



Institute
of Technology

2022
Catalog Addenda
Clovis Main Campus

Revised: June 1, 2022



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Approval by the Bureau for Private Postsecondary Education

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

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

MISSION STATEMENT

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



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

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

Baking and Pastry Specialist, Culinary Arts, Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL (IDL - Interactive Distance Learning)

January 10, 2022	October 13, 2022
February 14, 2022	November 17, 2022
March 21, 2022	December 22, 2023
April 25, 2022	February 19, 2023
May 31, 2022	March 16, 2023
July 5, 2022	April 20, 2023
August 8, 2022	May 25, 2023
September 12, 2022	June 29, 2023
October 17, 2022	August 3, 2023
November 21, 2022	September 8, 2023

Cosmetology and Barbering Day (1680 Hour)

January 10, 2022	October 21, 2022
February 14, 2022	December 2, 2022
March 21, 2022	January 13, 2023
April 25, 2022	February 17, 2023

Cosmetology and Barbering Night (1680 Hour)

January 10, 2022	October 22, 2022
February 14, 2022	December 3, 2022
March 21, 2022	January 14, 2023
April 25, 2022	February 18, 2023

Cosmetology and Barbering Day (1000Hour)

May 31, 2022	May 25, 2023
July 5, 2022	June 29, 2023
August 8, 2022	August 3, 2023
September 12, 2022	September 8, 2023
October 17, 2022	October 12, 2023
November 21, 2022	November 16, 2023

Criminology/Emergency Response (AAS Degree) IDL

January 10, 2022	April 20, 2023
February 14, 2022	May 25, 2023
March 21, 2022	June 29, 2023
April 25, 2022	August 3, 2023
May 30, 2022	September 8, 2023
July 5, 2022	October 12, 2023
August 8, 2022	November 16, 2023
September 12, 2022	December 21, 2023
October 17, 2022	February 8, 2024
November 21, 2022	March 14, 2024

Welding Technician

January 10, 2022	November 17, 2022
February 14, 2022	December 22, 2022
March 21, 2022	February 9, 2023
April 25, 2022	March 16, 2023
May 31, 2022	April 20, 2023
July 5, 2022	May 25, 2023
August 8, 2022	June 29, 2023
September 12, 2022	August 3, 2023
October 17, 2022	September 8, 2023
November 21, 2022	October 12, 2023

Physical Therapist Assistant

May 23, 2022	November 22, 2023
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Vocational Nursing (Full Time) Day

March 14, 2022	April 21, 2023
July 11, 2022	August 18, 2023
November 7, 2021	December 5, 2023

Vocational Nursing (Full Time) Night

July 11, 2022	August 19, 2023
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Avocational Course

Carry Concealed Weapon (CCW)

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

Avocational Course

IV Therapy and Blood Withdrawal

June 2022

Dates: June 4,5, 11, 12, and 18

Time: 8:00 am to 5:00 pm

September 2022

Dates: September 24, 25 and October 1, 2 and 8

Time: 8:00 am to 5:00 pm

The IV Therapy and Blood Withdrawal and CCW courses are NOT vocational in nature and do not lead to initial employment.

Refer to Main Catalog for Program Descriptions



2022 Class Schedule—Weekday Classes

January 2022

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 2022

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

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 2022

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

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

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		

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 2022

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 2022

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
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October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
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November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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:

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 (PTA) 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.

The above PTA schedule is typical, but is subject to change. The PTA program contains distance education coursework. Distance education coursework is completed at a location determined by the student.

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.

Cosmetology and Barbering 1000 Hour Program classes are held on Monday through Thursday from: 9:00 a.m. to 2:00 p.m.

Legend

Scheduled Class Day: #

No Class: #





2022 Class Schedule—Hybrid Programs

January 2022

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 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28					

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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26	27	28	29	30		

July 2022

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
31						

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

September 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 scheduled class days on the above calendar represent the on-campus sessions for hybrid /IDL programs.

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: June 1, 2022

Legend

Scheduled Class Day: #
No Class: #

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.



2022 Class Schedule - VN Full-Time

January 2022

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					

February 2022

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

March 2022

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	31		

April 2022

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

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

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		

July 2022

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
31						

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 2022

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	

October 2022

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					

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 2022

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

DAILY SCHEDULES

DAY

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		

*Students attend until 5:00pm on one of these days

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

EVENING

Monday—Thursday	3:30 pm	to	11:30 pm
Saturday	6:30 am	to	3:30 pm

Legend

Scheduled Class Day: #

No Class: #





2022 Class Schedule—Cosmetology & Barbering Classes

January 2022

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 2022

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					

March 2022

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 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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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 2022

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				

June 2022

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 2022

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 2022

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 2022

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 2022

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					

November 2022

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 2022

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 1680 Hour 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.

See page 6 of this document for Cosmetology and Barbering 1000 hour schedules.

Revised: June 1, 2022

Legend

Scheduled Class Day:

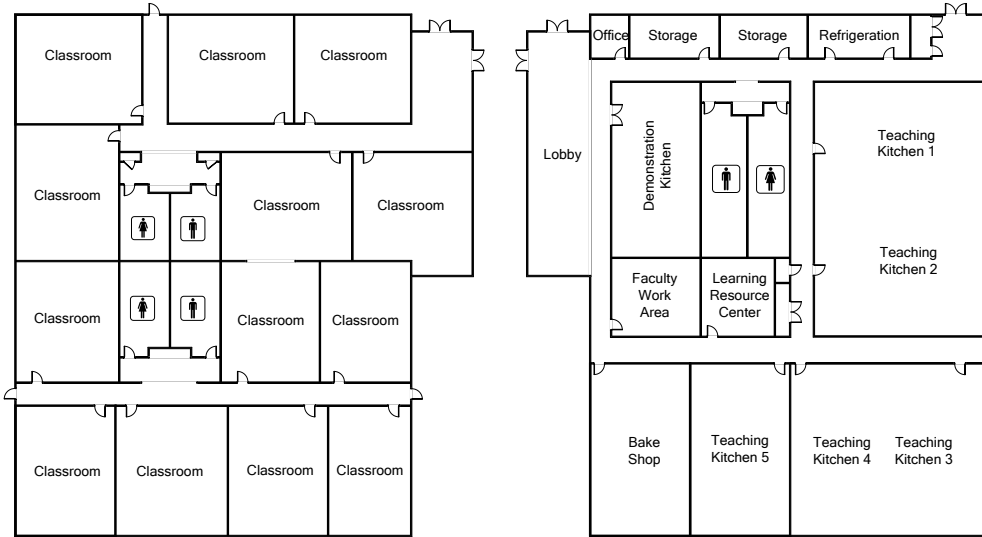
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No Class:

#



Facilities



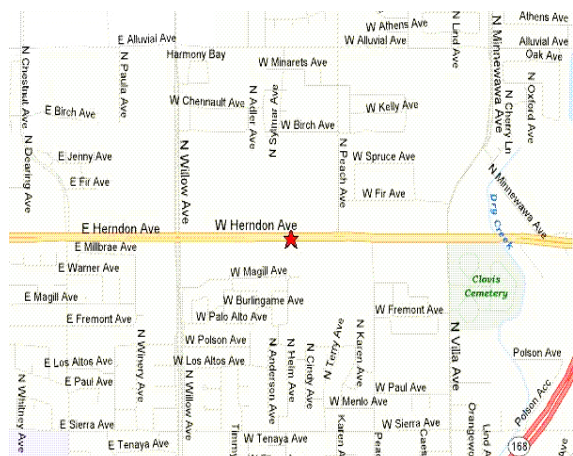
564 W. Herndon, Clovis, CA 93612



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)	\$47.50
Books & Supplies	\$1,307.00
Tuition (Year 1)	\$ 16,275.00
Tuition (Year 2)	\$2,325.00
Total	\$ 20,029.50
Approximate Cost per Unit	\$387.50

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)	\$32.50
Books & Supplies	\$ 1,910.00
Tuition (Year 1)	\$ 11,700 .00
Tuition (Year 2)	\$ 1,300.00
Total	\$ 15,017.50
Approximate Cost per Contact Hour	\$13.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$65.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Technology Fee Period 3 (non-refundable)	\$50.00
Technology Fee Period 4 (non-refundable)	\$50.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,086.00
Tuition (Year 1)	\$ 11,982.00
Tuition (Year 2)	\$ 11,982.00
Tuition (Year 3)	\$ 1,997.00
Total	\$ 27,477.00
Approximate Cost per Unit	\$267.64

Cosmetology

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$32.50
Books & Supplies	\$ 1,940.00
Tuition (Year 1)	\$ 11,700.00
Tuition (Year 2)	\$ 1,300.00
Total	\$ 15,047.50
Approximate Cost per Contact Hour	\$13.00

Culinary Arts Diploma

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$47.50
Books & Supplies	\$ 1,193.00
Tuition (Year 1)	\$ 19,288.00
Total	\$ 20,603.50
Approximate Cost per Unit	\$393.63

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$47.50
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,889.00
Tuition	\$ 18,616.00
Total	\$ 20,727.50
Approximate Cost per Unit	\$383.84

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$47.50
Technology Fee Period 1 (non-refundable)	\$12.50
Books & Supplies	\$ 1,330.00
Tuition	\$ 19,360.00
Total	\$ 20,825.00
Approximate Cost per Unit	\$391.11

IV Therapy and Blood Withdrawal (IVBW)*

Tuition Non-IOT Graduates	\$ 450.00
Tuition IOT Graduates	\$ 350.00

(*IVBW is a cash pay course, financial aid is not available.)

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$42.50
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,623.00
Tuition	\$ 16,552.00
Total	\$ 18,392.50
Approximate Cost per Unit	\$348.46

(Continued on page 13)



Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$82.50
Books & Supplies	\$ 2,946.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Technology Fee Period 3 (non-refundable)	\$50.00
Technology Fee Period 4 (non-refundable)	\$50.00
Technology Fee Period 5 (non-refundable)	\$50.00
Tuition (Year 1)	\$ 13,000.00
Tuition (Year 2)	\$ 13,000.00
Tuition (Year 3)	\$ 6,500.00
Total	\$ 35,853.50
Approximate Cost per Unit	\$496.18

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.

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$40.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,537.00
Tuition	\$ 16,384.00
Total	\$ 18,136.00
Approximate Cost per Unit	\$344.93

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$82.50
Background Check	\$ 70.00
Books & Supplies	\$ 2,579.00
Tuition (Year 1)	\$ 21,714.00
Tuition (Year 2)	\$ 10,857.00
Total	\$ 35,377.50
Approximate Cost per Unit	\$521.14

Welding Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$40.00
Books & Supplies	\$ 2,383.00
Tuition (Year 1)	\$ 14,344.00
Tuition (Year 2)	\$ 1,793.00
Total	\$ 18,635.00
Approximate Cost per Unit	\$316.41



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	\$8,138.00	\$8,137.00	\$2,325.00			\$ 20,029.50	48	890	40
Barbering	\$5,850.00	\$5,850.00	\$1,300.00			\$15,017.50		1000	50
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$5,991.00	\$5,991.00	\$5,991.00	\$5,991.00	\$1,997.00	\$ 27,477.00	97	1300	65
Cosmetology	\$5,850.00	\$5,850.00	\$1,300.00			\$15,047.50		1000	50
Culinary Arts Diploma	\$9,644.00	\$9,644.00				\$ 20,603.50	49	880	40
Heating, Ventilation and Air Conditioning	\$9,308.00	\$9,308.00				\$ 20,727.50	48.5	800	40
Industrial Maint. & Automated Technology	\$9,680.00	\$9,680.00				\$ 20,825.00	49.5	800	40
IV Therapy and Blood Withdrawal (IVBW) IOT Graduates	\$350.00					\$350.00	N/A	40	N/A
IV Therapy and Blood Withdrawal (IVBW) Non-IOT Graduates	\$450.00					\$450.00	N/A	40	N/A
Medical Billing and Office Administration	\$8,276.00	\$8,276.00				\$ 18,392.50	47.5	860	40
Professional Medical Assistant	\$8,192.00	\$8,192.00				\$ 18,136.00	47.5	860	40
Welding Technician	\$7,172.00	\$7,172.00	\$1,793.00			\$ 18,635.00	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	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$ 35,853.50	65.5	1,573	75
Vocational Nursing (Day Class)	\$10,857.00	\$10,857.00	\$10,857.00			\$ 35,377.50	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

REFUND TABLE

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,138.00	\$813.80	\$1,627.60	\$2,441.40	\$3,255.20	\$4,069.00	\$4,882.80
Barbering	\$5,850.00	\$585.00	\$1,170.00	\$1,755.00	\$2,340.00	\$2,925.00	\$3,510.00
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$5,991.00	\$599.10	\$1,198.20	\$1,797.30	\$2,396.40	\$2,995.50	\$3,594.60
Cosmetology	\$5,850.00	\$585.00	\$1,170.00	\$1,755.00	\$2,340.00	\$2,925.00	\$3,510.00
Culinary Arts Diploma	\$9,644.00	\$964.40	\$1,928.80	\$2,893.20	\$3,857.60	\$4,822.00	\$5,786.40
Heating, Ventilation and Air Conditioning	\$9,308.00	\$930.80	\$1,861.60	\$2,792.40	\$3,723.20	\$4,654.00	\$5,584.80
Industrial Maint & Automated Technology	\$9,680.00	\$968.00	\$1,936.00	\$2,904.00	\$3,872.00	\$4,840.00	\$5,808.00
IV Therapy and Blood Withdrawal	\$450.00	\$45.00	\$90.00	\$135.00	\$180.00	\$225.00	\$270.00
Medical Billing and Office Administration	\$8,276.00	\$827.60	\$1,655.20	\$2,482.80	\$3,310.40	\$4,138.00	\$4,965.60
Physical Therapist Assistant	\$6,500.00	\$650.00	\$1,300.00	\$1,950.00	\$2,600.00	\$3,250.00	\$3,900.00
Professional Medical Assistant	\$8,192.00	\$819.20	\$1,638.40	\$2,457.60	\$3,276.80	\$4,096.00	\$4,915.20
Vocational Nursing (Day Classes)	\$10,857.00	\$1,085.70	\$2,171.40	\$3,257.10	\$4,342.80	\$5,428.50	\$6,514.20
Welding Technician	\$7,172.00	\$717.20	\$1,434.40	\$2,151.60	\$2,868.80	\$3,586.00	\$4,303.20

Refer to Main Catalog for



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. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

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

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

GENERAL ADMISSIONS REQUIREMENTS

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

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

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

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

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

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI 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

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DRUG SCREEN AND BACKGROUND CHECKS

Most clinical facilities require evidence of a “clear” background check prior to participating in clinical rotation. **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. Students will undergo a background check prior to attending clinical rotations. Background checks are not performed as a condition of enrollment into the program.

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

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

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

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student’s inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be

made up. If 8 hours or more are missed the student will be placed on “AT RISK”. If additional hours are missed, the student may be placed on “VN PROBATION”.

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

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

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

- Theory – Acceptable methods of make-up may include:
 - Case Studies
 - Independent study in the Theory “Open Lab”
 - Written examination
 - Attendance at seminars or workshops
 - Auto tutorial laboratory
 - Research Reports
- Skills – Acceptable methods of make-up include:
 - Attendance in the Skills “Open Lab” – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
 - Performance evaluation in skills laboratory
 - Or, if available additional time in the clinical area with clients/patients.

It is the student’s responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and

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Vocational Nursing Addendum

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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 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

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Vocational Nursing Addendum

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

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Vocational Nursing Addendum

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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

Most clinical facilities require evidence of a “clear” background check prior to participating in a clinical rotation. 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. Students may be required to undergo a background check prior to attending clinical rotations. Background checks are not performed as a condition of enrollment into the program.

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

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace,

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Physical Therapist Assistant Addendum

(Continued from page 20)

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, 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.

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Physical Therapist Assistant Addendum

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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 (\$485 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 1,000 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

Page 60 (effective 4/25/2022)

Active Engagement in Hybrid (IDL) Programs

Active engagement at Institute of Technology is defined as completing a quiz or test, posting a response to a Discussion Board prompt or reply, assignment submissions in the Canvas LMS, 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.

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Barbering

HOURS OF INSTRUCTION/PROGRAM LENGTH

1000 Clock Hours

Classes are held Monday through Thursday for 50 weeks. 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. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Barbering.

Style 100 Disinfection & Sanitation

(100 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the

client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

Style 110 A Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

Style 110 B Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

BARB 115 A Barbershop Facials / Shaving

(100 Clock Hours)

During BARB 115 A & B, students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes.

BARB 115 B Barbershop Facials / Shaving

(100 Clock Hours)

During BARB 115 A & B, students will be introduced to the underlying structure of the skin and discuss

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Catalog Changes

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processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes.

Style 125 Laws & Regulations

(100 Clock Hours)

Students will be introduced to the Board of Barbering and Cosmetology Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barbershop procedures while adhering to these guidelines.

BARB 120 A Chemical Processes / Hair Color

(100 Clock Hours)

BARB 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

BARB 120 B Chemical Processes / Hair Color

(100 Clock Hours)

BARB 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and

intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

Style 180 Portfolio / Student Salon

(100 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. Students will be working on clients as well as manikins in the student salon. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered.

Style 190 State Board Exam Preparation / Student Salon

(100 Clock Hours)

To prepare for examination day students will participate in mock State Board written exams. Students will be working on clients as well as manikins in the student salon.

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Cosmetology

HOURS OF INSTRUCTION/PROGRAM LENGTH

1000 Clock Hours

Classes are held Monday through Thursday for 50 weeks. 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. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Cosmetology.

Style 100 Disinfection & Sanitation

(100 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper

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Catalog Changes

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disinfection techniques for equipment used in salons and barber shops will be identified.

Style 110 A Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

Style 110 B Hairstyling / Haircutting

(100 Clock Hours)

In Style 110 A & B the development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified. Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

COS 115 A Esthetics / Hair Removal

(100 Clock Hours)

In COS 115 A & B students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application and hair removal; these skills will enhance the range of services students will be able to provide to clients.

COS 115 B Esthetics / Hair Removal

(100 Clock Hours)

In COS 115 A & B students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients.

The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application and hair removal; these skills will enhance the range of services students will be able to provide to clients.

COS 120 A Chemical Processes / Hair Color

(100 Clock Hours)

COS 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

COS 120 B Chemical Processes / Hair Color

(100 Clock Hours)

COS 120 A & B will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications. Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

Style 125 Laws & Regulations

(100 Clock Hours)

Students will be introduced to the Board of Barbering and Cosmetology Laws and Regulations including the

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Catalog Changes

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Barbering and Cosmetology Act. Students will practice salon and/or barbershop procedures while adhering to these guidelines.

COS 135 Nail Processes

(100 Clock Hours)

In this module the structure of the natural nail, nail anatomy, and nail growth will be discussed. Students will learn to effectively recognize diseases of the nails that should not be treated in a salon. Nail enhancements will be demonstrated. Gel polish application, and pedicures ranging from basic to spa will also be conducted.

Style 180 Portfolio / Student Salon

(100 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. Students will be working on clients as well as manikins in the student salon. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered.

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IV Therapy and Blood Withdrawal

The IV Therapy and Blood Withdrawal course is not vocational in nature and does not lead to initial employment. Applicants for the IV Therapy and Blood Withdrawal course are exempt from entrance examination requirements. To be eligible for the IV Therapy and Blood Withdrawal course applicants must provide one of the following:

- Proof of graduation from Institute of Technology's Vocational Nursing program; OR
- Proof of "CURRENT" license status as a Vocational Nurse in California.

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Avocational Course: IV Therapy and Blood Withdrawal

Course Objective

This 40 hour course is designed for students who desire IV Certification for the state of California. A licensed vocational nurse (LVN) in California must be certified by the Board of Vocational Nursing and Psychiatric Technicians to perform intravenous

therapy or blood withdrawal. A LVN who successfully completes the Institute of Technology IV Therapy and Blood Withdrawal course will be qualified to apply for IV/BW certification with the state of California.

Hours of Instruction

40 hour course

Theory Hours: 27

Clinical Hours: 13

This course is NOT vocational in nature and does NOT lead to initial employment.

The Course

This 40 hour course is designed for students who desire IV certification for the state of California and is approved by the Board of Vocational Nursing and Psychiatric Technicians. The theory related to the purpose of IV therapy and blood withdrawal, legal responsibilities, infection control, fluid and electrolytes, composition of parenteral solutions, possible complications, technique for venipuncture, equipment and transfusion therapy are presented based on state guidelines. Hands on experience is provided during lab time with IV and blood withdrawal equipment and simulation am models. Each student will be required to complete three successful venipunctures and three successful skin punctures on live human clients to complete requirements per California regulations. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

IV Therapy and Blood Withdrawal is a cash pay course. Financial aid is not available.

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IMAT 120: Introduction to Electricity (100 Instructional Clock Hours / 6.0 Credit Units)

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams. IMAT students will also explore AC and DC Motors, single phase and 3 phase motors, and variable frequencies drives.



Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Courtney Shields	Administrative Assistant
Valorie Cruz	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Destiny Delgadillo	Director of Financial Aid
Alexandra Edgman	Financial Aid Officer
Sierra Chavez	Financial Aid Officer
Sophia Ramirez	Student Accounts / Financial Aid Clerk
Tim Kearns	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Samantha Alcoseba	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin	Professional Development Instructor <i>AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching</i>
Mark Hoffman	General Education Instructor <i>MA Biology / 13 years of experience</i>
Nghi Dang	General Education Instructor <i>BS in Biological Sciences, PharmD, MBA, 24 years of experience.</i>
Kellee Irwin	General Education Instructor <i>M.Ed. and MBA / 13+ years teaching in higher education</i>
Gene Blantocas	General Education Instructor <i>MS Physics / 29 years of experience</i>

Culinary

Kevin Arnett	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>
James Pacini	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>
Anna Marquardt	Adjunct Culinary Instructor <i>7+ years industry experience / 5+ years culinary instructor</i>
Dylan Melella	BPS Instructor <i>ServSafe Certified/ 6+ years industry experience</i>
Berenice Bueno	Culinary Instructor <i>AOS Culinary Arts / 12 years industry experience</i>
Edith Hernandez Torrez	Culinary Instructor <i>Baking and Pastry Certificate / 3 years industry experience</i>
Laurie Barrios	Culinary Instructor <i>Culinary Arts Certificate / 4 years industry experience</i>
Anabel Fuentez	Culinary Instructor <i>Baking and Pastry Certificate / 10 years of industry experience</i>
Casey Pendergras	Culinary Instructor

Criminology

Mark Eaton	Lead Instructor <i>Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office</i>
Chris Stearns	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>

(Continued on page 29)



Staff and Faculty

(Continued from page 28)

Jeff Simpson Adjunct CERM Instructor
Police Academy / Certified Peace Officer / 23 years of industry experience

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor

Medical

Shannon Dority Lead Instructor/Externship Coordinator
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
Associate Degree—Teaching / CCMA/ 9 years of industry experience

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

Ebony Clendening Adjunct Instructor
Medical Assisting Diploma / 14 years of industry experience

Keri Romero Adjunct Instructor

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing
18+ years industry 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
B.S. Nursing / Registered Nurse license / 6 years of industry experience

Leah Bhul, RN, BSN Nursing Instructor
B.S. Nursing / Registered Nurse License / 13 years of industry experience

Janell Beamon, RN, MNP Nursing Instructor
MS Nursing / Registered Nurse License / 21 years of industry experience

Christina Bello, RN Nursing Instructor
RN Program Diploma / Registered Nurse License / 24 years of industry experience

Margaret Milanés, RN Nursing Instructor

AS Nursing / Registered Nurse License / 13 years of industry experience

James Edmunds, RN, BSN Nursing Instructor
B.S. Nursing / Registered Nurse License / 13 years of industry experience

Kiranjot Johl, LVN Teaching Assistant
AS Nursing / Registered Nurse License / 5 years of industry experience

Physical Therapist Assistant

Ava Dickerson, PTA Program Director PTA
Bachelor's in Business Administration, Doctor of Physical Therapy and Master's of Education (in progress) / PTA License 13 years of industry experience

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

Gabbie Rivera, DPT PTA Instructor

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

Technical

David Slonski Technical Division Lead Instructor

Alejandro Lopez IMAT 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
EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC

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

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Staff and Faculty

(Continued from page 29)

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.*
- Taylor Rosenthal** Welding Instructor
Welding Certification / 6 years of industry experience

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*
- Dana Futrell** Cosmetology Instructor
Cosmetology License, 31 years of industry experience
- Jessica Anaya** Cosmetology and Barbering Instructor
*Cosmetology and Barbering License, 8 years of industry
experience*
- Alyssa Garcia** Adjunct Cosmetology Instructor



VA Catalog Addendum

Institute of Technology

VA Catalog Addendum
2022 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 55-59:

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 55-59

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

Institute of Technology

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2022 Course Catalog

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, whichever 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

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)

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.

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Signature

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