



January 1, 2018 to December 31, 2018



Institute
of Technology
Where Careers Begin

Catalog Addendum

2018

Updated May 1, 2018



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Salem Campus Program Offerings:

Heating, Ventilation and Air Conditioning
 Medical Office Administration Billing and Coding
 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
 Beth White 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, BS Admissions Representative
 Marissa Colbert 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

Jennifer Houston Director of Financial Services
 Maleah Richard Financial Aid Representative
 Cheyanne Voshall FA Clerk/Student Accounts

FACULTY

Barbara Cuevas, BSN PN Faculty
 Barbara King, BA AH Faculty
 Bobbi Marugg, MSN Nursing Administrator
 Bonnie Olson, BSN Assistant Nurse Administrator
 Carol Kruger, BSN PN Faculty
 Chad Zender HVAC Faculty
 Cherie Goodpasture AH Faculty
 Cherry Bonnicksen, CMA AH Faculty
 Christopher Stafford HVAC Faculty
 Daniel Bryant, BSN PN Faculty
 David Balin, MAT Director of Education/Penn Foster
 Heather Miller, BSN PN Faculty

Jamie Hawley AH Faculty
 Jan Pedersen, BSN PN Faculty
 Janette Cook AH Faculty
 Joseph Gray, LPN Clinical Lab Teaching Assistant
 Julie Stanton AH Faculty
 Karen Fredrickson, BSN PN Faculty
 Laura Cox, BSN PN Faculty
 Leslie Beresford 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
 Stephanie Truex, 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)

NO SCHEDULED START DATES FOR 2018

Medical Office Administration Billing and Coding (MOABC)

January 16, 2018 October 18, 2018
 February 19, 2018November 21, 2018
 March 26, 2018 January 10, 2019
 April 30, 2018 February 14, 2019
 June 4, 2018 March 21, 2019
 July 9, 2018..... April 25, 2019
 August 13, 2018.....May 31, 2019
 September 17, 2018July 5, 2019
 October 22, 2018..... August 8, 2019
 November 26, 2018.....September 12, 2019

Practical Nursing (PN)

March 19, 2018 March 7, 2019
 June 11, 2018May 30, 2019
 September 17, 2018..... August 22, 2019
 December 10, 2018November 27, 2019

Professional Medical Assistant (PMA)

January 16, 2018 October 18, 2018
 February 19, 2018November 21, 2018
 March 26, 2018 January 10, 2019
 April 30, 2018 February 14, 2019
 June 4, 2018 March 21, 2019
 July 9, 2018..... April 25, 2019
 August 13, 2018.....May 31, 2019

September 17, 2018 July 5, 2019
 October 22, 2018..... August 8, 2019
 November 26, 2018September 12, 2019

PROGRAM	DAY CLASSES	NITE CLASSES
MOABC	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

Current Offered Class Schedules by Program

*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. #22



Tuition Schedule

Heating, Ventilation and Air Conditioning (HVAC)

Registration Fee	\$25.00
Background	\$31.00
Books/Supplies	\$1,170.00
Tuition	\$16,896.00
TOTAL	\$18,122.00

Practical Nursing (PN)

Registration Fee	\$25.00
Background	\$93.00
Books/Supplies	\$1,192.00
Tuition	\$28,416.00
TOTAL	\$29,726.00

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	\$564.00
Tuition	\$16,200.00
TOTAL	\$16,817.00

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: PN

Students in the term based programs are not charged for one (1) course re-take within any given term. 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 Billing and Coding (MOABC)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$549.00
Tuition	\$16,200.00
TOTAL	\$16,802.00

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.

Heating, Ventilation and Air Conditioning (HVAC)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$31.00
Books/Supplies	\$1,170.00
Period 1	\$8,448.00
Period 2	\$8,448.00
Total AY1 Tuition	\$16,896.00
Program Cost	\$18,122.00

Medical Office Administration Billing and Coding (MOABC)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies	\$549.00
Period 1	\$8,100.00
Period 2	\$8,100.00
Total AY1 Tuition	\$16,200.00
Program Cost	\$16,803.00

Practical Nursing (PN)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$93.00
Books/Supplies	\$1192.00
Period 1	\$7,104.00
Period 2	\$7,104.00
Period 3	\$7,104.00
Period 4	\$7,104.00
Total AY1 Tuition	\$22,622.00
Total AY2 Tuition	\$7,104.00
Program Cost	\$29,726.00

Professional Medical Assistant (PMA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies	\$564.00
Period 1	\$8,100.00
Period 2	\$8,100.00
Total AY1 Tuition	\$16,200.00
Program Cost	\$16,817.00



Calendar - Module Programs (MOABC/PMA)

	JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018
MODULE	01/16/2018	02/19/2018	03/26/2018	04/30/2018
MODULE END	02/15/2018	03/22/2018	04/26/2018	06/01/2018
BREAK	01/15/2018	N/A	N/A	05/28/2018
HOLIDAY	01/15/2018	N/A	N/A	05/28/2018
	JUNE 2018	JULY 2018	AUGUST 2018	SEPTEMBER 2018
MODULE	06/04/2018	07/09/2018	08/13/2018	09/17/2018
MODULE END DATE	07/06/2018	08/09/2018	09/13/2018	10/18/2018
BREAK	07/04/2018	N/A	09/03/2018	N/A
HOLIDAY	07/04/2018	N/A	09/03/2018	N/A
	OCTOBER 2018	NOVEMBER 2018	JANUARY 2019	FEBRUARY 2019
MODULE START DATE	10/22/2018	11/26/2018	01/14/2019	02/18/2019
MODULE END DATE	11/21/2018	01/10/2019	02/14/2019	03/21/2019
BREAK	N/A	12/21/2018 - 01/06/2019	01/21/2019	N/A
HOLIDAY	11/22/2018 - 11/23/2018	12/24/2018 - 12/25/2018 12/31/2018 01/01/2019	01/21/2019	N/A



Calendar - Term Program (PN)

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



Updated Catalog Policies and/or Information

COLLEGE RULES (Page 50)

Updated: April 2, 2018

Definition of Credit Unit Earned (Module Programs)

- Heating Ventilation and Air Conditioning (HVAC)
- Medical Office Administration Billing and Coding (MOABC)
- Professional Medical Assistant (PMA)

For the module programs, Institute of Technology - Salem measures progress by quarter credits earned. One quarter credit hour is awarded for a minimum of 10-clock hours of lecture, a minimum of 20-clock hours of lab and minimum of 30-clock hours of externship.

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound education practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

See the HVAC, MOA and PMA course descriptions for specific course credits.

COLLEGE RULES (Page 50-51)

Updated: April 2, 2018

Definition of Credit Unit Earned (Term Programs)

- Practical Nursing (PN)

For the term programs, total clock hours include theory, laboratory, and/or clinical classes. All Institute of Technology - Salem term classes are measured in quarter credits. For calculating credits, a quarter credit is defined as 20-hours for theory, and 30-clock hours for laboratory and/or clinical.

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound education practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

See the PN course description for specific course credits.

COLLEGE RULES (Page 50-51)

Updated: April 2, 2018

Clock Hour/Credit Hour Conversion (All Programs - For Financial Aid Purposes)

For the purpose of Financial Aid, a quarter credit hour program's conversion is one (1) credit per 25-hours of instruction. For the purpose of Financial Aid, "instruction" includes lecture, lab and homework.

Financial Aid credit hours determine status, please note:

- 1 - 5 credits is deemed less than halftime
- 6 - 8 credits is deemed as halftime
- 9 - 11 credits is deemed as 3/4 time
- 12 credits and over is fulltime

MEDICAL OFFICE ADMINISTRATION (2018 Catalog)

Updated: April 30, 2018

Program Name Change

Program name has been changed from Medical Office Administration (MOA) to Medical Office Administration Billing and Coding (MOABC). All programmatic details remain the same.

REFUND POLICIES (Page 29)

Updated: April 30, 2018

Students Withdrawal Policy/Buyer's Right to Cancel

A student has the right to cancel the enrollment agreement without any penalty or obligations, through the attendance at the first class session, or the fifth calendar day after enrollment, whichever is first. Cancellation occurs when you give notice of cancellation to the school, or by not showing attendance through the cancellation period. This notice need not take any particular form; it needs only to state you wish to cancel your agreement. If you cancel the agreement within the time stated, the school will refund any money that you have paid less any application/registration fee (15% of the tuition amount or \$150, whichever is less). The refund is to be paid within 40 days after your notice is received.

Cancellation

Students who withdraw from their program prior to comple-



Updated Catalog Policies and/or Information

tion of the first class session, or the fifth calendar day after enrollment, of their initial starting term/module are considered a cancel; they are not charged for any courses.

CATALOG RULES (Page 49)

Updated: April 30, 2018

Students Withdrawal Policy/Buyer's Right to Cancel

A student has the right to cancel the enrollment agreement without any penalty or obligations, through the attendance at the first class session, or the fifth calendar day after enrollment, whichever is first. Cancellation occurs when you give notice of cancellation to the school, or by not showing attendance through the cancellation period. This notice need not take any particular form; it needs only to state you wish to cancel your agreement. If you cancel the agreement within the time stated, the school will refund any money that you have paid less any application/registration fee (15% of the tuition amount or \$150, whichever is less). The refund is to be paid within 40 days after your notice is received.

TRANSFER CREDIT POLICY (Page 51)

Updated: April 30, 2018

An institution may accept credits earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation, unless the institution can demonstrate compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established industry standards.

An institution may not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they are earned.

Institute of Technology accepts prior coursework completed at other accredited colleges or universities for course or courses required for diploma and/or certificate programs. The transferability of credit(s) is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to the conclusion of the student's first week of their term or module.

Decisions regarding the transfer of credits can be appealed

following the catalog's standard appeal process found within this catalog.

Acceptable quarter-credit hours may be transferred in and applied to certificate and/or diploma programs; a maximum of 20% transfer credits applicable for term programs (PN) and a maximum of 30% transfer credits applicable for module programs (PMA/MOABC/HVAC). Please note that the maximum transfer credit rules do not apply to Veteran students.

The transferring of credits can have an effect on a student's Federal Financial Aid. In addition, students transferring credits into a fulltime program will reduce the student's class load to less than fulltime. Therefore, the students are advised to speak with Financial Aid prior to transferring credits.

The following terms and conditions apply:

1. You must request the transfer of previous credits by notifying the Admissions Department upon enrollment - but no later than the end of the first week.
2. You must provide official transcripts (course description and syllabi, if requested) from the college/university where the previous training occurred by the end of the first week. Unofficial transcripts may be evaluated for potential transfer; however, students must sit in all classes for the program until the college receives the official transcript.
3. Official transcripts received after the first week of the first term or module will only be evaluated for subsequent terms/modules (excluding VA students).
4. Official transcripts received after the fifth week of the first term/module will not be considered for transfer credit (excluding VA students).
5. Credits transferred in to fulfill course requirements must be graded at a 2.0 (C) or higher.
6. Credits transferred in to fulfill course requirements must be no more than 7 years old (excluding VA students, and any exceptions must be approved by the Director of Education).
7. Transfer credit maximums apply - 20% for term programs and 30% for module programs (excluding VA students, any exceptions must be approved by the Director of Education).
8. The tuition credit of academic units from a prior college will be calculated as follows:



Updated Catalog Policies and/or Information

Modules

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Cost per Module}$$

Terms

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Cost per Unit Number of Units in Program}$$

7. All transcripts submitted become official property of Institute of Technology and cannot be returned or forwarded to another institution.

Though it is up to the discretion of each educational facility to accept or reject credits earned at IOT, students may request official transcripts for potential transfer credit from the Registrar. For additional information on requesting transcripts, please refer to CERTIFICATE/DIPLOMA AND TRANSCRIPT policy within this catalog.

ADMISSIONS REQUIREMENTS (Page 18)

Updated: April 30, 2018

Entrance Examination Requirements

All program applicants will be required to take the 12-minute Scholastic Level Exam (Wonderlic) for admission to a certificate or diploma program. Applicants will be required to pass with a minimum score of 10 for all programs except for Practical Nursing. Applicants applying for admission into the Practical Nursing program must achieve a passing score of 16.



Program Advisory Committee Members

HVAC

Cory StreeterSpecialty Heating and Cooling
John Christin Wolfer’s Heating
Jessica Geck Wolfer’s Heating
Manuel VelaHome Energy Comfort
Jantzen LakeyElements 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 HicksComforcare
Karen Cain All Star Labor & Staffing
Lauren HeinatzComforcare
Lisa DonahueDaVita
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

5900 Doyle Street
Emeryville, CA 94608

GOVERNING BOARD

Rick Wood, President/Chief Executive Officer

Institute of Technology - Clovis Campus
564 W. Herndon Avenue
Clovis, CA 93612
tdruse@selecteducationgroup.com

Mason Myers, Owner

Select Education Group
5601 Stoddard Road
Modesto, CA 95356
mmyers@selecteducationgroup.com

Timothy Veitzer, Owner

National Holistic Institute
5900 Doyle Street
Emeryville, CA 94608
tveitzer@nhi.com

Laura Bouche, Regional Director of Financial Aid

Institute of Technology - Clovis Campus
564 W. Herndon Avenue
Clovis, CA 93612
lbouche@iot.edu



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