



Your Gateway to a New Beginning

REGAN CAREER INSTITUTE

CATALOG

January 2022 – December 2022

(6)



11350 Valley Boulevard

El Monte, CA 91731

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

<http://www.RCI.edu>

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(4)

STATE AND NATIONAL BOARD EXAMINATIONS.....	24
LICENSURE/CERTIFICATION REQUIREMENTS.....	24
CERTIFIED MEDICAL ASSISTANT	24
CERTIFIED PHLEBOTOMIST TECHNICIAN	24
CERTIFIED NURSING ASSISTANT	24
ELECTROCARDIOGRAPH TECHNICIAN	25
MEDICAL LABORATORY TECHNICIAN PROGRAM	25
ACADEMIC INFORMATION AND RCI POLICIES.....	25
GRADING SYSTEM.....	25
GRADING SCALE	25
INCOMPLETE GRADES	25
WITHDRAWAL GRADES	25
REPEATED MODULES OR COURSES.....	25
SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS.....	26
GENERAL STUDENT DISCLOSURES/CONSUMER INFORMATION POLICIES	26
MAXIMUM TIME FRAME.....	27
READMISSION AFTER DISMISSAL OR LEAVE OF ABSENCE	27
MAXIMUM TIME FRAME FOR COURSE COMPLETION	27
EFFECT OF PROGRAM CHANGE ON SAP.....	28
WARNING AND PROBATION PERIODS.....	28
APPEAL PROCESS.....	29
REINSTATEMENT	29
STUDENT APPEAL PROCEDURES.....	29
PROCESS FOR STUDENTS WITH DENIED APPEALS	29
GENERAL GRADUATION REQUIREMENTS	29
PROGRAM MEASUREMENT.....	30
CLOCK HOURS ARE DEFINED AS FOLLOWS:.....	30
NON-CREDIT, REMEDIAL COURSEWORK	30
ATTENDANCE REQUIREMENTS AND POLICY	30
PROGRAMS GOVERNED BY LABORATORY FIELD SCIENCES	30
MAKE-UP TIME/WORK ACCOUNTABILITY.....	31
EXCUSED ABSENCES	31
TARDINESS.....	31
LEAVING EARLY.....	31
MAKE-UP WORK TESTS AND QUIZZES.....	31
MAKE-UP WORK ASSIGNMENTS	31
EXTERNSHIP AND CLINICAL EXPERIENCES.....	32
LEAVE OF ABSENCE.....	32
LEAVE OF ABSENCE PROCEDURE.....	32
ADDITIONAL PROVISIONS.....	33
READMISSION AFTER DISMISSAL OR LEAVE OF ABSENCE	33
TERMINATION POLICY	33

FINANCIAL AID ELIGIBILITY REQUIREMENTS	49
FINANCIAL AID PROGRAMS.....	49
STUDENT PROTECTION, CANCELLATION, WITHDRAWAL AND REFUND	50
STUDENT’S RIGHT TO CANCEL.....	50
WITHDRAWAL FROM PROGRAM	51
DETERMINATION OF THE WITHDRAWAL DATE	51
RETURN OF TITLE IV FUNDS POLICY	51
FEDERAL REFUND REQUIREMENTS VS STATE REFUND REQUIREMENTS.....	52
RCI REFUND POLICY.....	52
RCI REFUND MATRIX	53
SAMPLE.....	54
HYPOTHETICAL REFUND EXAMPLE (For Extended Programs):	55
REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS.....	55
LIBRARY POLICY.....	56
PROCEDURES FOR THE STUDENT TO ACCESS THE LIBRARY AND/OR LEARNING RESOURCES.....	56
LIBRARY HOURS OF OPERATION	56
LIBRARY USAGE REGISTRATION	56
BOOK CHECKOUT AND NUMBER OF ITEMS.....	56
CHECKING OUT BOOKS.....	56
LIBRARY RESOURCES ONLINE.....	56
ACADEMIC PROGRAMS.....	58
Electrocardiograph Technician (EKG/ECG).....	58
PROGRAM OBJECTIVES	58
MODULE OBJECTIVES:	58
EQUIPMENT USED IN THE COURSE	59
Medical Assistant Certificate Program.....	59
Module Objectives	60
Module MCA801: Medical Terminology, Anatomy, & Physiology I (75 Clock Hours)	60
Equipment used in Medical Assistant Program	62
Nurse Assistant Training Program	62
PROGRAM DESCRIPTION	62
PROGRAM OBJECTIVES	62
OCCUPATIONAL OBJECTIVES	62
Nurse Assistant Training Program Equipment List	63
Phlebotomy Technician.....	72
PROGRAM DESCRIPTION	72
PROGRAM OBJECTIVES	72
PROGRAM OUTLINE.....	72
MODULE OBJECTIVES	65
EQUIPMENT USED IN THE COURSE	66
AAS Degree in Medical Clinical Assistant.....	69
PROGRAM DESCRIPTION	69

INTRODUCTION

CAMPUS

REGAN CAREER INSTITUTE

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5

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.

10

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.

11

12

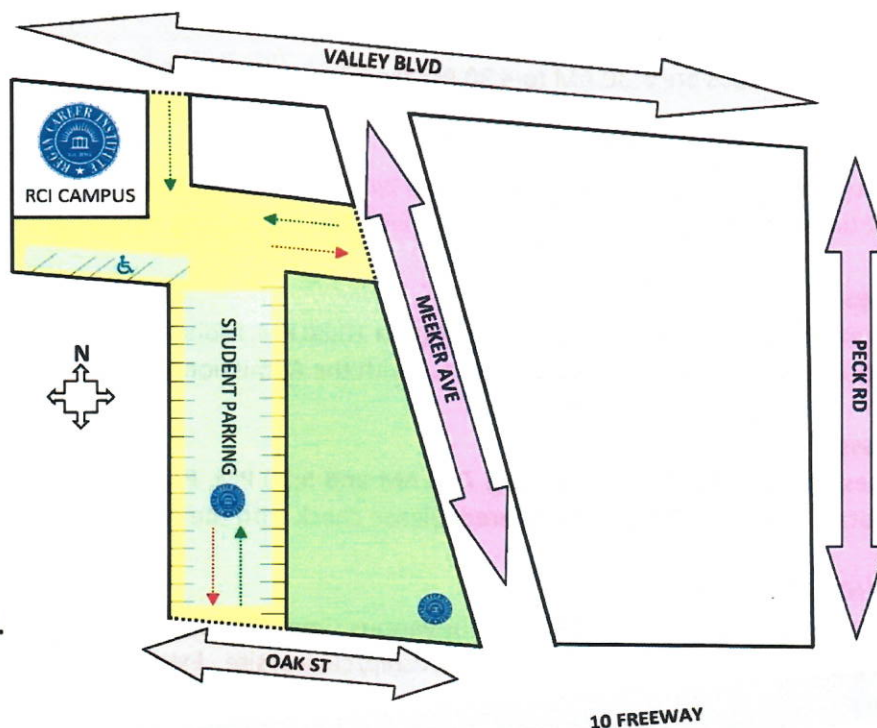
RCI is located in El Monte, California east of Downtown Los Angeles. All classes are held at 11350 Valley Blvd., El Monte, CA 91731 and taught in well-equipped lecture rooms and labs at this location. Administration offices are located on-site to cater to all students' needs.

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.



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_faqs.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, (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.

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: 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; Phone (916) 574-8900 / 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/>

LIST OF HOLIDAYS – 2021

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

Medical Assistant Certificate Program	
Start Date	Expected Completion Date
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

AASD in Medical Clinical Assistant Program	
Start Date	Expected Completion Date
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

Associate Degree in Medical Laboratory Technician (MLT) Program	Start Date	Expected Completion
Intro. to Lab Profession	3/2/2020	3/11/2020
Basic Phlebotomy	3/6/2020	3/8/2020
Advanced Phlebotomy	3/13/2020	3/15/2020
Urinalysis and Body Fluids	3/16/2020	3/28/2020
Urinalysis and Body Fluids Laboratory	3/16/2020	3/28/2020
Immunology	3/30/2020	4/18/2020
Immunology Laboratory	3/30/2020	4/18/2020
Hematology / Coagulation	4/20/2020	5/9/2020
Hematology / Coagulation Laboratory	4/20/2020	5/9/2020
Chemistry I	5/11/2020	5/30/2020
Chemistry I Laboratory	5/11/2020	5/30/2020
Immunohematology	6/1/2020	6/20/2020
Immunohematology Laboratory	6/1/2020	6/20/2020
Chemistry II	6/22/2020	6/22/2020
Chemistry II Laboratory	6/22/2020	6/22/2020
Microbiology	7/13/2020	8/1/2020
Microbiology Laboratory	7/13/2020	8/1/2020
Phlebotomy Practicum	8/3/2020	8/8/2020
Hematology / Coagulation, Urinalysis and Body Fluids Practicum	8/10/2020	9/12/2020
Chemistry Practicum	9/14/2020	10/17/2020
Immunology and Immunohematology Practicum	10/19/2020	11/21/2020
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

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 18th 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.

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.

- 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

18

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

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, or National Center for Competency Testing at www.ncctinc.com, or National Health Career Association at 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, or National Center for Competency Testing www.ncctinc.com, or American Society of Phlebotomy Technicians (ASPT) 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 160 hours of training (Didactic-60 hours and Clinical-104 hours), they must take the certification exam conducted by National Nurse Assistant Assessment Program (NNAAP) www.ncsbn.org/nnaap-exam.htm, regionaltestingcenter.org/cna.html, or American Red Cross (ARC) www.redcross.org/take-a-class/nurse-assistant-training/competency-evaluation-program.

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

30

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

		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

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

32

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

- 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.

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

33

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.

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.

37

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.

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 S 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.

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):

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 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).

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

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:

Medical Assistant Program	Full Course
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
Total Course	\$12,000
Nurse Assistant Training Program	Full Course
Course Fees	\$1,360
Registration, includes STRF (non-refundable)	\$150
Supplies & Materials, Tools	\$400
Liability Insurance, Live Scan, Scrubs, State Board Exam	\$265
Total Course	\$2,175
AAS/D in Medical Clinical Assistant Program	Full Course
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
Total Course	\$17,800
Medical Laboratory Technician Certificate Program	Full Course
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
Total Course	\$22,000
AAS in Medical Laboratory Technician Program	Full Course

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. 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

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 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.

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.
 - a. 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.
 - b. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
 - c. The school will return the lesser of the total earned aid or the unearned institutional charges for the payment period.
 - d. 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.

25

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.

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. $\$2100 (\$2,000 \text{ Tuition} + \$ 75.00 \text{ Registration Fee}) \text{ Amount Paid} - \$75.00 \text{ Registration Fee Retained by the School, } \times (.75) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by) - } 400 \text{ Hours of Instruction for which you have paid} = \$1,518.75 \text{ Actual Refund Amount.}$

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"

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.

ACADEMIC PROGRAMS

Electrocardiograph Technician (EKG/ECG)

Length of Program: 2 Weeks - 50 Clock Hours

Award: Certificate

20

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 analyzes 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
Totals	29	21		50

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.

10

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.

Equipment used in Medical Assistant Program

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|--|--|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• actual life like venipuncture and injections• Microtainers• Syringe/Needle Holder• Safety Needles• Safety Butterfly• Stainless Steel Tray• Venipuncture Kits• Linen• Arm Mannequin• Blood Draw Chair• Practice Medical CPR Manikin• 12 EKG Lead Sets• Arrhythmia Charts• Study Guides• Student Workbooks• Stretcher• Linen | <ul style="list-style-type: none">• Transparency Projector• Video Player• Video on 12 Lead EKG and Stress Testing• Video on Electrical Safety• Arrhythmia Simulator• Stat Manikin• 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 |
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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 104 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

- 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/Waste 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
TOTAL		36	12	40	88

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

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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: | <ul style="list-style-type: none"> • 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:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Charts of Vascular and Arterial Systems • Medical Models • Venipuncture Kits • Film Phlebotomy Safety • Stretcher • Linen • Arm Mannequin • Blood Draw Chair • Alcohol Wipes | <ul style="list-style-type: none"> • Band aids • Sterile Bandages • Adhesive Medical Tape • Cotton Balls • Bio-hazard Sharps Container • Blood Culture Bottles • Culture tubes • Finger Stick Lancet • First Aid Kit | <ul style="list-style-type: none"> • Gloves • Eye Protection (Goggles) • Gowns (Disposable and Fluid Resistant) • Microtainers • Syringe/Needle Holder • Safety Needles • Safety Butterfly • Stainless Steel Tray |
|--|---|---|

6. Identify complications of arterial blood withdraw.
7. Identify 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:
- a. 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
 - b. 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:
- a. 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
 - b. Has had experience teaching courses in intravenous therapy and blood withdrawal

This educational program meets the requirements of section 71710.

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.

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.

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 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

- | | | |
|--|--------------------------------|--|
| • Gowns (Disposable and Fluid Resistant) | actual life like | • Transparency Projector |
| • Bio-hazard Sharps Container | venipuncture and injections | • Video Player |
| • Blood Culture Bottles | • Microtainers | • Video on 12 Lead EKG and Stress Testing |
| • Culture tubes | • Syringe/Needle Holder | • Video on Electrical Safety |
| • Finger Stick Lancet | • Safety Needles | • Arrhythmia Simulator |
| • ** We use charts and diagrams to provide anatomy | • Safety Butterfly | • Stat Manikin |
| • Gloves and physiology systems, and medical models to assist in teaching venipuncture procedures, and Anatomy, Terminology, and Physiology. | • Stainless Steel Tray | • Stethoscope |
| • Finger Stick Lancet | • Venipuncture Kits | • Sphygmomanometer |
| • Our hands-on mannequins are used in the lab for | • Linen | • EKG Tab Electrodes |
| | • Arm Mannequin | • ECG Electrode |
| | • Blood Draw Chair | • EKG Machine |
| | • Practice Medical CPR Manikin | • Adjustable Gurney |
| | • 12 EKG Lead Sets | • Privacy Curtain/Screen |
| | • Arrhythmia Charts | • Charts of the Heart, Charts of EKG Rhythms |
| | • Study Guides | • 12 Lead EKG Machine |
| | • Student Workbooks | |
| | • Stretcher | |
| | • Linen | |

- 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 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.

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.

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.

MLT 2a - 100 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.

MLT 2b - 100Lab 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.

MLT 3a - 90 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.

MLT 3b - 90Lab Urinalysis and Body Fluids Laboratory

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

MLT 4a - 110 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.

MLT 10 - 121P 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.

MLT 11 - 131P 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.

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.

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.

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

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

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

Associates Degree in Medical Laboratory Technician

Length of Program: 81 Weeks - 1672 Clock Hours

- Student conveys information (written) in a clear, concise manner.
- Student asks pertinent questions.
- Student responds to questions in a thoughtful manner.

Course Curriculum

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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.

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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.

MLT 3b - 90Lab Urinalysis and Body Fluids Laboratory

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

MLT 4a - 110 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.

MLT 4b - 110 Lab 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.

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.

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.

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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

MEDICAL LABORATORY TECHNICIAN COURSE CURRICULUM TIME MAP

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

MLE 101	Medical Law and Ethics	Didactic	Monday-Thursday: 6pm-10pm	30	2	2	0	2
GE 810	Mathematics	Didactic	Monday-Thursday: 6pm-10pm	30	2	2	0	2
BIOL 101	Anatomy and Physiology	Didactic & Laboratory	Monday-Thursday: 6pm-10pm and Saturday: 8:30am-4:30pm	75	4	3	4	4
AG 812	American Government	Didactic	Monday-Thursday: 6pm-10pm	15	1	1	0	1
GE 812	Introduction to Human Development (A Life Span View)	Didactic	Monday-Thursday: 6pm-10pm	15	1	1	0	1
GE 813	Psychology	Didactic	Monday-Thursday: 6pm-10pm	45	3	3	0	3
GE 814	American History	Didactic	Monday-Thursday: 6pm-10pm	60	4	4	0	4
GE 811	Communication Skills	Didactic	Monday-Thursday: 6pm-10pm	60	4	4	0	4
CHEM 100	General Chemistry	Didactic & Laboratory	Monday-Thursday: 6pm-10pm and Saturday: 8:30am-4:30pm	75	4	3	4	4
				1672	75	70	36	81
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								