



January 1, 2018 to December 31, 2018



Institute
of Technology
Where Careers Begin

Catalog Addendum

2018

Updated October 3, 2018

Salem Campus · 4700 Silverton Rd. NE - Salem, OR 97305
503.363.9001(p) · 503.363.6483(f)
www.iot.edu · <http://www.facebook.com/IOTSalem>



Table of Contents

Staff and Faculty	3
Programs Start Dates and Schedules	4
Tuition Schedule	5
Enrollment Cost Breakdown.....	6
Programmatic Calendars	7-8
Program Advisory Committee Members.....	9
Owners/Governing and Management Staff	10

Salem Campus Program Offerings:

Heating, Ventilation and Air Conditioning
 Medical Office Administration Billing and Coding
 Practical Nursing
 Professional Medical Assistant
 Nursing 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
 Nasreen Cheema Registrar Assistant
 Sarah Chong, BA Executive Assistant/HR
 Wayne Matulich, MBA Campus President

ADMISSIONS

Kaylee Vickers..... Director of Admissions/Penn Foster
 Lindsay Craig, BS..... Admissions Representative
 Marissa Colbert Admissions Representative

CAREER AND STUDENT SERVICES

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

FINANCIAL SERVICES

Jennifer Houston Director of Financial Services
 Kelsey Way FA Clerk/Student Accounts
 Stephanie Andrade..... Financial Aid Representative

FACULTY

Angela Hernandez, LPN AH Faculty
 Barbara Cuevas, BSN PN Faculty
 Barbara King, BA..... AH Faculty
 Bonnie Olson, BSN..... Assistant Nurse Administrator
 Carol Kruger, BSN NA Program Director/PN Faculty
 Cherie Goodpasture AH 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

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
 Misti Laycock-Wharton, BSN PN Faculty
 Norma O'Mara, BSN PN Faculty
 Rebecca Dooley, BSN..... NA Lead Instructor/PN Faculty
 Robert West, BS..... HVAC Faculty
 Sara Valdez, NCMA Lead Allied Health Instructor
 Shawn Boethin, MSN Nursing Administrator
 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, 2018 November 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, 2018..... September 12, 2019

Nursing Assistant (NA)

August 13, 2018..... September 27, 2018
 October 15, 2018..... November 29, 2018

Practical Nursing (PN)

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

Professional Medical Assistant (PMA)

January 16, 2018 October 18, 2018
 February 19, 2018 November 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, 2018 September 12, 2019

PROGRAM	DAY CLASSES	NITE CLASSES
MOABC	8:30am to 1:30pm	
NA	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.



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

Professional Medical Assistant (PMA)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$564.00
Tuition	\$16,200.00
TOTAL	\$16,817.00

Medical Office Administration Billing and Coding (MOABC)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$595.00
Tuition	\$16,200.00
TOTAL	\$16,848.00

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)

Nursing Assistant (NA)

Registration Fee	\$25.00
Background	\$93.00
Books/Supplies	\$337.00
Tuition	\$1,770.00
TOTAL	\$2,225.00

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)

Practical Nursing (PN)

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



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	\$595.00
Period 1	\$8,100.00
Period 2	\$8,100.00
Total AY1 Tuition	\$16,200.00
Program Cost	\$16,848.00

Nursing Assistant (NA)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$93.00
Books/Supplies	\$337.00
Period 1	\$1,770.00
Total AY1 Tuition	\$1,770.00
Program Cost	\$2,225.00

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 START DATE	01/16/2018	02/19/2018	03/26/2018	04/30/2018
MODULE END DATE	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 START DATE	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



Calendar - Nursing Assistant Program

	AUGUST 2018	OCTOBER 2018
PROGRAM START DATE	08/13/2018	10/15/2018
PROGRAM END DATE	09/27/2018	11/30/2018
BREAK	09/03/2018	11/22/2018 - 11/23/2018
HOLIDAY	09/03/2018	11/22/2018 - 11/23/2018



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.



Updated Catalog Policies and/or Information

Cancellation

Students who withdraw from their program prior to completion 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).



Updated Catalog Policies and/or Information

8. The tuition credit of academic units from a prior college will be calculated as follows:

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 / September 21, 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 on the Wonderlic and HESI A2 exams. PN Applicants will be required to pass with a minimum score of 20 on the Wonderlic. For HESI A2 exam minimum scoring information, please refer to the Admissions Department.

CATALOG RULES (Page 35)

Updated: August 22, 2018

Substance Use and Abuse

“Substances” shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to

alter your judgement or performance and/or is considered dangerous to you and to others. The college reserves the right to drug test any student prior to and during their enrollment; at random and/or in the event that substance use is presumed.

A non-negative drug screen shall be sent to a lab for confirmation. Students who screen positive for substances for which they have valid prescriptions dated at the time of the screen shall provide documentation of prescriptions and a written statement from their prescribing medical professional stating, “that while taking the medications as prescribed, the student’s ability to perform in a lab and/or a clinical setting is not impaired” (this excludes medical marijuana and/or the recreational use of marijuana, as it is NOT permissible). Upon positive confirmation from a lab, students who are not able to provide valid prescriptions dated at the time of the screen may be dismissed from the program.

COLLEGE RULES (Page 38)

Updated: September 17, 2018

Homework Hours and Log Sheets

Students can expect, on average, one hour of homework or outside projects for every two hours of instruction. As such, homework is an integral part of the term/module and should be completed as assigned.

A Homework Log Sheet will be handed out at the beginning of each term/module and returned at the time of finals for each term/module. Upon receipt of the document, the detail will be entered into your student file by the Registrar at the conclusion of the term/module. You, as the student, are required to submit your Homework Log Sheets prior to participating in your final exam. Homework Log Sheets are required for the following programs:

- Medical Office Administration Billing & Coding (MOABC)
- Professional Medical Assistant (PMA)
- Practical Nursing (PN)



Updated Catalog Policies and/or Information

WELCOME (Page 3)

Updated: September 21, 2018

Accreditation & Licensing

Institute of Technology - Salem is accredited by Accrediting Council for Continuing Education & Training (ACCET). ACCET has been officially recognized by the U.S. Department of Education since 1978. As such, the agency is listed as “a reliable authority as to the quality of education of training provided by institutions of higher education and the programs they accredit.”

In addition, IOT has been a licensed private career school in Oregon since 1995, currently regulated by the Higher Education Coordinating Commission (HECC). All instructors are approved and registered with HECC. The college has also been approved by the Oregon State Board of Nursing (OSBN) to teach the Practical Nursing and Nursing Assistant program. All nursing faculty are approved and registered by the Oregon State Board of Nursing and HECC.

CATALOG RULES (Page 51)

Updated: September 21, 2018

Transferability of Credits (ALL PROGRAMS)

Students need to be aware that it is at the sole discretion of each educational facility to accept or reject credits earned from other schools. Credits earned in our programs, in most cases, will probably not be transferable to any other college and/or university. For example, if you entered IOT-Salem as a freshman, you will still be freshman if you enter another college and/or university at some time in the future even though you earned credits at IOT.

In addition, if you earn a diploma or certification of completion, in most cases, it will probably not serve as a basis for obtaining a higher level degree at another college and/or university.

Students/graduates who wish to transfer IOT-Salem credits may request an official transcript (\$10.00 fee), a copy of the syllabi and course outline. The front office will provide the transfer request form (as needed). Please allow two (2) working days to complete each individual request.

Articulation Agreements

IOT-Salem has established the following articulation agreements with schools to support the potential transferability of credits from IOT-Salem to other institutions. Please note that at this time, these agreements are only applicable to our Practical Nursing program.

Articulation Agreements:

- No active agreements at this time.

Additional Articulated Course by Course Agreements:

- No active agreements at this time.

Letter of Understanding:

- Sumner College

PRACTICAL NURSING (PN) (Page 12)

Updated: September 21, 2018

The Program

The classroom instruction and practical learning experiences will include the appropriate term order (first, second, third, fourth). No class/term will be taught out of sequence.

COLLEGE SERVICES (Page 23)

Updated September 21, 2018

Workable Class Sizes

We strive for excellence in educating and training, therefore we monitor class sizes. This allows instructors to devote more individual time to each student to ensure his/her success.

Please consult the Director of Education for class size, as they may change from term-to-term or module-to-module.

Theory classes in ALL programs have a targeted student to instructor ratio of 30:1, while labs in the Allied Health, Practical Nursing and HVAC programs have a targeted student to instructor ratio of 15:1. For the clinical/lab portion of the Practical Nursing program, (offsite) we are limited by Oregon State Board of Nursing to an 8:1 ratio; eight students to one OSBN qualified nurse.



Updated Catalog Policies and/or Information

ADMISSIONS INFORMATION (Page 18)

Updated: September 21, 2018

Application Requirements - Practical Nursing (PN)

Practical Nursing program prospective students are required to complete an application packet for consideration/ acceptance into the program. Incomplete packets will not be accepted and/or scored. Students we are accepted into the program will be notified of a date/time to complete the enrollment process and attend a mandatory orientation. Notification is made by email and/or phone. Denied students can apply for the following term.

Scoring

Please contact the admissions or nursing department. The college reserves the right to change the rubric scoring for each new enrollment period.



Nursing Assistant Addendum

ADMISSIONS REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age (verified through and must possess one of the following):

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official);
- Valid government or state issued GED; or
- Successful completion of an officially recognized and/or accredited home school program.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency.

Those students whom do not meet the high school completion and/or GED requirements for admission are encouraged to obtain their GED or high school diploma (please refer to ATB and Penn Foster descriptions for additional information).

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.

Nursing Assistant Programmatic Requirements

All Nursing Assistant applicants/students will submit to a criminal background check. Applicants/students are encouraged to review OAR 851-045-0016, OAR 410-007-0280 and OAR 410-007-0290 relative to backgrounds and state licensure in Oregon. Should any applicant/student be convicted of a crime listed within the OAR's, they run the risk of not being able to sit for the state boards. Applicants/students are strongly encouraged to meet with the Nursing Administrator to discuss the feasibility of being able to enter or complete the program. Applicants whom are accepted and whom choose to enroll with a criminal record will be required to sign a Background/Acknowledgement Disclosure - acknowledging that they will

remain responsible for all financial obligations to the school should their records hinder their obtainment of state licensure. Please note, the staff and faculty at Institute of Technology cannot determine ANY candidates ability to sit for state licensure.

Nursing Assistant Applicants

The NA program has limited enrollment, therefore, students are required to apply for admittance.

Nursing Assistant program prospective students are required to complete an application packet for consideration/acceptance into the program. Incomplete packets will not be scored. Students who are accepted into the program will be notified of a date/time to complete the enrollment process and attend a mandatory orientation. Notification is made my email and/or phone Denied students can apply for the following start date.

Scoring

Please contact the admissions or nursing department. The college reserves the right to change the rubric scoring for each new enrollment period.

COURSE OBJECTIVE

Students will be provided the knowledge and skills necessary to assist a licensed nurse in the provision of nursing care. The content of the program is designed to meet the curriculum requirements of the Oregon State Board of Nursing (OSBN). The course content includes classroom and clinical time.

Students are required to complete 80 hours of classroom time and perform 75 hours in a clinical setting - successfully demonstrating 81 patient/resident care lab skills and 41 patient/resident care clinical skills.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in an entry-level occupation in the nursing assistant field. Job opportunities exist, upon licensure, as a Certified Nursing Assistant.



Nursing Assistant Addendum

HOURS OF INSTRUCTION/PROGRAM LENGTH

155 Hours

80 Lecture Hours

75 Lab/Clinical Hours

This is a 7 week program (155 hours). Classes are held Monday through Thursday. Class and clinical times may vary; refer to the Admissions Department.

SPECIAL CONSIDERATIONS

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 Assistant application for specific requirements and/or definitions.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

A student with a complaint or grievance is asked to first make a reasonable effort to resolve the issue on an informal basis with the persons involved. If the issue is not resolved satisfactorily, the student should meet with the Director of Student Services, Director of Education and/or the Campus President and complete a written statement.

The Director of Student Services, Director of Education and/or Campus President will review the question or complaint/grievance with all parties concerned. In each cast, the response must be made within 48 hours of the receipt of the complaint/grievance.

If the above does not result in a resolution satisfactory to both parties, the student is invited to contact:

Rick Wood, President/Chief Executive Officer

Institute of Technology - Clovis Campus

564 W. Herndon Ave.

Clovis, CA 93612

rwood@selecteducationgroup.com

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail, students may contact Oregon State Board of Nursing (OSBN), or the Higher Education Coordinating Commission (HECC):

Oregon State Board of Nursing (OSBN)

17938 SW Upper Boones Ferry Rd.

Portland, OR 97224

(971) 673.0685

OR

Higher Education Coordinating Commission (HECC)

Private Career Schools

775 Court Street NE

Salem, OR 97305

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules (OARs) 715-045-001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 - Appeals and Complaints.

Our accrediting council, ACCET can be contacted at:

Accrediting Council for Continuing Education & Training (ACCET)

Complaint Administrator

1722 N. Street NW

Washington, D.C. 20036

(202) 955.1113

Please note that a copy of this information will be provided to any Nursing Assistant student at the time of enrollment.

CERTIFICATIONS

Upon successful completion of the Nursing Assistant program, a student shall be entitled to receive a certificate of completion and have their name submitted to OSBN as a candidate for the Nursing Assistant (CNA 1) exam in Oregon. Successfully passing the CNA 1 exam and gaining the CNA 1 licensure from OSBN entitles the graduate to use the credentials CNA 1.

All fees associated with the CNA 1 exam (including fingerprinting and background fees) are covered by the college for the initial/first application submission. In the event that a graduate wants to transfer their license to another state and/or test in another state, all applicable fees are their responsibility.



Nursing Assistant Addendum

THE PROGRAM

The classroom instruction and practical learning experiences will include the following courses.

Fundamentals of Nursing Assisting

(80 Hours)

This course introduces the organization of healthcare facilities and the role of the interdisciplinary healthcare team. Students will learn to identify the responsibilities of the registered nurse, licensed practical nurse and nursing assisting in a variety of settings. Students will also learn accurate and appropriate communication with members of the healthcare team.

Nursing Assistant Practicum

(75 Hours)

The focus of this course includes applying nursing assistant theoretical knowledge in providing basic healthcare services. Students will learn to employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care. Students will carry out and follow up on patient/resident care tasks as delegated by the nurse.

NURSING ASSISTANT GRADING SYSTEM

The following grading matrix will be used to determine your grade for each class in the Nursing Assistant program:

GRADE	RATE	POINTS PER UNIT
P	Pass	0.00
NP	No Pass	0.00

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCET and HECC, and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at <http://www.iot.edu/about-us/disclosures>.

NURSING ASSISTANT ATTENDANCE POLICY

Minimum Standard - Nursing Assistant (NA)

Institute of Technology - Salem requires the following minimum standards for graduation of the Nursing Assistant program:

- 100% cumulative attendance in the classroom
- 100% lab/clinical attendance

You are expected to contact the college when you will not be in attendance so that your instructor(s) can be advised. Students reporting absences during their clinical period must notify their clinical coordinator and the college.

For missed classroom time, only two (2) make-up days will be provided (with the exception of make-up required due to a holiday and/or school closure). These dates/times will be pre-scheduled and disclosed to students at the time of enrollment.

For missed clinical time, make-up days and/or time will be arranged at the discretion of the Nursing Assistant Program Director.

Please refer to the catalog for additional information regarding lab/clinical (refer to Attendance - Lab/Clinical Practical Nursing on page 46), attendance tracking, tardies and early departures.

Consecutive and/or Total Absences

A student who is absent for two (2) consecutive class days in the 7-week program will be **dismissed** from the NA program. Also, a student who is absent for more than two (2) class days total in the 7-week program will be **dismissed** from the NA program. Upon program dismissal from the NA program, the student will receive a No Pass (NP) grade.

Please refer to the catalog for additional information regarding Student Appeal of Attendance Dismissal (page 47).



Program Advisory Committee Members

ALLIED HEALTH PROGRAMS

Dr. Abby Heppner..... Heppner Chiropractic
Amperoh Arnold..... Urgent Care Clinic South
Ashley Bermudez.....Samaritan Health Services
Caitlyn GaulSamaritan Health Services
Clarissa YoungSamaritan Health Services
Courtney Diaz Salem Cardiovascular
Catina Schmidling Salem Health
Heather James.....Samaritan Health Services
Janelle DavisSamaritan Health Services
Jennifer HicksComForCare Home Care
Karen CainAll-Star Labor and Staffing
Lauren HeinatzComForCare Home Care
Lisa Donahue DaVida
Maribel Mendez Salem Health
Megan Konzelman.....Samaritan Health Services
Pam Shedd..... Salem Clinic
Rigo Rhodes.....CanStaff Employment Services
Shirley Workman Willamette Family Medical Center
Tammy AmanSamaritan Health Services

NURSING PROGRAMS

Angela Gregory, LPN..... Avamere
Angela McCallum, DNS..... Dallas Retirement Village
Brandi Fields, DNS Siskiyou Community Health
Holly Norton, LPN..... Grifols
Kristin King, DNS..... Marquis Silver Gardens
Matthew Briel..... Grifols
Nicole Powers..... Kaiser Permanente
Rosalina Zepeda, LPN Grifols
Tami Balin, RN Portland VA



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



NOTES

