



**Institute**  
of Technology

**2021**  
**Catalog Addenda**  
**Clovis Main Campus**

**Revised: August 9, 2021**





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## 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.

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### 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, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, 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

#### **Cosmetology and Barbering**

January 11, 2021 .....	October 22, 2021
February 15, 2021 .....	November 25, 2021
March 22, 2021.....	January 14, 2022
April 26, 2021 .....	February 18, 2022
June 1, 2021 .....	March 25, 2022
July 6, 2021 .....	April 29, 2022
August 9, 2021 .....	June 3, 2022
September 13, 2021 .....	July 8, 2022
October 18, 2021 .....	August 12, 2022
November 22, 2021 .....	September 16, 2022

#### **Criminology/Emergency Response (AAS 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

#### **Welding Technician**

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

#### **Physical Therapist Assistant**

May 24, 2021 .....	November 25, 2022
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#### **Vocational Nursing (Full Time)**

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

\* Pending Approval

#### **Avocational Course**

#### **Carry Concealed Weapon (CCW)**

Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

**The CCW course is NOT vocational in nature and does not lead to initial employment.**

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

#### **Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-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 (AAS Degree)**

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

**Refer to Main Catalog for  
Program Descriptions**



# 2021 Class Schedule—Weekday Classes

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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## November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from\*:

(CERM, HVAC, IMAT, MBOA, PMA) 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:

7:00 a.m. to 12:00 p.m.  
 12:15 p.m. to 5:15 p.m.  
 5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

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

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m. to 11:30 a.m.  
 12:15 p.m. to 4:45 p.m.  
 5:15 p.m. to 9:45 p.m.

### Legend

Scheduled Class Day: #

No Class: #

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



# 2021 Class Schedule—Hybrid Programs

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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## November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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## December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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### DAILY SCHEDULES Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

- Week 1: Monday through Sunday
- Week 2: Monday through Sunday
- Week 3: Monday through Sunday
- Week 4: Monday through Sunday
- Week 5: Monday through Thursday

Revised: August 9, 2021

### Legend

Scheduled Class Day: 

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 No Class: 

#
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Hybrid/IDL program on-campus classes are held two days per week.

**Tuesday and Thursday**  
 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.



# 2021 Class Schedule - VN Full-Time

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

## July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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## November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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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 11:00am or 12:00pm to 3:00pm		

### 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.





# 2021 Class Schedule—Cosmetology & Barbering Classes

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
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## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## DAILY SCHEDULES

Cosmetology & Barbering classes are held:  
 Monday through Thursday from: 8:00 a.m. to 5:00 p.m.  
 AND  
 Friday from: 8:45 a.m. to 4:15 p.m.

OR

Monday through Thursday from: 1:30 p.m. to 10:30 p.m.  
 AND  
 Saturday from: 8:00 a.m. to 3:30 p.m.

\*The above schedule is typical, but is subject to change.

### Legend

Scheduled Class Day: 

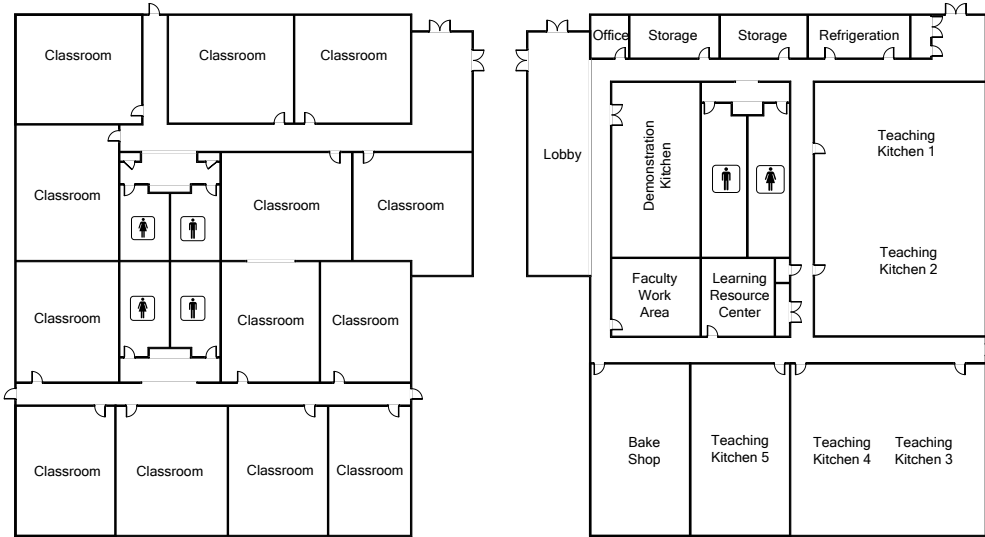
#
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No Class: 

#
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# Facilities



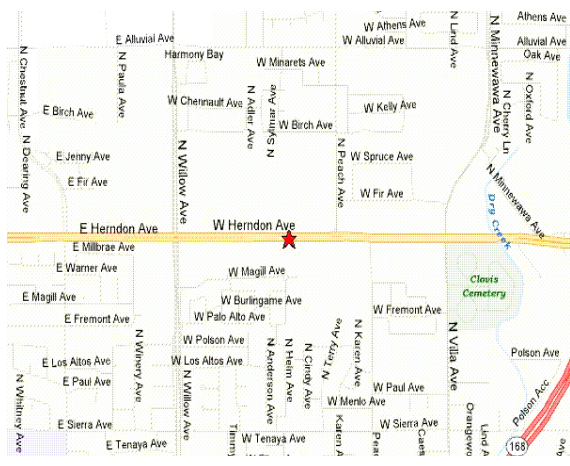
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. 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, Inc. 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 Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 am to 4:15 pm on Fridays.



**RENTAL HOUSING NEAR THE CLOVIS CAMPUS**  
A one bedroom apartment near the campus is estimated to cost \$769.00 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.

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 that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry 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.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.





# 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

## ***Concealed Carry Weapons (CCW)\****

Tuition	\$ 125.00
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(\*CCW is a cash pay course, financial aid is not available.)

## ***Barbering***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$8.00
Books & Supplies	\$ 2,247.00
Tuition (Year 1)	\$ 12,240.00
Tuition (Year 2)	\$ 4,080.00
Total	\$ 18,650.00
Approximate Cost per Contact Hour	\$9.71

## ***Criminology and Emergency Response (AAS Degree)***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$12.50
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Background Check	\$ 90.00
Books & Supplies	\$ 881.00
Tuition (Year 1)	\$ 11,748.00
Tuition (Year 2)	\$ 11,748.00
Tuition (Year 3)	\$ 1,958.00
Total	\$ 26,612.50
Approximate Cost per Unit	\$262.41

## ***Cosmetology***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$8.00
Books & Supplies	\$ 2,227.00
Tuition (Year 1)	\$ 12,240.00
Tuition (Year 2)	\$ 4,080.00
Total	\$ 18,630.00
Approximate Cost per Contact Hour	\$9.71

## ***Culinary Arts Diploma***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$9.50
Books & Supplies	\$ 493.00
Tuition (Year 1)	\$ 18,912.00
Total	\$ 19,489.50
Approximate Cost per Unit	\$385.96

## ***Heating, Ventilation and Air Conditioning***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$9.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,435.00
Tuition	\$ 18,248.00
Total	\$ 19,867.00
Approximate Cost per Unit	\$376.25

## ***Industrial Maintenance & Automated Technology***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$9.50
Books & Supplies	\$ 1,015.00
Tuition	\$ 18,976.00
Total	\$ 20,075.50
Approximate Cost per Unit	\$383.35

## ***Medical Billing and Office Administration 2018***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$8.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,569.00
Tuition	\$ 16,224.00
Total	\$ 17,976.00
Approximate Cost per Unit	\$341.56

## ***Physical Therapist Assistant***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$15.50
Books & Supplies	\$ 2,045.00
Tuition (Year 1)	\$ 12,360.00
Tuition (Year 2)	\$ 12,360.00
Tuition (Year 3)	\$ 6,180.00
Total	\$ 33,035.50
Approximate Cost per Unit	\$471.76

(Continued on page 13)





## Program Cost

(Continued from page 12)

### ***Professional Medical Assistant***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$8.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,135.00
Tuition	\$ 16,064.00
Total	\$ 17,382.00
Approximate Cost per Unit	\$338.19

### ***Vocational Nursing (Day Classes)***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$16.00
Background Check	\$ 70.00
Books & Supplies	\$ 2,487.00
Tuition (Year 1)	\$ 21,290.00
Tuition (Year 2)	\$ 10,645.00
Total	\$ 34,583.00
Approximate Cost per Unit	\$510.96

### ***Welding Technician***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$8.00
Books & Supplies	\$ 883.00
Tuition (Year 1)	\$ 14,064.00
Tuition (Year 2)	\$ 1,758.00
Total	\$ 16,788.00
Approximate Cost per Unit	\$310.24

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
Barbering	\$6,120.00	\$6,120.00	\$4,080.00			\$18,650.00		1680	41
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,874.00	\$5,874.00	\$5,874.00	\$5,874.00	\$1,958.00	\$ 26,612.50	97	1300	65
Cosmetology	\$6,120.00	\$6,120.00	\$4,080.00			\$18,630.00		1680	41
Culinary Arts Diploma	\$8,274.00	\$8,274.00	\$2,364.00			\$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	\$9,124.00	\$9,124.00				\$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	\$9,488.00	\$9,488.00				\$ 20,075.50	49.5	800	40
Medical Billing and Office Administration	\$8,112.00	\$8,112.00				\$ 17,976.00	47.5	860	40
Professional Medical Assistant	\$8,032.00	\$8,032.00				\$ 17,382.00	47.5	860	40
Welding Technician	\$7,032.00	\$7,032.00	\$1,758.00			\$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$6,180.00	\$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	\$10,645.00	\$10,645.00	\$10,645.00			\$ 34,583.00	62.2	1575	51

*Institute of Technology, Inc. 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. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.*

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

## REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		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
Barbering	\$6,120.00	\$612.00	\$1,224.00	\$1,836.00	\$2,448.00	\$3,060.00	\$3,672.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,874.00	\$587.40	\$1,174.80	\$1,762.20	\$2,349.60	\$2,937.00	\$3,524.40
Cosmetology	\$6,120.00	\$612.00	\$1,224.00	\$1,836.00	\$2,448.00	\$3,060.00	\$3,672.00
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
Industrial Maint & Automated Technology	\$9,488.00	\$948.80	\$1,897.60	\$2,846.40	\$3,795.20	\$4,744.00	\$5,692.80
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
Physical Therapist Assistant	\$6,180.00	\$618.00	\$1,236.00	\$1,854.00	\$2,472.00	\$3,090.00	\$3,708.00
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
Welding Technician	\$7,032.00	\$703.20	\$1,406.40	\$2,109.60	\$2,812.80	\$3,516.00	\$4,219.20

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



# Vocational Nursing Addendum

## 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](http://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 70<sup>th</sup> 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 computerized 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)

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# Vocational Nursing Addendum

(Continued from page 15)

## 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

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# Vocational Nursing Addendum

(Continued from page 16)

- 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 must be licensed by the California State Board of Vocational Nursing and Psychiatric**

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# Vocational Nursing Addendum

(Continued from page 17)

## **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:**

- 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.
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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## Vocational Nursing Addendum

(Continued from page 18)

- 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.***



# Physical Therapist Assistant Addendum

## 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.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@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 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 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

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# Physical Therapist Assistant Addendum

(Continued from page 20)

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.

## 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,

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## Physical Therapist Assistant Addendum

(Continued from page 21)

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

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees (\$300).
  - a. Submit P1E form (certificate of completion from an accredited institution)
  - b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant (\$400 FSBPT + \$70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam (\$65 FSBPT + \$25 Prometric testing center)





# Cosmetology & Barbering Addendum

## ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

## MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

## MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grade of "I" (incomplete) for a module if they do not fulfill the required hours.
- Students with an "I" are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the "I" grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the "I" grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

## GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

- 31%..... Attendance
- 30%..... Quizzes/Tests
- 30% .....Practical
- 5%..... Homework
- 4%..... Professional Performance

## Disclosures for Programs Leading to Professional Licensure

**Program Leading to Professional Licensure:** Institute of Technology's Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.



## Catalog Changes

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#### Disclosures for Programs Leading to Professional Licensure

##### Program Leading to Professional Licensure:

Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California. Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

### Catalog Page 11

#### Disclosures for Programs Leading to Professional Licensure

##### Program Leading to Professional Licensure:

Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California. Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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#### 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.





## Catalog Changes

### **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>.



## Catalog Changes

### 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.

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**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

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### Criminology and Emergency Response Management (AAS) - 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.*

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### 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 23

### Industrial Maintenance and Automated Technology - IDL

#### Hours of Instruction/Program Length

800 Hours / 49.5 Quarter Credit Hours

This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722 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*



## Catalog Changes

### Page 14-20

#### **Criminology and Emergency Response Management (AAS )**

##### CJ100 Laws & Regulations

This course introduces and identifies the relationship of statute law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

##### CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

##### CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

##### CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

##### CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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#### **ABSENTEEISM**

##### **Active Engagement in Hybrid (IDL) Programs**

Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

### Page 57

#### **INDEPENDENT STUDY**

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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#### **GRADING SYSTEM**

Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age 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:

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#### LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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#### E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

#### What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

#### What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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## Catalog Changes

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

### **What if I don't want to purchase e-books, or I have already purchased my course materials another way?**

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

### **What if I cancel my enrollment or drop?**

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at [clovisstudentsupport@iot.edu](mailto:clovisstudentsupport@iot.edu). If you have selected to opt-out during enrollment, then you will not have access.

### **Can I print my e-book?**

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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### **TUTORING**

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors (**during office hours before and after school, or on Fridays**). Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

### **LIBRARY**

The library is located in the Learning Resource Center. It consists of the Atrium Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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### **PLAGIARISM**

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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## Catalog Changes

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### NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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#### MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at <https://myiot.it-colleges.com> on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended" programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

### CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

### ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an [iot.edu](mailto:iot.edu) email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

### TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

[clovisstudentsupport@iot.edu](mailto:clovisstudentsupport@iot.edu)

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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#### DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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## Catalog Changes

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.



# Staff and Faculty

## CAMPUS STAFF

<b>Ron Gardner</b>	Campus President
<b>Carol L. Smith</b>	Director of Education
<b>Sharon Walker</b>	HR Coordinator / Executive Assistant
<b>Ioana Bar, RN, MD, MBA, CST</b>	Director of Nursing
<b>Melinda Wood</b>	Director of Student Services
<b>Maria Valdez</b>	Registrar
<b>Serena Dority</b>	Administrative Assistant
<b>Lorraine Sullivan</b>	Administrative Assistant
<b>Marissa Marzan</b>	Director of Admissions
<b>Leann Quaschnick</b>	Master Admissions Representative
<b>Susan Loeffler</b>	Master Admissions Representative
<b>Jennifer Correia</b>	Admissions Representative
<b>Zeny Vue</b>	Admissions Representative
<b>Wiley Carpenter</b>	Admissions Representative
<b>Peter Bergman</b>	Admissions Representative
<b>Sandi Pugh</b>	Director of Financial Aid
<b>Nettie Ruiz</b>	Financial Aid Officer
<b>Alexander Velasquez</b>	Student Accounts / Financial Aid Clerk
<b>Financial Aid Clerk</b>	Marcy Hutchens
<b>Tim Kearn</b>	Director of Career Services
<b>Tina Diaz</b>	Career Services Advisor
<b>Josh Pugh</b>	Career Services Advisor
<b>TBD</b>	Career Services Advisor
<b>Tony Leon</b>	Facilities Coordinator
<b>Janitor/Custodian</b>	Clayton Potter
<b>Laura Haberstich, MSLIS</b>	Librarian and LRC Manager

## FACULTY

### **General Education**

<b>Bob Locklin</b>	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
<b>Mark Hoffman</b>	General Education Instructor
<b>Nghi Dang</b>	General Education Instructor <i>BS in Biological Sciences, PharmD, MBA, 24 years of experience.</i>
<b>Kellee Irwin</b>	General Education Instructor <i>M.Ed. and MBA / 13+ years teaching in higher education</i>

### **Culinary**

<b>Kevin Arnett</b>	Culinary Division Program Director <i>8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France</i>
<b>James Pacini</b>	Assistant Culinary Division Program Director <i>34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro</i>
<b>C. Scott Smith</b>	Culinary Instructor <i>Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience</i>
<b>Anna Marquardt</b>	Adjunct Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
<b>Dylan Melella</b>	BPS Instructor <i>ServSafe Certified/ 6+ years industry experience</i>
<b>Berenice Bueno</b>	Culinary Instructor
<b>Edith Hernandez Torrez</b>	Culinary Instructor

### **Criminology**

<b>Mark Eaton</b>	Lead Instructor <i>Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office</i>
<b>Chris Stearns</b>	Adjunct CERM Instructor <i>26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master</i>
<b>Daniel Manriquez</b>	Adjunct CERM Instructor <i>Master's Degree in Education, 29+ years Military/Police Officer</i>
<b>Jeff Simpson</b>	Adjunct CERM Instructor

### **Medical**

<b>Deborah Cacy</b>	Medical Division Lead Instructor and Externship Coordinator <i>Certified Medical Assistant / 24+ years industry experience</i>
<b>Shannon Dority</b>	PMA Instructor

(Continued on page 33)





# Staff and Faculty

(Continued from page 32)

5+ years of industry experience, 2+ years experience  
PMA Instructor IOT

**Angelina Cruz** MBOA Instructor  
Certificate Medical Administration Specialist, 16+ years  
industry experience

**Raquel Rey** PMA Instructor

**Karen Williams** Adjunct Instructor  
Professional Medical Assistant Certificate from Institute of  
Technology, 3.5 years Medical Assistant experience

**Ana Hunter-Rodriguez** Adjunct Instructor  
Professional Medical Assistant Certificate from Institute of  
Technology, 3.5 years Medical Assistant experience

**Susan Hernandez** Adjunct Instructor  
Bachelor's in Business Administration / AA Administrative  
Medical Assisting / 6+ years industry experience

## Nursing

**Ioana Bar, RN, MD, MBA, CST** Director of Nursing  
18+ years industry experience

**Paula Richards RN, BSN, MHA** Nursing Instructor  
45+ years nursing experience

**Debra Thompson, RN, BSN** Nursing Instructor  
36+ years nursing experience

**Soo Ji Lee, RN** Nursing Instructor  
18+ years nursing experience

**Stephanie Holm, RN, BSN** Nursing Instructor  
BSN / 6+ years nursing experience

**Rupinderjit Gill, RN, BSN** Nursing Instructor  
CNA 3 years, LVN 6 years, RN 3 years

**Lydia Helms, RN, BSN** Nursing Instructor

**Diana Beller, RN** Nursing Instructor

**Leah Bhul, RN, BSN** Nursing Instructor

**Janell Beamon, RN, MNP** Nursing Instructor

## Physical Therapist Assistant

**Adeel H. Rizvi, PT, DPT** Program Director PTA  
Clinical Doctorate in Physical Therapy (DPT) with  
Academic Doctorate in Health Sciences in progress (PhD  
expected 2019)

**Heather Porter, MPT** Director of Clinical Education  
Master's of Physical Therapy, 18+ years of industry  
experience

**Omar Estrada, PTA** PTA Adjunct Instructor  
Associates in Physical Therapist Assistant, 18 years  
industry experience

**Kristina Koroyan, PT, DPT** PTA Adjunct Instructor  
Clinical Doctorate in Physical Therapy (DPT), 1.5 years  
DPT, 4.5 years research

**Ava Dickerson, PTA** Adjunct PTA Instructor

**Tiffani Treis, PTA** Adjunct PTA Instructor  
CA PTA License / 14+ years PTA experience

## Technical

**Alejandro Lopez** Technical Division Lead Instructor  
27+ years of Industrial Maintenance and Automation  
experience, B.A.

**Steven Kelm** HVAC Instructor  
28+ years industry experience / EPA & HVAC Excellence  
Certified

**David Castillo** Adjunct HVAC Instructor  
11+ years industry experience / EPA Certified / NATE  
Certified

**Scott Gale** Adjunct HVAC Instructor  
EPA & CA Home Energy Efficiency Rater/7 years industry  
experience

**Marcus Miranda** Adjunct HVAC Instructor  
AAS Degree and 15+ years industry experience

**Eric Rohowitz** Adjunct HVAC Instructor

**Daniel Egleston** IMAT Instructor  
AS Degree— Industrial Technology, 25+ years industry  
experience, Factory Automation Specialist/Electrical  
Project Engineer, Certified in UL508A Standard for  
Industrial Control Panels, Programming platforms: Allen  
Bradley Studio 5000w/motion, Factory talk View Studio,  
Rs500, Control Components Workbench, Machine  
Integration/networking.

**Ray Rawn** Adjunct IMAT Instructor  
B.S. ET/ME—IMAT Trainer/Instructor 17+ years

## Welding

**David Welford** Welding Program Director  
5 year welding apprenticeship in Petro/Chemical industry  
A.S.M.E certified welder. 52 years Welding/Fabrication/  
Manufacturing/Production Management/Fabrication Shop  
Management, Engineering and Industrial Board Diploma  
Slough College of Technology, 4 years city and guilds of  
London Institute Welding Technology/Eutectic and  
Castolin Welding Institute.

**Doug Henderson** Welding Instructor  
45 years of welding experience SMAW, GMAW, GTAW,  
FCAW and metal fabrication, stainless steel, carbon steel  
and aluminum.

## Cosmetology/Barbering

**Ramanda Ramirez** Cosmetology and Barbering  
Program Director  
Licensed Cosmetologist, Licensed Barber / 20+ years  
cosmetology and 8+ years barbering experience

**Phoua Kue** Cosmetology and Barbering Instructor  
Cosmetology Diploma, Licensed Cosmetology Instructor,  
Licensed Cosmetologist, Licensed Barber 30+ years  
experience

(Continued on page 34)



## Staff and Faculty

*(Continued from page 33)*

**Emily Greening** *Cosmetology and Barbering Instructor*

*Cosmetology and Barbering License, 15 years  
experience*

**Cristina Estrada** *Cosmetology and Barbering Instructor*

**Dana Futrell** *Cosmetology Instructor*



# VA Catalog Addendum

## 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 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:



## VA Catalog Addendum

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  
564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

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](mailto: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





## Notice of Cancellation

(COPY TWO OF TWO)

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Email: [bppe@dca.ca.gov](mailto: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

