2021
Catalog Addenda
Modesto Branch Campus

Revised: June 1, 2021

Table of Contents

Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 .... October 14, 2021
February 15, 2021 .... November 18, 2021
March 22, 2021 .... January 6, 2022
April 26, 2021 ....February 10, 2022
June 1, 2021................................... March 17, 2022
July 6, 2021 ....April 21, 2022
August 9, 2021 .... May 26, 2022
September 13, 2021 .... June 30, 2022
October 18, 2021...............................August 4, 2022
November 22, 2021 .... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021...................................April 21, 2022
February 15, 2021 .... May 26, 2022
March 22, 2021 .... June 30, 2022
April 26, 2021 ....August 4, 2022
June 1, 2021............................. September 9, 2022
July 6, 2021 .... October 13, 2022
August 9, 2021 .... November 17, 2022
September 13, 2021.................. December 22, 2022
October 18, 2021............................February 9, 2023
November 22, 2021........................... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021*...................................April 15, 2022
July 12, 2021*...................................August 12, 2022
November 8, 2021* .... December 9, 2022

*Pending Approval

**Hybrid/Interactive Distance Learning (IDL)
Programs**

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021............................ June 30, 2022
October 18, 2021...............................August 4, 2022
November 22, 2021..................... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 .... December 22, 2022
October 18, 2021 .... February 9, 2023
November 22, 2021 ....March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021*............................ June 15, 2023

*Pending CAPTE approval

**Refer to Main Catalog for
Program Descriptions**

January 2021

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September 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

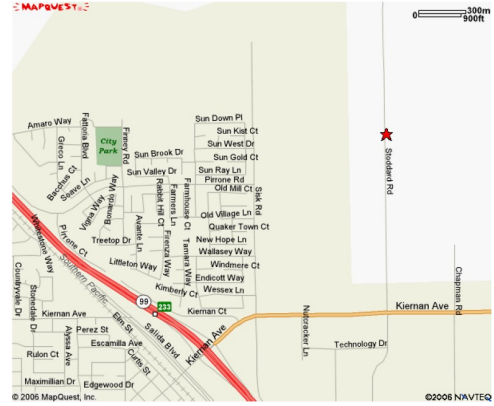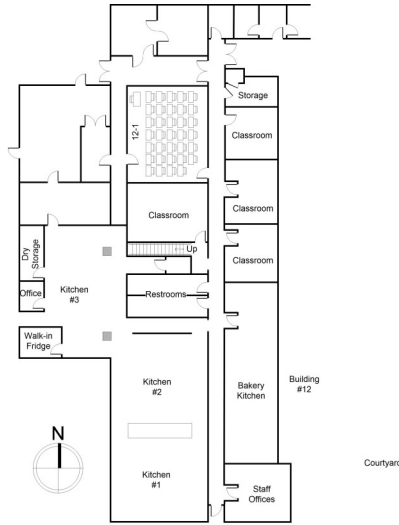| Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Building #12: Storage, Classroom, Classroom, Classroom, 12-1, Classroom, Dry Storage, Office, Kitchen #3, Restrooms, Up, Walk-in Fridge, Kitchen #2, Bakery Kitchen, Kitchen #1, Staff Offices

N

Courtyard

Building #7A: Breezeway, 209, 208, 207, 206, 205 Book Room, 201, 202, 203, 204, Staff Lounge, IS, Street

Building #5: Breezeway, 403, 402 PMA/LVN Lab, 404, 401 PT Lab, Director of Nursing / Instructors, Street

Building #15: 104, 105, 106, Stick House, Lab, 103, 102, 101 Lab, Street

Building #24: Simulator, Exercise Equipment, Classroom

Building #23: Student Succes Leader, 23-1, 23-4, 23-2, 23-3, Career Services, Admissions, IS Room, Testing Lab A+ Net+ MOUS, Student Accounts, FA, Financial Aid, Director of Education, FA Clerk, Director of Financial Aid, Lobby, Registrar, Executive Assistant, Library, Campus President

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

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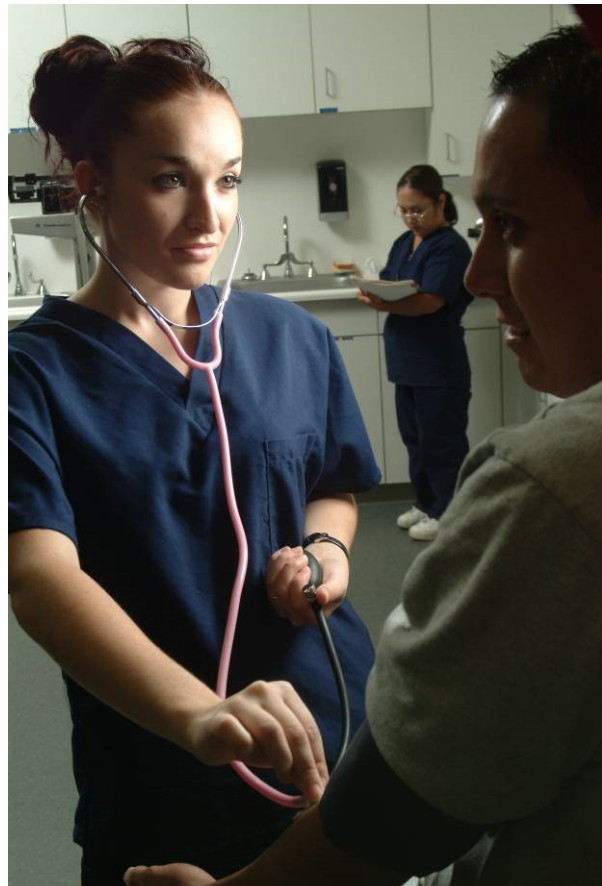
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Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

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.

**Refer to Main Catalog for
the Tuition Payment Policy**

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

**Refer to Main Catalog for
the Refund Policy**

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma

- Official High School Transcripts (showing completion)

- GED Certificate

- Proof of CA high school equivalency exam

- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university

- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic) Minimum score: 20

- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee

- On site written personal goal assessment

- Computer competency assessment

- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability

- Negative TB skin test or chest x-ray

- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):

- Hepatitis B vaccine (series)

- Influenza vaccine

- Measles, mumps and rubella (MMR) vaccine

- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine

- Varicella vaccine (not zoster vaccine)

(Continued from page 11)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory,

skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills

laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") *Note: A License will not be issued until the board receives the background information from DOJ.*
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

Vocational Nursing Addendum

must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.**
   This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

   - Knowledge of commonly used drugs and their action
   - Computation of dosages
   - Preparation of medications
   - Principles of administration

   The 51 months of experience shall include a minimum of each of the following:

   - 48 months medical/surgical nursing
   - 5 weeks maternity or genitourinary nursing
   - 5 weeks pediatric nursing

   Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

   - Communicable Disease Nursing
   - Public Health Nursing
   - Industrial Nursing
   - Office Nursing (M.D.)
   - Psychiatric Nursing
   - Operating Room Nursing
   - Hemodialysis
   - Private Duty Nursing (In a general acute care facility)
   - Emergency Room Nursing
   - Geriatric Nursing
   - Recovery Room Nursing
   - Out-Patient Clinic

   Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or

Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

   a. **Basic Bedside Nursing**
      - Ambulation Techniques
      - Intake and Output
      - Bed making
      - Neurological Check
      - Catheter Care
      - Personal Hygiene and Comfort Measures
      - Collection of Specimens
      - Positioning & Transfer
      - Diabetic Urine Testing
      - Range of Motion
      - Enema
      - Skin Care

   b. **Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)**
      - Urinary Catheterization
      - Sterile Dressing Change
      - Sterile Irrigations

      Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

   c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
      a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
      b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

    c.   Submit proof that service was honorable (DD-214).

    d.   **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d.   **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of

a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit

A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Page 62

DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:
- A minimum of 15 clock hours of lecture, or

- A minimum of 20 clock hours of lab or independent study, or

- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

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 ACCSC and BPPE notification 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

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:

- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.

- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.

- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient

- 14-17: Proficient

- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Cassandra Arteaga	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Talwinder Sarma	Admissions Representative
Kelly Cervantes	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
Felecia Moser	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Estefani Robles Leyva	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
Tina Husman	LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
  BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
  Program Director/Externship Coordinator
  4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
  Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
  AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
  AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
  AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
  AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
  NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
  31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
  Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
  20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
  12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
  AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
  MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
  MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
  FNP, PA, RMA, 20+ years industry experience

Rathy Ley PMA Instructor
  MD/MBA, 4 years of industry experience

Maria Marquez PMA Instructor
  LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
  BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN   Director of Nursing

Amanda Joines, LVN   Nursing Instructor

    12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN   Nursing Instructor

Loretta Peavey, RN, BSN   Nursing Instructor

    10+ years nursing experience

Marion Thurmond, LVN   Nursing Instructor

    BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

    Nursing & Anatomy & Physiology Instructor

    30+ years industry experience

Marisol Manipol, RN, MSN   Nursing Instructor

    4+ years of industry experience

Autumn Roberts-Rustam RN, BSN   Nursing Instructor

Paula Turpo, RN   Nursing Instructor

Esther Thompson RN, MSH   Nursing Instructor

Gabriela Orozco   Administrative Support

Alondra Macias   Administrative Support (On-Call)

Technical

Steven Louie   Technical Division Program Director

Jerry Ragsdale   HVAC Instructor
    20+ years industry experience

Wayne Swan   HVAC Instructor

    30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman   HVAC Instructor

    AA Electrical Engineering, 16+ years of industry experience

John Howard   HVAC Instructor

    44 years of industry experience

Jeff Painter   HVAC Instructor

George DePonte   HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd   PTA Program Director

Kate Salamon PT, DPT, MPA

    Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.

2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.

2. Submit a written request to use such entitlement.

3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____   _____
Student Signature   Date

_____   _____
School Official Signature   Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____   _____

Signature   Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

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You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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_____
Please Print Name

_____   _____
Signature   Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

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Bureau of Private Postsecondary Education

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West Sacramento, CA. 95798-0818

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