CA State Certified Phlebotomist.

Description of Equipment used in Instruction: Regan Career Institute uses a combination of, lecture, demonstration and programmed instruction to teach the Phlebotomy Course.

We use charts and diagrams to provide anatomy and physiology of the arterial and venous systems as well as medical models to assist in teaching venipuncture procedures.

There are three levels of certification for phlebotomists as well as supervisory opportunities. The employment outlook for this profession is very good. There is currently a 14% shortage of phlebotomists in the laboratory workforce in the state of California.

### **Inventory of the Equipment used in teaching Phlebotomy Course:**

- |   |                               |  |
|---|-------------------------------|--|
| • Charts of Vascular and Arterial Systems | • Band aids                   | • Gloves                                 |
| • Medical Models                          | • Sterile Bandages            | • Eye Protection (Goggles)               |
| • Venipuncture Kits                       | • Adhesive Medical Tape       | • Gowns (Disposable and Fluid Resistant) |
| • Film Phlebotomy Safety                  | • Cotton Balls                | • Microtainers                           |
| • Stretcher                               | • Bio-hazard Sharps Container | • Syringe/Needle Holder                  |
| • Linen                                   | • Blood Culture Bottles       | • Safety Needles                         |
| • Arm Mannequin                           | • Culture tubes               | • Safety Butterfly                       |
| • Blood Draw Chair                        | • Finger Stick Lancet         | • Stainless Steel Tray                   |
| • Alcohol Wipes                           | • First Aid Kit               |  |

We prepare students to take the National Certification Exam, required by the Department of Public Health Services, Laboratory Field Services to be eligible to apply for the California State Phlebotomy certificate.

**Upon successful completion of this course the student will know and be able to:**

### **THEORETICAL OUTCOMES**

- Explain the indication and contraindications of venous and arterial punctures.
- Define selected venipuncture terms.
- Discuss common fears and patient concerns of drawing blood.
- Identifying and describe at least twelve Freudian defense mechanisms used to cope with anxiety;
- Assess and differentiate between behaviors of the four levels of anxiety;
- Define the fundamentals of the communication process
- Compare and contrast blood drawing methods of peripheral venipuncture
- Discuss infection control guidelines related to drawing blood.
- Discuss relevant anatomy related to site selection restrictions.

## **CLINICAL OUTCOMES:**

It is our practice to continuously encouraged students to meet the client's needs based on priorities established by the client and/or family. An increasing focus on the psychosocial status of the patient is encouraged throughout the course. Clinical experience, including at least 5 individually supervised successful venipunctures and 3 individually supervised skins punctures (capillary blood withdraws) by each student on live human subjects. Arterial punctures are optional. The maximum class size for the clinical portion of this class is 15 students per instructor.

## **STUDENTS WILL BE ABLE TO**

- 1) Recognize and explain resident and patient rights as stated in federal laws and Legal aspects as set forth in California Business and Professions Code Sections 2860.5(b) and (c);
- 2) Demonstrate ability to accurately perform venipuncture procedure and explain the possible risks and complications as well as;
- 3) Precautions and methods to avoid complication;
- 4) Demonstrate proper use of equipment and safety precautions;
- 5) Discuss care and monitoring of a patient while withdrawing blood;
- 6) Discuss management of common complications of venous and arterial blood sampling;
- 7) Discuss legal implications of withdraw of blood;
- 8) Select the right equipment to perform blood withdraw of arterial and venous blood;
- 9) Describe proper patient identification and sample labeling;
- 10) Remove samples of venous blood under supervision;
- 11) Demonstrate safe handling of sharps and sharps disposal

## **EVALUATION METHODS**

The overall objective and goal of RCI is to prepare students to practice competently. Theory competency is measured through written examinations and skills competency is measured by simulated skill examinations. All students must be able to demonstrate appropriate communication at the level of the patient and must satisfactorily perform care using safety measures at a level comfortable to the patient.

Our program places emphasis on current references other than the text to provide latest research into the classroom. Students are expected to provide a peer-reviewed reference for most rationales.

## **STUDENTS SHOULD BE ABLE TO**

1. Identify proper equipment and discuss procedure for blood withdraws.
2. Identify patient preparation and safety precautions before withdraw of blood.
3. Demonstrate proper patient identification and blood sample labeling on all sample containers.
4. Identify differences between venous and arterial punctures.
5. Identify complications of venous blood sampling.
6. Identify complications of arterial blood withdraw.
7. Identity adjustments in equipment and technique for pediatric blood withdraw.

## **INSTRUCTOR EVALUATION**

1. Performance of Ten individual supervised skin puncture (capillary blood withdraws) on live subjects by each student.
2. Perform three supervised arterial blood sample withdraws from a live subjects (optional RN only)

3. Performance of three individual supervised venipunctures by each student on a live subject.

## **INSTRUCTOR CREDENTIALS**

One will teach our certification course or more California state approved person(s) as defined by as:

- (A) A physician and surgeon licensed by the Medical Board of California or the Osteopathic Medical Board of California who within the previous five years:
  1. Has had a minimum of six months of experience performing blood withdrawal and starting and superimposing intravenous fluids in an "organized health care system," as defined in Section 2860.5(c) 2 of the Code; or
  2. Have had experience teaching courses in intravenous therapy and blood withdrawal.
- (B) A nurse licensed by the California Board of Registered nursing whom within the previous five years:
  1. Has had a minimum of six months of experience performing blood withdrawal and superimposing intravenous fluids in an "organized health care system," as defined in Section 2860.5(c)(2) of the Code; or
  2. Has had experience teaching courses in intravenous therapy and blood withdrawal; or

This educational program meets the requirements of section 71710.

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## **AAS Degree in Medical Clinical Assistant**

Length of Program: 50 Weeks - 1260 Clock Hours

Award: Associates of Applied Science Degree (AASD)

## **PROGRAM DESCRIPTION**

The AASD in Medical Clinical Assistant Program is a 1260 Clock Hours, 50 Weeks blended program. This program prepares the graduate for a career in the Medical Clinical Assisting field to include theory, concepts, clinical and administrative procedures, and skills needed to succeed in the allied health field. The program offers hands-on guidance in a learning environment to perform Front and back office procedures.

## **PROGRAM OBJECTIVES**

The student will have the opportunity to learn and successfully complete different duties, depending on the state where they work. Basic laboratory tests, venipuncture and dermal puncture skills, specimen collection and complications, infection control, sterilization of medical instruments and minor surgical instruments, perform and interpret Electrocardiograms (EKG's), Holter monitor, educate patients regarding nutritional diets, medication, weight control, Anatomy and Physiology of body systems, remove sutures, change dressings, prep patient for inter office minor surgery, assist with examinations and pre-examination, administration of medication, Cardio Pulmonary Resuscitation (CPR) and first aid, assist with therapeutic ultrasound, assist with prep patient for x rays, ethical and legal issues and positively communicate with patients and other health care team members.

The program provides students with the understanding of medical diagnostic test(s). Students may participate in optional National Certification test (NCCT) to become certified. The program also provides knowledge and understanding of general education courses which are beneficial to students' interaction within their community and beyond.

## OCCUPATIONAL OBJECTIVES

Upon successful completion of this program students' will be awarded Associates of Applied Science Degree in Medical Clinical Assistant. Graduates will perform entry-level responsibilities in front office, patient administration and back office hands-on assisting skills in medical labs, Doctor's offices, clinics and hospitals. Medical Clinical Assistants fill the necessary preliminary functions that allow Doctors and Nurses to care for patients more proficient.

Module Name	Module Name	Theory/ Lecture	Lab	Clinical/ Practicum	Total Clock Hours	Total Academic Credits Awarded
		Clock Hours	Clock Hours	Clock Hours	Clock Hours	Clock Hours
OS800	Operating Systems	30	30	0	60	3
WP800	Word Processing	30	30	0	60	3
MCA801	MTA&P I	45	30	0	75	4
MCA802	MTA&PII	30	30	0	60	4
MCA803	MTA&PIII	30	30	0	60	4
PH861	Pharmacology I	60	0	0	60	4
MA804	Medical Assistant I	45	30	0	75	4
MA805	Medical Assistant II	30	30	0	60	4
MA806	Medical Assistant III	30	30	0	60	4
EKG800	Electrocardiograph (EKG)	60	30	0	90	5
EHR808	E HR Mgmt	30	30	0	60	3
MCA807	Diagnostic Procedures	30	30	0	60	3
MCA809	Administrative Procedures	35	30	0	65	3
EP810	Employment Preparation	30	0	0	30	2
GE810	Mathematics	30	0	0	30	2
GE811	Communication Skills	60	0	0	60	4
AG811	American Government	15	0	0	15	1
GE812	Intro. Human Development	15	0	0	15	1
GE813	Psychology	45	0	0	45	3
GE814	American History	60	0		60	4
EX820	Medical Clinical Externship	0	0	160	160	3.5
<b>Total Hours</b>		<b>800</b>	<b>300</b>	<b>160</b>	<b>1260</b>	<b>66.5</b>



## **MODULE OBJECTIVES**

### **Module OS800: Operating Systems (60 Clock Hours)**

This course introduces students to the computer concepts and terminology. Students will learn commonly used portions of MS Office Suite. The course provides the foundation in the use of the Internet/Email and Microsoft Word. Additionally, the students will be able to work with Microsoft Windows Operating System, Microsoft Excel and Microsoft PowerPoint, as well as Keyboarding and Typing. Students will also learn to navigate the World Wide Web, use search engines and establish an e-mail account.

### **Module WP800: Word Processing (60 Clock Hours)**

Students will develop basic skills and understanding of word processing applications. Students develop the skills to create a variety of business documents including business letters and memos. The students become proficient in the features of Microsoft Word through laboratory exercises where word processing concepts are emphasized. Students learn the basics of formatting text, paragraphs, and tables, creating headers and footers and setting up documents for printing.

### **Module MCA801: Medical Terminology, Anatomy, & Physiology I (75 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology I provide a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: skeletal, muscular, cardiovascular systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

### **Module MCA802: Medical Terminology, Anatomy & Physiology II (60 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology II provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems.

### **Module MCA803: Medical Terminology, Anatomy & Physiology III (60 Clock Hours)**

The class in Anatomy & Physiology/Medical Terminology III provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: Special Senses, Integumentary, Endocrine, and Reproductive Systems. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms (anatomical, physiological, diagnostic and pathological terms) and at the same time learning the structures and functions of the body systems. It also includes the recognition, definition, spelling, and pronunciation of terms used in medical pathology and medical practice.

### **Module PH861: Pharmacology I (60 Clock Hours)**

This course provides comprehensive information; it condenses the aspects of pharmacology directly relevant to everyday practice into a concise, easy to understand material. Students will learn material on the half -life of drugs, patient non-compliance and severe chronic inflammation, as well as revisions and updates to reflect the latest knowledge and terminology. Students will learn absorption, diffusion, fat soluble drugs, active transport, steady state, hydrophilic drugs, methods of excretion and many drugs for different body systems including antidepressants, drugs of abuse, antibacterial, antipsychotics and analgesics. Students are introduced to an understanding of drug actions and interactions, and pharmaceutical industry and its licensing process.

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This course is to prepare students to their roles and duties as the clinical medical assistant. It covers health care clinical settings and laboratory procedures. Instruction includes Universal Precautions, Infection Control. Medical Asepsis and sterilization techniques will be studied. Vital Signs and Measurements, medical history will be practiced. Students will learn the methods of the Physical Examination and Assessment Procedures of the Body Systems.

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This course provides an overview and understanding of the medical office diagnostic and laboratory procedures. Orientation of the students of the different preparation for clinical duties of a medical assistant will be presented in a step by step fashion. The importance of interviewing for medical history, diagnostic accuracy and proper specimen collection prepare the student for these important back office tasks.

### **Module MA806: Medical Assistant III (60 Clock Hours)**

This course provides an overview and understanding of the different Clinical Skills in a Medical Office. Orientation of the students of preparation and assisting with medications will be presented in a step by step fashion. Injections and phlebotomy procedures will be learned. Likewise, is to give the students the basic management of different emergencies and understanding of different behaviors that influences health for future patient education.

### **Module EKG800: EKG (Electrocardiograph) (90 Clock Hours)**

This course provides an understanding of the anatomy and physiology of the heart as well as the electrophysiology and conductive system of the heart. The course identifies cardiac procedures in the medical back office and diagnostic procedures of the heart. The course takes a step by step fashion in presenting EKG's (ECG) preparation, performing, equipment, and supplies. EKG (ECG) artifacts, arrhythmias and the medical clinical assistant's role in identifying cardiac arrhythmias are included. The course will include diagnostic procedures and assessment and treatment of the patient with cardiac emergencies.

### **Module MCA807: Diagnostic Procedures (60 Clock Hours)**

This course provides an understanding of the Laboratory and Diagnostic procedures in the medical back office. The course is a step by step preparation, performing, equipment, and supplies used as the clinician and role in identifying diagnostics. The course will include diagnostic procedures using holter monitor, ultrasound for Physical Therapy, pulse oximeter and explain the POL and Laboratory Classification and Regulation.

### **Module EHR808: (Electronic Health Record) Management (60 Clock Hours)**

This course is in depth studying of Electronic Health Record with a brief overview of Introduction to EHR in connection with operation and management of the medical facility. The course introduces students to the application used for administrative purposes, transformation of data into information, data collection and management from a clinical perspective, emphasis' documentation, and the course addresses claims management, regulations such as Health Insurance Portability and Accountability Act (HIPPA) privacy and security. Problems, medications and allergy lists will be learned. The examinations, treatment plans, orders and results will be studied. The electronic health record is interactive hands-on course.

### **Module MCA809: Administration Procedures (65 Clock Hours)**

The course provides an overview and understanding of the medical health care roles and responsibilities in the office. The student is trained in telephone procedures, etiquette, patient reception, banking and accounting procedures, scheduling techniques and managing the Medical Office Environment. The importance of accuracy, medical ethics and the legal aspects, facilities Management and Emergency Preparedness is emphasized.

### **Module EP810: Employment Preparation (30 Clock Hours)**

In this advanced course, the students learn how to prepare resume covering the skills taught in the Associate Degree program, locating sources of employment using internet sources, posting and emailing resumes, interviewing for a job and follow-up procedures.

### **Module EX820: Medical Clinical Assistant Externship (160 Clock Hours)**

In a 160 externship hours the student takes all hands-on training and academic knowledge to the field in this excellent employment opportunity. Students, through their externship advisor, teacher and program director are assigned to a medical office, hospital and/or laboratory clinic. With 'real world' experience, the student can hone in on skills already learned and develop important relationship with patients, doctors and other medical personnel.

### **Module GE810: Mathematics (30 Clock Hours)**

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

### **Module GE811: Communication Skills (60 Clock Hours)**

This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. Various expository writing techniques, such as argumentation, description, and narration are discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report.

## **Module AG812: American Government (15 Clock Hours)**

This course covers detailed information regarding the American government and its history, governmental theory, national political institutions, elections, the presidency, Congress, Senate, judiciary, Republican and Democratic political parties, the Constitution and civil rights.

## **Module GE812: Intro to Human Development (A LIFE SPAN VIEW) (15 Clock Hours)**

This is an introduction course to human development. This course is designed to give the students an understanding and appreciation of the development of the body through life spans. Topics to be discussed include Heredity, Development, Physical, Perceptual & Motor Development, Language as well as Social Development of Infancy, Early Childhood, Adolescents, Young, Middle and Late Adulthood.

## **Module GE813: Psychology (45 Clock Hours)**

This course covers a survey study of the basic concepts in the field of Psychology. Topics will include the philosophical roots of the study of Psychology and some of the observations, understandings and beliefs of some principal philosophers that help give rise to the study of Psychology. Basic evaluations will be made of the main, landmark works in the field and their impact on the developing field. Students will be led to begin to form a cohesive understanding on the workings of the human psyche and how developments in the field can impact both the daily work in the student's field as well as the health of the patients and the eventual outcomes from medical care. This course requires research projects.

## **Module GE814: American History (60 Clock Hours)**

This course is a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society.

## **EQUIPMENT USED IN MEDICAL CLINICAL ASSISTING**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>• Gowns (Disposable and Fluid Resistant)</li><li>• Bio-hazard Sharps Container</li><li>• Blood Culture Bottles</li><li>• Culture tubes</li><li>• Finger Stick Lancet</li><li>• ** We use charts and diagrams to provide anatomy</li><li>• Gloves and physiology systems, and medical models to assist in teaching venipuncture procedures, and</li></ul> | <ul style="list-style-type: none"><li>• Anatomy, Terminology, and Physiology.</li><li>• Finger Stick Lancet</li><li>• Our hands-on mannequins are used in the lab for actual life like venipuncture and injections</li><li>• Microtainers</li><li>• Syringe/Needle Holder</li><li>• Safety Needles</li><li>• Safety Butterfly</li><li>• Stainless Steel Tray</li><li>• Venipuncture Kits</li><li>• Linen</li><li>• Arm Mannequin</li></ul> | <ul style="list-style-type: none"><li>• Blood Draw Chair</li><li>• Practice Medical CPR Manikin</li><li>• 12 EKG Lead Sets</li><li>• Arrhythmia Charts</li><li>• Study Guides</li><li>• Student Workbooks</li><li>• Stretcher</li><li>• Linen</li><li>• Transparency Projector</li><li>• Video Player</li><li>• Video on 12 Lead EKG and Stress Testing</li><li>• Video on Electrical Safety</li><li>• Arrhythmia Simulator</li><li>• Stat Manikin</li></ul> |
|--|--|--|

- Stethoscope
  - Sphygmomanometer
  - EKG Tab Electrodes
  - ECG Electrode
  - EKG Machine
  - Adjustable Gurney
  - Privacy Curtain/Screen
  - Charts of the Heart,  
Charts of EKG Rhythms
  - 12 Lead EKG Machine
- 

## Medical Laboratory Technician Program

Length of Program: 52 Weeks - 1207 Clock Hours

Award: MLT Certificate

Delivery: Residential/ Distance/ Blended

This program prepares students for a career in Medical Laboratory Technology through studies in humanities, social and natural sciences, and the broader field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take a nationally recognized certification examination.

### Program Mission Statement

The Mission of the Regan Career Institute's Medical Laboratory Technician program is to provide students with the technical skills and knowledge needed to perform routine clinical laboratory testing in all major disciplines of the laboratory such as Hematology, Chemistry, Immunology, and Microbiology. In addition, we strive to foster a culture of life-long learning by instilling the value and confidence necessary in a thriving student-centric environment.

### Program Goals

1. To produce graduates eligible to take a nationally recognized certification examination.
2. To facilitate and foster the values necessary to practice laboratory medicine within the ethical and legal framework of the profession and the community.
3. To produce students who exhibit professional behavior consistent with current academic and professional standards.
4. To develop students who can analyze, interpret, and perform laboratory tests proficiently.
5. To help students acquire and strengthen problem solving and critical thinking skills.
6. To assist students in performing all necessary duties in a safe environment utilizing all the latest techniques in the laboratory arena.
7. To produce students who have the knowledge and respect needed to safely deal with hazardous materials.
8. To develop positive student attitudes for the pursuit of lifelong professional growth and development.
9. To provide graduates with the skills necessary to secure entry-level employment as a medical laboratory technician.

### Affective Objectives

- Student demonstrates professionalism by complying with the attendance policy.

- Student demonstrates initiative by reviewing objectives and completion of reading assignments prior to class (coming to class prepared).
- Student submits assignments by the stated deadline.
- Student demonstrates enthusiasm and interest in the course by asking questions, participating in class discussions and meeting with professor during office hours as needed.
- Student utilizes constructive criticism to correct deficiencies and improve performance.
- Student works cooperatively with professor and fellow students to achieve the goals of each assigned activity
- Student displays flexibility and adaptability to change.
- Student demonstrates the ability to coordinate multiple tasks.
- Student uses supplies and reagents efficiently.
- Student demonstrates progression in laboratory skills by effective organization.
- Student demonstrates insightful evaluation of results obtained by paying close attention to detail.
- Student treats patient information/test results as confidential and releases information only following established protocol.
- Student conveys information (verbally) in a clear, concise manner.
- Student conveys information (written) in a clear, concise manner.
- Student asks pertinent questions.
- Student responds to questions in a thoughtful manner.

## Course Curriculum

### **MLT 1 - 80 Introduction to the Clinical Laboratory Profession**

Introduces functions and duties of a Medical Laboratory Technician (MLT). Emphasizes clinical laboratory safety issues, laboratory equipment, basic laboratory techniques, basic laboratory mathematics, regulatory agencies, and professional responsibilities relative to other departments of health care.

SLO: Student will be able to apply basic laboratory math to prepare solutions, dilutions and solve standard deviation and coefficient of variation equations.

### **MLT 14a - Basic Phlebotomy**

It prepares students for a career as a Certified Phlebotomy Technician 1 (CPT1) and MLT. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipuncture and micro-collection techniques. Phlebotomists are constantly in great demand by clinical laboratories, health centers, hospitals and doctors' offices.

SLO: Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

### **MLT 14b - Advanced Phlebotomy**

It prepares students for a career as a Certified Phlebotomy Technician 1 (CPT1) and MLT. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipuncture and micro-collection techniques. Phlebotomists and MLTs are constantly in great demand by clinical laboratories, health centers, hospitals and doctors' offices.

SLO: To prepare the student for an entry-level position as a Phlebotomy Technician and MLT. The student is trained in the principles of venipuncture, hands on techniques and the following categories; quality assurance and legal issues; infection control, safety and first aid.

#### **MLT 2a - 100 Clinical Hematology/Coagulation**

Introduces the origin of the various types of blood cells and homeostatic process. Includes human hematological disorders and classification based on clinical laboratory findings.

SLO: Evaluate patient case studies and their clinical correlation. Demonstrate communication skills to ensure correct, effective, courteous and appropriate information transfer.

#### **MLT 2b - 100Lab Clinical Hematology/Coagulation Laboratory**

Introduces various techniques and safety procedures used in the clinical hematology laboratory. Emphasizes morphology, the identification of common human blood cells, platelet function tests, and intrinsic and extrinsic clotting pathway testing.

SLO: Demonstrate essential troubleshooting techniques used in professional practice. Demonstrate thinking and reasoning skills by performing quality testing in accordance with standard operating procedures while practicing standard precautions.

#### **MLT 3a - 90 Clinical Urinalysis and Body Fluids**

Introduces various properties and constituents of urine and body fluids via “Hands-on” learning. Emphasizes interpretation and handling of urine and body fluid specimens. Includes examination of urine and body fluids physically, chemically and microscopically, and compares these clinical values to health and disease.

SLO: Determine the Diagnostic and therapeutic significance of laboratory results.

#### **MLT 3b - 90Lab Clinical Urinalysis and Body Fluids Laboratory**

Introduces various techniques and safety procedures in clinical urinalysis. Emphasizes examination of urine and body fluids.

SLO: Evaluate case study presentations by other students.

#### **MLT 4a - 110 Clinical Chemistry I**

Provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. Include important characteristics of proteins, carbohydrates, lipids and NPNs, and the relationships to diseases.

SLO: Determine the diagnostic and therapeutic significance of laboratory results.

#### **MLT 4b - 110 Lab Clinical Chemistry I Laboratory**

Introduces general laboratory principles and specific basic instrumentation methodologies used in clinical chemistry analysis. Reviews laboratory math and a reintroduction to quality control and quality assurance.

Emphasizes variables of the pre-analytical phase, characteristics important to quality lab technique, and safety.

SLO: Demonstrate safe laboratory practice to include maintenance of working environment, abiding by all safety rules and regulations.

#### **MLT 4c - 111 Clinical Chemistry II**

Emphasizes the relationship between liver, cardiac, endocrine, and pancreatic function with laboratory test rules. Introduces important characteristics of electrolytes, acid-base balance, trace metals, therapeutic drug monitoring and tumor markers.

SLO: Exhibit analytical and critical thinking skills necessary to succeed in laboratory medicine.

#### **MLT 4d - 111Lab Clinical Chemistry II Laboratory**

Introduces clinical chemistry tests specific to the special chemistry department. Emphasizes sodium, and calcium assays, lipid and iron panels.

SLO: Demonstrate administrative skills consistent with philosophies of quality assurance, and continuous quality improvement.

#### **MLT 5a - 132 Clinical Immunology**

Introduces the science of immunology and serology through the study of theories and processes related to natural body defense. Includes the immune response and principles of antigen-antibody reactions.

SLO: Apply critical thinking skills to serological problems encountered, specifically, utilizing immunology principles and the theories and applying these to the results obtained.

#### **MLT 5b - 132Lab Clinical Immunology Laboratory**

Introduces the various techniques and safety procedures used in the clinical serology laboratory. Emphasizes serological procedures, and the techniques to measure analyze qualitatively and quantitatively.

SLO: Provide accurate patient results using laboratory standards.

#### **MLT 6a - 120 Clinical Microbiology**

Introduces micro-organisms of medical microbiology with emphasis on the characteristics of clinically significant microorganisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. Emphasizes identification methods, theories, and techniques used in basic bacteriology, parasitology, virology, and mycology.

SLO: Demonstrate basic knowledge and technical ability essential to the practice of Clinical Lab Science.

#### **MLT 6b - 120Lab Clinical Microbiology Laboratory**



Introduces various techniques and safety procedures in clinical microbiology. Emphasizes morphology and identification of common pathogenic organisms.

SLO: Demonstrate error recognition and the ability to integrate and interpret analytical data and establish a course of action to solve problems.

#### **MLT 7a - 130 Clinical Immunohematology**

Introduces basic genetics, blood collection and preservation, blood group antigens and routine blood bank procedures. Includes transfusion safety and federal regulatory requirements. Compatibility testing and antibody identification are emphasized.

SLO: Adhere to rules and regulations promoting workplace and patient safety and Continuous Quality Improvement (CQI).

#### **MLT 7b - 130Lab Clinical Immunohematology Laboratory**

Introduces the various techniques and safety procedures used in clinical blood bank laboratory. Emphasizes immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

SLO: Provide accurate patient results using laboratory standards.

#### **MLT 8 - 102P Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum**

Introduces entry-level clinical laboratory practice and experience in the department of hematology, urinalysis, coagulation, and body fluids. Emphasizes technique accuracy and precision.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Hematology, Coagulation, Body Fluids and Urinalysis by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

#### **MLT 9- 112P Clinical Chemistry Practicum**

Introduces entry-level clinical laboratory practice and experience in the department of general and special chemistry. Emphasizes technique, accuracy, and precision. Includes instrumentation bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Chemistry by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of clinical rotation.

#### **MLT 10 - 121P Clinical Microbiology Practicum**

Introduces clinical laboratory practice and experience in the department of microbiology. Emphasizes technique, accuracy, and precision. Includes instrumentation as well as bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Microbiology by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

### **MLT 11 - 131P Clinical Immunology and Immunoheumatology Practicum**

Introduces clinical laboratory practice and experience in the department of serology and blood banking emphasizes technique, accuracy, and precision. Includes the introduction of different instrumentation as well as bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Immunology/Immunoheumatology by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

### **MLT 14 P - Phlebotomy Practicum**

Students completing classroom training will be referred to a site for completion of the required time (minimum 40 hours) and number of venipuncture and observations (minimum 50 Venipuncture and 10 Skin punctures). Externships sites will be selected to provide these activities in a healthcare workplace environment. RCI will provide orientation to students regarding the requirements to be completed during the externship.

SLO: Successful completion of 50 venipunctures and 10 skin punctures, Successful completion of 40 clinical hours

### **MLT 12 - 79 Medical Laboratory Technician Certification/Licensure Examination Preparations**

This module teaches students concepts and techniques necessary to pass the national American Society for the Clinical Pathologists (ASCP) or MLT (AAB Board of Registry) Medical Laboratory Technician (Generalist) Certification examination as well as how to apply for the California state license. Focuses on the application of critical thinking and emphasizes theory of laboratory concepts.

# MEDICAL LABORATORY TECHNICIAN COURSE CURRICULUM TIME MAP

Course/Module#	Module Name	Type	Schedule	Hours	Units	Wks	Wknds	Ttl Wks
<b>MLT 1-80</b>	Introduction to the Clinical Lab Profession	Didactic	Monday-Thursday: 6pm-10pm	15	1	1	0	<b>1</b>
<b>MLT 2a-100</b>	Clinical Hematology / Coagulation	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 2b-100 Lab</b>	Clinical Hematology / Coagulation Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 3a-90</b>	Clinical Urinalysis and Body Fluids	Didactic	Monday-Thursday: 6pm-10pm	15	1	1		<b>2</b>
<b>MLT 3b-90 Lab</b>	Clinical Urinalysis and Body Fluids Laboratory	Laboratory	Saturday: 8:30am-4:30pm	15	0.5	0	2	
<b>MLT 8 - 102 P</b>	Clinical Hematology / Coagulation, Clinical Urinalysis and Body Fluids	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 4a-110</b>	Clinical Chemistry I	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 4b-110 Lab</b>	Clinical Chemistry I Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 4c-111</b>	Clinical Chemistry II	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 4d-111 Lab</b>	Clinical Chemistry II Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 9 - 112 P</b>	Clinical Chemistry Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>

<b>MLT 5a-132</b>	Clinical Immunology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 5b-132 Lab</b>	Clinical Immunology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 7a-130</b>	Clinical Immunohematology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 7b-130 Lab</b>	Clinical Immunohematology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 11- 131 P</b>	Clinical Immunology and Immunohematology Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 6a-120</b>	Clinical Microbiology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 6b-120 Lab</b>	Clinical Microbiology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 10- 121 P</b>	Clinical Microbiology Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 12 - 79</b>	MLT Certification Licensure Examination Preparation	Didactic	Monday-Thursday: 6pm-10pm	30	2	2	0	<b>2</b>
<b>MLT 14a</b>	Basic Phlebotomy	Didactic	Friday-Sunday: 8am-4pm	21	1.4	0	1	<b>3</b>
<b>MLT 14b</b>	Advanced Phlebotomy	Didactic	Friday-Sunday: 8am-4pm	21	1.4	0	1	
<b>MLT 14 P</b>	Phlebotomy Practicum	Practicum	Monday-Friday: 8:30am-4:30pm	40	0.89	1	0	
<b>Total</b>				<b>1207</b>	<b>46</b>	<b>43</b>	<b>28</b>	<b>52</b>

## **TOTAL COURSE LENGTH: 1207 Clock Hours / 52 Weeks / 12 Months**

1. Didactic (Lecture): 372 Hours, 2. Laboratory: 195 Hours, 3. Practicum: 640 Hours

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### **Associates Degree in Medical Laboratory Technician**

Length of Program: 81 Weeks - 1672 Clock Hours

Award: Associate Degree in MLT

Delivery: Residential/ Distance/ Blended

This program prepares students for a career in Medical Laboratory Technology through studies in humanities, social and natural sciences, and the broader field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take a nationally recognized certification examination.

#### **Program Mission Statement**

The Mission of the Regan Career Institute's Medical Laboratory Technician program is to provide students with the technical skills and knowledge needed to perform routine clinical laboratory testing in all major disciplines of the laboratory such as Hematology, Chemistry, Immunology, and Microbiology. In addition, we strive to foster a culture of life-long learning by instilling the value and confidence necessary in a thriving student-centric environment.

#### **Program Goals**

10. To produce graduates eligible to take a nationally recognized certification examination.
11. To facilitate and foster the values necessary to practice laboratory medicine within the ethical and legal framework of the profession and the community.
12. To produce students who exhibit professional behavior consistent with current academic and professional standards.
13. To develop students who can analyze, interpret, and perform laboratory tests proficiently.
14. To help students acquire and strengthen problem solving and critical thinking skills.
15. To assist students in performing all necessary duties in a safe environment utilizing all the latest techniques in the laboratory arena.
16. To produce students who have the knowledge and respect needed to safely deal with hazardous materials.
17. To develop positive student attitudes for the pursuit of lifelong professional growth and development.
18. To provide graduates with the skills necessary to secure entry-level employment as a medical laboratory technician.

#### **Affective Objectives**

- Student demonstrates professionalism by complying with the attendance policy.

- Student demonstrates initiative by reviewing objectives and completion of reading assignments prior to class (coming to class prepared).
- Student submits assignments by the stated deadline.
- Student demonstrates enthusiasm and interest in the course by asking questions, participating in class discussions and meeting with professor during office hours as needed.
- Student utilizes constructive criticism to correct deficiencies and improve performance.
- Student works cooperatively with professor and fellow students to achieve the goals of each assigned activity
- Student displays flexibility and adaptability to change.
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- Student uses supplies and reagents efficiently.
- Student demonstrates progression in laboratory skills by effective organization.
- Student demonstrates insightful evaluation of results obtained by paying close attention to detail.
- Student treats patient information/test results as confidential and releases information only following established protocol.
- Student conveys information (verbally) in a clear, concise manner.
- Student conveys information (written) in a clear, concise manner.
- Student asks pertinent questions.
- Student responds to questions in a thoughtful manner.

## **Course Curriculum**

### **MLT 1 - 80 Introduction to the Clinical Laboratory Profession**

Introduces functions and duties of a Medical Laboratory Technician (MLT). Emphasizes clinical laboratory safety issues, laboratory equipment, basic laboratory techniques, basic laboratory mathematics, regulatory agencies, and professional responsibilities relative to other departments of health care.

SLO: Student will be able to apply basic laboratory math to prepare solutions, dilutions and solve standard deviation and coefficient of variation equations.

### **MLT 14a - Basic Phlebotomy**

It prepares students for a career as a Certified Phlebotomy Technician 1 (CPT1) and MLT. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipuncture and micro-collection techniques. Phlebotomists are constantly in great demand by clinical laboratories, health centers, hospitals and doctors' offices.

SLO: Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

### **MLT 14b - Advanced Phlebotomy**

It prepares students for a career as a Certified Phlebotomy Technician 1 (CPT1) and MLT. Phlebotomists are health care professionals who are trained to collect blood specimens from patients by venipuncture and micro-collection techniques. Phlebotomists and MLTs are constantly in great demand by clinical laboratories, health centers, hospitals and doctors' offices.

SLO: To prepare the student for an entry-level position as a Phlebotomy Technician and MLT. The student is trained in the principles of venipuncture, hands on techniques and the following categories; quality assurance and legal issues; infection control, safety and first aid.

### **MLT 2a - 100 Clinical Hematology/Coagulation**

Introduces the origin of the various types of blood cells and homeostatic process. Includes human hematological disorders and classification based on clinical laboratory findings.

SLO: Evaluate patient case studies and their clinical correlation. Demonstrate communication skills to ensure correct, effective, courteous and appropriate information transfer.

### **MLT 2b - 100Lab Clinical Hematology/Coagulation Laboratory**

Introduces various techniques and safety procedures used in the clinical hematology laboratory. Emphasizes morphology, the identification of common human blood cells, platelet function tests, and intrinsic and extrinsic clotting pathway testing.

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SLO: Determine the Diagnostic and therapeutic significance of laboratory results.

### **MLT 3b - 90Lab Clinical Urinalysis and Body Fluids Laboratory**

Introduces various techniques and safety procedures in clinical urinalysis. Emphasizes examination of urine and body fluids.

SLO: Evaluate case study presentations by other students.

### **MLT 4a - 110 Clinical Chemistry I**

Provides theoretical, fundamental, basic instrumentation methodologies, and includes practical concepts associated with testing procedures used in the clinical chemistry laboratory. Include important characteristics of proteins, carbohydrates, lipids and NPNs, and the relationships to diseases.

SLO: Determine the diagnostic and therapeutic significance of laboratory results.

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Introduces general laboratory principles and specific basic instrumentation methodologies used in clinical chemistry analysis. Reviews laboratory math and a reintroduction to quality control and quality assurance. Emphasizes variables of the pre-analytical phase, characteristics important to quality lab technique, and safety.

SLO: Demonstrate safe laboratory practice to include maintenance of working environment, abiding by all safety rules and regulations.

### **MLT 4c - 111 Clinical Chemistry II**

Emphasizes the relationship between liver, cardiac, endocrine, and pancreatic function with laboratory test rules. Introduces important characteristics of electrolytes, acid-base balance, trace metals, therapeutic drug monitoring and tumor markers.

SLO: Exhibit analytical and critical thinking skills necessary to succeed in laboratory medicine.

### **MLT 4d - 111Lab Clinical Chemistry II Laboratory**



Introduces clinical chemistry tests specific to the special chemistry department. Emphasizes sodium, and calcium assays, lipid and iron panels.

SLO: Demonstrate administrative skills consistent with philosophies of quality assurance, and continuous quality improvement.

#### **MLT 5a - 132 Clinical Immunology**

Introduces the science of immunology and serology through the study of theories and processes related to natural body defense. Includes the immune response and principles of antigen-antibody reactions.

SLO: Apply critical thinking skills to serological problems encountered, specifically, utilizing immunology principles and the theories and applying these to the results obtained.

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Introduces the various techniques and safety procedures used in the clinical serology laboratory. Emphasizes serological procedures, and the techniques to measure analyze qualitatively and quantitatively.

SLO: Provide accurate patient results using laboratory standards.

#### **MLT 6a - 120 Clinical Microbiology**

Introduces micro-organisms of medical microbiology with emphasis on the characteristics of clinically significant microorganisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. Emphasizes identification methods, theories, and techniques used in basic bacteriology, parasitology, virology, and mycology.

SLO: Demonstrate basic knowledge and technical ability essential to the practice of Clinical Lab Science.

#### **MLT 6b - 120Lab Clinical Microbiology Laboratory**

Introduces various techniques and safety procedures in clinical microbiology. Emphasizes morphology and identification of common pathogenic organisms.

SLO: Demonstrate error recognition and the ability to integrate and interpret analytical data and establish a course of action to solve problems.

#### **MLT 7a - 130 Clinical Immunohematology**

Introduces basic genetics, blood collection and preservation, blood group antigens and routine blood bank procedures. Includes transfusion safety and federal regulatory requirements. Compatibility testing and antibody identification are emphasized.

SLO: Adhere to rules and regulations promoting workplace and patient safety and Continuous Quality Improvement (CQI).

#### **MLT 7b - 130Lab Clinical Immunohematology Laboratory**

Introduces the various techniques and safety procedures used in clinical blood bank laboratory. Emphasizes immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

SLO: Provide accurate patient results using laboratory standards.

#### **MLT 8 - 102P Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum**

Introduces entry-level clinical laboratory practice and experience in the department of hematology, urinalysis, coagulation, and body fluids. Emphasizes technique accuracy and precision.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Hematology, Coagulation, Body Fluids and Urinalysis by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

#### **MLT 9- 112P Clinical Chemistry Practicum**

Introduces entry-level clinical laboratory practice and experience in the department of general and special chemistry. Emphasizes technique, accuracy, and precision. Includes instrumentation bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Chemistry by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of clinical rotation.

### **MLT 10 - 121P Clinical Microbiology Practicum**

Introduces clinical laboratory practice and experience in the department of microbiology. Emphasizes technique, accuracy, and precision. Includes instrumentation as well as bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Microbiology by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

### **MLT 11 - 131P Clinical Immunology and Immunochemistry Practicum**

Introduces clinical laboratory practice and experience in the department of serology and blood banking emphasizes technique, accuracy, and precision. Includes the introduction of different instrumentation as well as bench and manual methods.

SLO: The Students will demonstrate knowledge of fundamental principles of Clinical Immunology/Immunochemistry by obtaining a minimum score of 75% on the Performance Checklist (PCL) at the end of the clinical rotation.

### **MLT 14 P - Phlebotomy Practicum**

Students completing classroom training will be referred to a site for completion of the required time (minimum 40 hours) and number of venipuncture and observations (minimum 50 Venipuncture and 10 Skin punctures). Externships sites will be selected to provide these activities in a healthcare workplace environment. RCI will provide orientation to students regarding the requirements to be completed during the externship.

SLO: Successful completion of 50 venipunctures and 10 skin punctures, Successful completion of 40 clinical hours

### **MLT 12 - 79 Medical Laboratory Technician Certification/Licensure Examination Preparations**

This module teaches students concepts and techniques necessary to pass the national American Society for the Clinical Pathologists (ASCP) or MLT (AAB Board of Registry) Medical Laboratory Technician (Generalist) Certification examination as well as how to apply for the California state license. Focuses on the application of critical thinking and emphasizes theory of laboratory concepts.

### **TERM 101- Medical Terminology**

The class in Medical Terminology provides a basic knowledge of the different prefixes, combining forms, suffixes of medical terms that are associated with the following body systems: skeletal, muscular, cardiovascular systems, Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems, Special Senses, Integumentary, Endocrine, and Reproductive Systems. Likewise, the terms related to the human body in health and disease. The course focuses on the recognition, definition, spelling, and pronunciation of these medical terms.

#### **MLE 101 - Medical Law and Ethics**

This course presents an overview of legal and ethical issues facing providers in health care. It provides students with a foundation of medical law and ethics and reviews a wide variety of health care legal and ethical situations and dilemmas. The goals are to provide students with practical knowledge of medical laws and ethics and their application in the real world of health care. This course includes instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings. The purpose of this course is to introduce students to the major ethical principles and legal issues and regulations that guide health information management decision making and to emphasize to students the importance of maintaining confidentiality of health information.

#### **BIOL 101 - Anatomy and Physiology**

The class in Anatomy & Physiology provides a basic knowledge of the structures and functions of the following body systems: skeletal, muscular, cardiovascular systems, Lymphatic and Immune, Respiratory, Digestive, Urinary and Nervous Systems, Special Senses, Integumentary, Endocrine, and Reproductive Systems.

#### **CHEM 100 - General Chemistry**

This course provides an overview of general chemistry. Topics will include stoichiometry, nuclear and electronic structure, chemical reactions and chemical bonding, and thermochemistry, kinetic theory, equilibrium, acids and bases, as well as a periodic survey of the physical and chemical properties of the elements. In the laboratory, students will become familiar with laboratory techniques used in identifying and analyzing the strength and reactions surrounding acids and bases. Students will also be introduced to organic and biochemical principles.

### **General Education Courses**

### **GE - 810 Mathematics**

This course provides students with basic skills and understanding of mathematics including practices and the use of common formulas. A review of basic math functions is provided with emphasis on practical mathematical problems. The course will familiarize students with basic math theory emphasizing those components making up a business accounting formulas. Basic equations and techniques will be covered while Proficiency is developed in performing business mathematical operations using computer.

### **GE – 811 Communication Skills**

This course presents the principles of expository writing and rhetorical style through coordinated reading and writing assignments. Various expository writing techniques, such as argumentation, description, and narration are discussed. Topics include the skills and procedures for conducting research and the writing of a well-organized and well-developed report.

### **AG - 812 American Government**

This course covers detailed factual information regarding the American government and its history, governmental theory, national political institutions, elections, the presidency, Congress, Senate, judiciary, Republican and Democratic political parties, the Constitution and civil rights.

### **GE812 - Intro to Human Development (A LIFE SPAN VIEW)**

This is an introduction course to human development. This course is designed to give the students an understanding and appreciation of the development of the body through life spans. Topics to be discussed include Heredity, Development, Physical, Perceptual & Motor Development, Language as well as Social Development of Infancy, Early Childhood, Adolescents, Young, Middle and Late Adulthood.

### **GE - 813 Psychology**

This course covers a survey study of the basic concepts in the field of Psychology. Topics will include the philosophical roots of the study of Psychology and some of the observations, understandings and beliefs of some principal philosophers that help give rise to the study of Psychology. Basic evaluations will be made of the main, landmark works in the field and their impact on the developing field. Students will be led to begin to form a cohesive understanding on the workings of the human psyche and how developments in the field can impact both the daily work in the student's field as well as the health of the patients and the eventual outcomes from medical care. This course requires research projects.

### **GE - 814 American History**

This course is a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society.

#### MEDICAL LABORATORY TECHNICIAN COURSE CURRICULUM TIME MAP

Course/Module#	Module Name	Type	Schedule	Hours	Units	Wks	Wknds	Ttl Wks
<b>MLT 1-80</b>	Introduction to the Clinical Lab Profession	Didactic	Monday-Thursday: 6pm-10pm	15	1	1	0	<b>1</b>
<b>MLT 2a-100</b>	Clinical Hematology / Coagulation	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 2b-100 Lab</b>	Clinical Hematology / Coagulation Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 3a-90</b>	Clinical Urinalysis and Body Fluids	Didactic	Monday-Thursday: 6pm-10pm	15	1	1		<b>2</b>
<b>MLT 3b-90 Lab</b>	Clinical Urinalysis and Body Fluids Laboratory	Laboratory	Saturday: 8:30am-4:30pm	15	0.5	0	2	
<b>MLT 8 - 102 P</b>	Clinical Hematology / Coagulation, Clinical Urinalysis and Body Fluids	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 4a-110</b>	Clinical Chemistry I	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 4b-110 Lab</b>	Clinical Chemistry I Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 4c-111</b>	Clinical Chemistry II	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 4d-111 Lab</b>	Clinical Chemistry II Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	

<b>MLT 9 - 112 P</b>	Clinical Chemistry Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 5a-132</b>	Clinical Immunology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 5b-132 Lab</b>	Clinical Immunology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 7a-130</b>	Clinical Immunohematology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 7b-130 Lab</b>	Clinical Immunohematology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 11- 131 P</b>	Clinical Immunology and Immunohematology Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 6a-120</b>	Clinical Microbiology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	<b>4</b>
<b>MLT 6b-120 Lab</b>	Clinical Microbiology Laboratory	Laboratory	Saturday: 8:30am-4:30pm	30	1	0	4	
<b>MLT 10- 121 P</b>	Clinical Microbiology Practicum	Practicum	Monday-Thursday: 8:30am-4:30pm	150	3.34	5		<b>5</b>
<b>MLT 12 - 79</b>	MLT Certification Licensure Examination Preparation	Didactic	Monday-Thursday: 6pm-10pm	30	2	2	0	<b>2</b>
<b>MLT 14a</b>	Basic Phlebotomy	Didactic	Friday-Sunday: 8am-4pm	21	1.4	0	1	<b>3</b>
<b>MLT 14b</b>	Advanced Phlebotomy	Didactic	Friday-Sunday: 8am-4pm	21	1.4	0	1	

<b>MLT 14 P</b>	Phlebotomy Practicum	Practicum	Monday- Friday: 8:30am- 4:30pm	40	0.89	1	0	
<b>TERM 100</b>	Medical Terminology	Didactic	Monday- Thursday: 6pm- 10pm	60	4	4	0	<b>4</b>
<b>MLE 101</b>	Medical Law and Ethics	Didactic	Monday- Thursday: 6pm- 10pm	30	2	2	0	<b>2</b>
<b>GE 810</b>	Mathematics	Didactic	Monday- Thursday: 6pm- 10pm	30	2	2	0	<b>2</b>
<b>BIOL 101</b>	Anatomy and Physiology	Didactic & Laboratory	Monday- Thursday: 6pm- 10pm and Saturday: 8:30am- 4:30pm	75	4	3	4	<b>4</b>
<b>AG 812</b>	American Government	Didactic	Monday- Thursday: 6pm- 10pm	15	1	1	0	<b>1</b>
<b>GE 812</b>	Introduction to Human Development (A Life Span View)	Didactic	Monday- Thursday: 6pm- 10pm	15	1	1	0	<b>1</b>
<b>GE 813</b>	Psychology	Didactic	Monday- Thursday: 6pm- 10pm	45	3	3	0	<b>3</b>
<b>GE 814</b>	American History	Didactic	Monday- Thursday: 6pm- 10pm	60	4	4	0	<b>4</b>
<b>GE 811</b>	Communication Skills	Didactic	Monday- Thursday: 6pm- 10pm	60	4	4	0	<b>4</b>



<b>CHEM 100</b>	General Chemistry	Didactic & Laboratory	Monday-Thursday: 6pm-10pm and Saturday: 8:30am-4:30pm	75	4	3	4	<b>4</b>
				<b>1672</b>	<b>75</b>	<b>70</b>	<b>36</b>	<b>81</b>

**TOTAL COURSE LENGTH: 1672 Clock Hours / 81 Weeks / 19 Months**

1. Didactic (Lecture): 552 (Core) + 225 (GE) = 777 Hours, 2. Laboratory: 255 Hours, 3. Practicum: 640 Hours

**CAMPUS STAFF AND FACULTY LISTING**

Managing Director  
 CEO/Compliance/Administrator/C.N.A. Co Program Director  
 Vice-President, External Relations  
 Vice-President, Operations & Administration  
 CFO, Accountant  
 Financial Aid Administrator  
 Phlebotomy Program Director  
 Phlebotomy Lead Instructor/ MA Program Director  
 Nurse Assistant Program Director  
 Nurse Assistant Instructor  
 Medical Clinical Assistant Program Director/Instructor  
 Medical Clinical Assistant Instructor  
 Medical Assistant Instructor/ MCA (TA)  
 Electrocardiograph Program Director/ Instructor  
 Phlebotomy Instructor  
 Phlebotomy Instructor  
 Phlebotomy Instructor

Julian Lee  
 Regan Yu  
 Charisse Yu Resser  
 S. I. Nusrat A. Chaudhury  
 Charles B. Rivera  
 Mayra Grijalva  
 Meliton Prudencio  
 Louie Aguila  
 Meliton Prudencio  
 Pearl Scull-Weinrich  
 Dr. Yvette Hargrove  
 Chris Aono  
 Nubia Diaz  
 Irodakhon Yuldasheva  
 Ruben Carreon  
 Gabriela Hernandez  
 Louie Aguila

**GENERAL QUESTIONS REGARDING REGAN CAREER INSTITUTE**

Any questions regarding topics covered in this catalog or any other topics not covered in this catalog should be directed to the Campus Director.

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