



January 1, 2017 to December 31, 2017



Institute
of Technology
Where Careers Begin

Catalog Addendum

Updated: June 20, 2017

Salem Campus · 4700 Silverton Rd. NE - Salem, OR 97305
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www.iot.edu · <http://www.facebook.com/IOTSalem>



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Salem Campus Program Offerings:

Heating, Ventilation and Air Conditioning
 Medical Administrative Assistant
 Medical Assistant
 Medical Office Administration
 Practical Nursing
 Professional Medical Assistant

LOCATION AND DESCRIPTION OF THE FACILITIES/ EQUIPMENT:

The main campus of IOT-Salem is located at 4700 Silverton Rd. NE in Salem, Oregon. The 13,200 square foot building was officially added to the original campus in 2011. The \$1.5 million expansion more than doubled the schools footprint and includes a dedicated nursing lab, Learning Resource Center (LRC), multiple classrooms and labs for current and future program use., as well as over 100 new parking spaces.

The main campus also houses the schools administration , student support services and financial services. A large component of our programs involves hands-on training. This is accomplished in the computer labs, medical labs and with students cooperative work experience or externships; for the Practical Nursing students this includes clinical rotations at a variety of nursing facilities. Practical application in well equipped labs with updated materials provides students the opportunity to access information and knowledge requisite to succeed in their chosen field.

Campus Addresses

Salem Campus (South)

4700 Silverton Rd. NE
 Salem, OR 97305
 (503) 363.9001 (p)
 (503) 363.6483 (f)

Salem Campus (North)

4707 Silverton Rd. NE
 Salem, OR 97305





Staff and Faculty

ADMINISTRATION

Deneen Munson Registrar
 KayCee Crooks Front Desk Manager
 Nasreen Cheema Registrar Assistant
 Sarah Chong, BA Executive Assistant/HR
 Wayne Matulich, MBA Campus President

ADMISSIONS

Kaylee Carroll Director of Admissions/Penn Foster
 Lindsay Craig, AA Admissions Representative
 Marissa Franklin Admissions Representative

CAREER AND STUDENT SERVICES

Angelique Cray Externship Coordinator/CSA
 Clifford Boyer, MA Director of Student Services
 Kelle Stroud, BS Director of Career Services

FINANCIAL SERVICES

Michael Wilson, AA Director of Financial Services
 Jennifer Houston FA Representative
 Sarah Baldwin FA Clerk/Student Accounts

FACULTY

Barbara Cuevas, BSN PN Faculty
 Barbara King, BA AH Faculty
 Beverly Fristad, BSN PN Faculty
 Bobbi Marugg, MSN Nursing Administrator
 Bonnie Olson, BSN PN Faculty
 Carey Nash AH Faculty
 Carol Kruger, BSN PN Faculty
 Chad Zender HVAC Faculty
 Chelsea Alionar AH Faculty
 Cherie Goodpasture AH Faculty
 Chris Stafford HVAC Faculty
 Corina Hoffman, MSN PN Faculty

Daniel Bryant, BSN PN Faculty
 David Balin, MAT Director of Education/Penn Foster
 Dawn Thornton AH Faculty
 Erik Goodson HVAC Division Director
 Jamie Hawley AH Faculty
 Jan Pedersen, BSN PN Faculty
 Joseph Gray, LPN Clinical Lab Teaching Assistant
 Julie Stanton AH Faculty
 Marsha Watson, BSN PN Faculty
 Maureen Palmer, LPN AH Faculty
 Meryl McKean, RMA, CCA AH Faculty
 Miranda Tackett AH Faculty
 Misti Laycock-Wharton, BSN PN Faculty
 Rebecca Dooley, BSN PN Faculty
 Robert West, BS HVAC Faculty
 Sara Valdez, NCMA Lead Allied Health Instructor
 Shawn Boethin, BSN PN Faculty
 Susan Hunter, AA Nursing Department Assistant
 Teresa Hannon, MSN PN Faculty
 Tim Driscoll, DC Clinical Coordinator



Program Start Dates and Schedules

The following programs listed below are taught at the Institute of Technology, Salem Campus. IOT-Salem enrolls students continuously throughout the calendar year. New starts are scheduled on a fairly consistent basis to allow the students greater scheduling freedom.

Heating, Ventilation and Air Conditioning (HVAC)

January 17, 2017 October 19, 2017
 February 20, 2017 November 22, 2017
 March 27, 2017 January 11, 2018
 May 1, 2017 February 15, 2018
 June 5, 2017 March 22, 2018
 July 10, 2017 April 26, 2018
 August 14, 2017 June 1, 2018
 September 18, 2017 July 6, 2018
 October 23, 2017 August 9, 2018
 November 27, 2017 September 13, 2018

Medical Administrative Assistant (MAA)

NO SCHEDULED START DATES FOR 2017

Medical Assistant (MA)

NO SCHEDULED START DATES FOR 2017

Medical Office Administration (MOA)

January 17, 2017 October 19, 2017
 February 20, 2017 November 22, 2017
 March 27, 2017 January 11, 2018
 May 1, 2017 February 15, 2018
 June 5, 2017 March 22, 2018
 July 10, 2017 April 26, 2018
 August 14, 2017 June 1, 2018
 September 18, 2017 July 6, 2018
 October 23, 2017 August 9, 2018
 November 27, 2017 September 13, 2018

Practical Nursing (PN)

March 20, 2017 March 8, 2018
 June 12, 2017 May 31, 2018
 September 18, 2017 August 23, 2018
 December 11, 2017 November 29, 2018

Professional Medical Assistant (PMA)

January 17, 2017 October 19, 2017
 February 20, 2017 November 22, 2017
 March 27, 2017 January 11, 2018
 May 1, 2017 February 15, 2018
 June 5, 2017 March 22, 2018
 July 10, 2017 April 26, 2018
 August 14, 2017 June 1, 2018
 September 18, 2017 July 6, 2018
 October 23, 2017 August 9, 2018
 November 27, 2017 September 13, 2018

Current Offered Class Schedules by Program

PROGRAM	DAY CLASSES	NITE CLASSES
HVAC		5:30pm to 10:30pm
MAA	7:30am to 1:50pm	
MA	7:30am to 1:50pm	4:30pm to 10:20pm
MOA	8:30am to 1:30pm	
PN	7:30am to 3:50pm	2:00pm to 10:20pm
PMA	8:30am to 1:30pm	5:30pm to 10:30pm

*Please note that all classes are conducted Monday thru Thursday unless otherwise posted. Also, all listed class times do NOT include scheduled required CWE, Externship and/or Clinical hours.



Tuition Schedule

Heating, Ventilation and Air Conditioning (HVAC)

Registration Fee	\$25.00
Background	\$31.00
Books/Supplies	\$1,024.00
Tuition	\$16,895.00
TOTAL	\$17,975.00

Practical Nursing (PN)

Registration Fee	\$25.00
Background	\$92.50
Books/Supplies	\$1,240.70
Tuition	\$28,416.80
TOTAL	\$29,775.00

Medical Administrative Assistant (MAA)

Registration Fee	\$25.00
Background	\$13.00
Books/Supplies	\$817.64
Tuition	\$16,719.36
TOTAL	\$17,575.00

Professional Medical Assistant (PMA)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$309.98
Tuition	\$17,212.02
TOTAL	\$17,575.00

Medical Assistant (MA)

Registration Fee	\$25.00
Background	\$13.00
Books/Supplies	\$355.00
Tuition	\$17,182.00
TOTAL	\$17,575.00

CONTINUING STUDENTS - REPEATED COURSE POLICY

Term Based Programs: MA, MAA, PN

Students in the term based programs are not charged for their first retake. Subsequent retakes are charged as follows:

Tuition *Please see catalog regarding repeated courses and charges.	5 credits or less	\$200.00 per credit hour (i.e. 4 CR repeated x \$200 = \$800)
Tuition *Please see catalog regarding repeated courses and charges.	6 credits or more	\$400.00 per credit hour (i.e. 8 CR repeated x \$400 = \$3,200)

Medical Office Administration (MOA)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$284.99
Tuition	\$17,237.01
TOTAL	\$17,575.00

Fresh Starts / Re-Enter Student

Tuition *Please see catalog regarding repeated courses and charges.	Cost per credit based on tuition total	A. <180 days since LDA - per credit cost based on prior enrollment tuition. B. >180 days since LDA - per credit cost based on current program tuition at the time of enrollment.
Tuition *Please see catalog regarding repeated courses and charges.	Varies (per credits repeated)	A. 4 CR repeated = \$1,624 (\$406 x 4) B. 4 CR repeated = \$1,848 (\$462 x 4)



Enrollment Cost Breakdown

Tuition charges are based upon enrollment periods. Enrollment periods are defined by an academic team.

Should a student withdraw prior to advancing to the next enrollment period, the student's account will be adjusted accordingly.

When a student begins an enrollment period, but withdraws prior to the completion, the refund policy will be applied to that specific enrollment period. The program will cost includes a \$25.00 registration fee.

Please refer to the main catalog for additional information regarding IOT-Salem withdraw and refund policies.

Period 1	\$5,728.00
Period 2	\$5,727.00
Period 3	\$5,727.00
Total AY1 Tuition	\$17,182.00
Program Cost	\$17,575.00

Medical Office Administration (MOA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies	\$284.99
Period 1	\$8,618.51
Period 2	\$8,618.50
Total AY1 Tuition	\$17,237.01
Program Cost	\$17,575.00

Heating, Ventilation and Air Conditioning (HVAC)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$31.00
Books/Supplies	\$1,024.00
Period 1	\$8,447.50
Period 2	\$8,447.50
Total AY1 Tuition	\$16,895.00
Program Cost	\$17,975.00

Medical Administrative Assistant (MAA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$13.00
Books/Supplies	\$817.64
Period 1	\$5,573.12
Period 2	\$5,573.12
Period 3	\$5,573.12
Total AY1 Tuition	\$16,719.36
Program Cost	\$17,575.00

Medical Assistant (MA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$13.00
Books/Supplies	\$355.00

Practical Nursing (PN)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$92.50
Books/Supplies	\$1,240.70
Period 1	\$7,104.20
Period 2	\$7,104.20
Period 3	\$7,104.20
Period 4	\$7,104.20
Total AY1 Tuition	\$21,312.60
Total AY2 Tuition	\$7,104.20
Program Cost	\$29,775.00

Professional Medical Assistant (PMA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies	\$309.98
Period 1	\$8,606.01
Period 2	\$8,606.01
Total AY1 Tuition	\$17,212.02
Program Cost	\$17,575.00



Calendar - Module Programs (HVAC, MOA, PMA)

	JANUARY 2017	FEBRUARY 2017	MARCH 2017	MAY 2017
MODULE START DATE	01/17/2017	02/20/2017	03/27/2017	05/01/2017
MODULE END DATE	02/16/2017	03/23/2017	04/27/2017	06/02/2017
BREAK	N/A	N/A	N/A	05/29/2017
HOLIDAY	01/16/2017	N/A	N/A	05/29/2017
	JUNE 2017	JULY 2017	AUGUST 2017	SEPTEMBER 2017
MODULE START DATE	06/05/2017	07/10/2017	08/14/2017	09/18/2017
MODULE END DATE	07/07/2017	08/10/2017	09/14/2017	10/19/2017
BREAK	07/04/2017	N/A	09/04/2017	N/A
HOLIDAY	07/04/2017	N/A	09/04/2017	N/A
	OCTOBER 2017	NOVEMBER 2017	JANUARY 2018	FEBRUARY 2018
MODULE START DATE	10/23/2017	11/27/2017	01/16/2018	02/19/2018
MODULE END DATE	11/22/2017	01/11/2018	02/15/2018	03/22/2018
BREAK	N/A	11/23/2017 12/22/2017 - 01/07/2018	01/09/2018	N/A
HOLIDAY	N/A	11/23/2017 - 11/24/2017 12/22/2017 - 12/26/2017 12/29/2017 01/01/2018	01/09/2018	N/A



Calendar - Term Program (PN)

	MARCH 2017	JUNE 2017	SEPTEMBER 2017	DECEMBER 2017
TERM START DATE	03/20/2017	06/12/2017	09/18/2017	12/11/2017
TERM END DATE	06/01/2017	08/24/2017	11/30/2017	03/08/2018
BREAK	05/29/2017 06/02/2017 - 06/11/2017	07/04/2017 09/04/2017 08/25/2017 - 09/17/2017	11/23/2017 12/01/2017 - 12/10/2017	12/22/2017 - 01/07/2018 01/15/2018 03/09/2018 - 03/18/2018
HOLIDAY	05/29/2017	07/04/2017 09/04/2017	11/23/2017 - 11/24/2017	12/25/2017 - 12/26/2017 01/01/2018 - 01/02/2018 01/15/2018
	MARCH 2018	JUNE 2018	SEPTEMBER 2018	DECEMBER 2018
TERM START DATE	03/19/2018	06/11/2018	09/17/2018	12/10/2018
TERM END DATE	05/31/2018	08/23/2018	11/29/2018	03/07/2019
BREAK	05/28/2018 06/01/2018 - 06/10/2018	07/04/2018 08/24/2018 - 09/16/2018	11/22/2018 - 11/23/2018 11/30/2018 - 12/09/2018	12/21/2018 - 01/06/2019 01/21/2019 03/08/2019 - 03/17/2019
HOLIDAY	05/28/2018	07/04/2018 09/03/2018	11/22/2018 - 11/23/2018	12/24/2018 - 12/27/2018 12/31/2018 - 01/01/2019 01/21/2019



Updated Catalog Policies and/or Information

MEDICAL OFFICE ADMINISTRATION (Page 15)

Updated: February 9, 2017

Medical Office Procedures

(7 Qtr. Credit Units / 100 Hours)

This module is designed to introduce students to the administrative duties and procedures required in a medical office/hospital setting. Topics covered will include: appointment scheduling, telephone systems, screening calls, taking messages, physician referrals, and handling prescriptions. Medical law, ethics, and HIPPA regulations are discussed.

Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations as well as basic anatomy and physiology. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

MEDICAL OFFICE ADMINISTRATION Page 15)

Updated: February 9, 2017

Medical Records Management

(7 Qtr. Credit Units / 100 Hours)

This module emphasizes the principles and practices of effective medical records management for manual and automated record systems (EMR/HER). Students will review basic bookkeeping concepts and learn how to make credit arrangements with patients. Students will also study the various elements that make up a medical record and source documents such as ledger cards, encounter forms, and receipts.

Students will learn the medical language and study of prefixes, suffixes, word roots, abbreviations, and pronunciations along with the study of basic anatomy and physiology. Keyboarding, ten-key calculator, and transcription are practiced for accuracy. Additionally, students will be taught CPR and first aid.

MISSED QUIZZES, EXAMINATIONS & ASSIGNMENTS (Page 44)

Updated: March 23, 2017

ALL PROGRAMS

It is in the best interest of the student to be present for all class days. When a student is absent, it is the student's responsibility to know when assignments are due, what handouts are given, what was discussed in class, etc. by following up with classmates and/or the instructor. Students will be responsible for notifying their instructor and/or instructors to schedule test/quiz make-up times and days.

PRACTICAL NURSING PROGRAM

Homework will NOT be accepted if it is turned in late. Because homework cannot be delivered or emailed to the instructor if a student is unable to make it in, it is possible to get homework turned in on the day that it is due.

If a student misses a quiz/exam they will need to take the test the first day they return and the grade will be deducted by 10% on that day. Every school day that passes thereafter, will result in a 10% deduction per day. In the event the student requests a make-up exam, the Academic Review Committee can choose to provide an alternate exam. All quizzes and exams must be made up within four (4) business days upon returning to school. Exceptions will only be made up on the approval of the instructor and the Director of Education.

Students absent the day of the final examination must make arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of son or daughter.

ALLIED HEALTH AND HVAC PROGRAMS

All assignments, including homework, quizzes and examinations, must be made up within one (1) calendar week of the original due date as scheduled by the instructor and will be reduced by 10% per class day. Any extensions past the one (1) calendar week will be at the discretion of the instructor and Director of Education.

Students absent the day of the final examination must make arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of son or daughter.

HEATING, VENTILATION AND AIR CONDITIONING (Page 7)

Updated: April 5, 2017

Advanced Refrigeration

Module name corrected; course description is accurate.

PRACTICAL NURSING (Page 17)

Updated: April 5, 2017

Special Considerations



Updated Catalog Policies and/or Information

All students must participate in a lab/clinical setting to receive a certificate of completion. To be eligible to participate in lab/clinical a student must meet all immunization, screening and CPR requirements of the program. Please refer to the applicable nursing application for specific requirements and/or definitions.

PRACTICAL NURSING (Page 18-20)

Updated: April 5, 2017

Clinical/Lab Practicum

NSG 104 (4 Credit Units / 130 hours)

Introduction to basic nursing skills; students are required to participate in a minimum of 130 hours of skilled lab/clinical. Each student must successfully perform elements of basic daily patient care including documentation and use of nursing processes.

NSG 204 (5 Credit Units / 160 hours)

Continuation of NSG 104 which introduces the student to intermediate nursing skills; students are required to participate in 160 hours of skilled lab/clinical. Each student must successfully perform intermediate nursing skills including head-to-toe physical assessments, patient safety measures and patient teaching skills.

NSG 304 (5 Credit Units / 160 hours)

Demonstration of competent use of the nursing process and critical thinking of pediatric nursing skills. Students are required to participate in 160 hours of skilled lab/clinical. Appropriate documentation; demonstrate patient safety and patient teaching as well as initiating and maintaining intravenous therapy.

NSG 404 (5 Credit Units / 160 hours)

Students are introduced to leadership/management skills through assignments at the clinical setting. Students are required to participate in 160 hours of skilled lab/clinical.

COLLEGE RULES (Page 52)

Updated: April 5, 2017

Attendance - Lab/Clinical (Practical Nursing)

Regular and punctual attendance at all scheduled lab/clinical hours is expected of all nursing students. Lab/clinical hours are calculated on a number of credits assigned to each lab/clinical course; the rotation is 30 lab/clinical hours is equal to 1 credit. Term one (1) requires nursing students to complete

130 hours of lab/clinical, terms two (2), three (3) and four (4) require students to complete 160 hours of lab/clinical. Students must be able to adhere to the E.F.A.A. guidelines throughout their lab/clinical rotation.

Clinical attendance is tracked by signed timesheets turned in weekly to the Nurse Administrator (or an approved assignee designated by the Administrator). This data is recorded by the Registrar. Students who are unable to complete 130 and/or 160 hours (application to the appropriate term) will NOT be allowed to advance to the next term until the lab/clinical hours are made up. Lunch hours may not be counted as lab/clinical hours.

Students who are unable to attend their scheduled lab/clinical time are required to contact the Clinical Instructor/Clinical Coordinator/Nurse Administrator and the clinical site. All missed lab/clinical hours must be made up and make-up time will be arranged at the discretion of the Nurse Administrator and will be subject to staff and preceptor availability.

- At the discretion of the Nurse Administrator, students arrive 15 minutes past the scheduled start time for their lab/clinical rotation may be sent home for the day (unless prior arrangements have been made).
- At the discretion of the Nurse Administrator, students who miss 16+ lab/clinical hours (no more than 8hrs prior to mid-term and/or 8hrs following mid-term) in any given term may be required to appeal and/or may be dismissed from the lab/clinical portion of that given term.
- Failure to contact the college will result in a “no call, no show” and may result in the dismissal from the program. Dismissal is at the discretion of the Nurse Administrator, Director of Education and/or Campus President.

Upon direction to appeal and/or upon dismissal from lab/clinical, a student is required to submit an appeal to continue. Upon review of any individual appeal, a student may be granted the ability to make-up missed lab/clinical time and then continue with the term/program. If the appeal is denied, a student will be officially dismissed from the lab/clinical for the applicable term and will have to repeat the lab/clinical portion.

Please note that each lab/clinical course is a pre-requisite to any subsequent lab/clinical course (e.g. NSG104 must be successfully completed prior to enrolling into NSG204, etc.). Each lab/clinical course must be completed with 100% attendance



Updated Catalog Policies and/or Information

and a passing grade before progressing to the subsequent term.

ADMISSIONS INFORMATION (Page 24)

Updated: April 5, 2017

Admissions Requirements (ATB)

Students without a high school diploma or GED, who qualify to enter or re-enter the college may be eligible to enroll/attend under the Ability to Benefit (ATB) provision. ATB provisional entry and/or re-entry will be approved on a case by case basis as determined by the Director of Admissions, Director of Financial Services and Director of Education. Any individual wishing to use the ATB provision will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test preceding their application to the college and enrolled in a Title IV program, or provide documentation of study in a course, or courses, that are part of a Title IV eligible program and demonstrate that they have passed an approved ATB test prior to applying to the college.



Program Advisory Committee Members

HVAC

Cory Streeter Specialty Heating and Cooling
John Christin Wolfer's Heating
Jessica Geck Wolfer's Heating
Manuel Vela Home Energy Comfort
Jantzen Lakey Elements HVAC

MEDICAL PROGRAMS

Amperoh Alford Urgent Care Clinic South
Brandi Fields Siskiyou Community Health
Bunny Carr Yakima Valley Farm Workers Clinic
Dr. Abby Heppner Heppner Chiropractic
Catrina Schmidling Cardiothoracic Surgery Center
Courtney Diaz Salem Cardiovascular Associates
Holly Norton Grifols
Jesseka Hicks Comforcare
Karen Cain All Star Labor & Staffing
Lauren Heinatz Comforcare
Lisa Donahue DaVita
Pam Shedd Salem Clinic
Rigo Rhodes CanStaff Employment Services
Rosie Zepeda Grifols
Shirley Workman Willamette Family Medicine
Tami Balin Portland VA
Yurika Lopez Yakima Valley Farm Workers Clinic



Owners, Governing Board Members, and Management Staff of IOT

OWNERS

Select Education Group

5601 Stoddard Road
Modesto, CA 95356

National Holistic Institute

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GOVERNING BOARD

Ty Druse, Chief Executive Officer

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NOTES

