



Institute
of Technology

2023
Catalog Addenda
Redding Branch Campus

Revised: April 25, 2023



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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. (The BPPE has received the renewal application and Institute of Technology remains approved during the renewal process.)

MISSION STATEMENT

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



Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

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

Heating, Ventilation & Air Conditioning-IDL

Medical Billing & Office Administration-IDL

Pharmacy Technician-IDL

Professional Medical Assistant-IDL

(IDL - Interactive Distance Learning)

January 9, 2023 October 12, 2023
February 13, 2023 November 16, 2023
March 20, 2023 December 21, 2023
April 24, 2023 February 8, 2024
May 30, 2023 March 14, 2024
July 3, 2023 April 18, 2024
August 7, 2023 May 23, 2024
September 11, 2023 June 27, 2024
October 16, 2023 August 1, 2024
November 20, 2023 September 6, 2024

**Refer to Main Catalog for
Program Descriptions**

Nursing Assistant

January 9, 2023* February 23, 2023
March 20, 2023* May 3, 2023
May 8, 2023* August 24, 2023
September 11, 2023* October 26, 2023

*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 20, 2023 April 19, 2024
July 17, 2023 August 16, 2024
November 13, 2023 December 13, 2024

Vocational Nursing (Part Time)

March 20, 2023 December 14, 2024

Physical Therapist Assistant

July 10, 2023 February 6, 2025



2023 Class Schedule—Weekday Classes

January 2023

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 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2023

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May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2023

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July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

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

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

8:00 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #

No Class: #

#
#



2023 Class Schedule—Hybrid Programs

January 2023

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
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February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2023

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
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November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES Professional Development, 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: April 25, 2023

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.



2023 Class Schedule—VN Classes (Full-Time)

January 2023

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 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
26	27	28				

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2023

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
30	31					

August 2023

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		

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2023

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

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2023

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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DAILY SCHEDULES

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

Legend

Scheduled Class Day: #

No Class: #

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

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

**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.



2023 Class Schedule—VN Classes (Part-Time)

January 2023

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 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2023

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June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day: #

No Class: #

*Students attend one of these days

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



2023 Class Schedule—NA Classes

January 2023

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
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February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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26	27	28				

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
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May 2023

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

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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25	26	27	28	29	30	

July 2023

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					

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30	31		

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2023

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

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
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DAILY SCHEDULES

Monday - Friday 6:30am to 1:00pm*

*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:

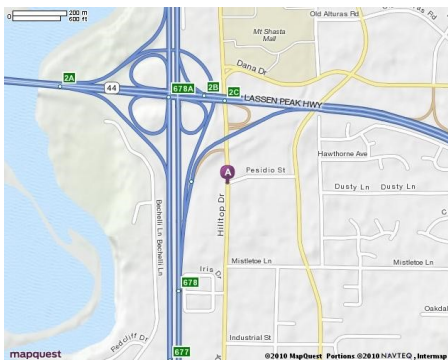
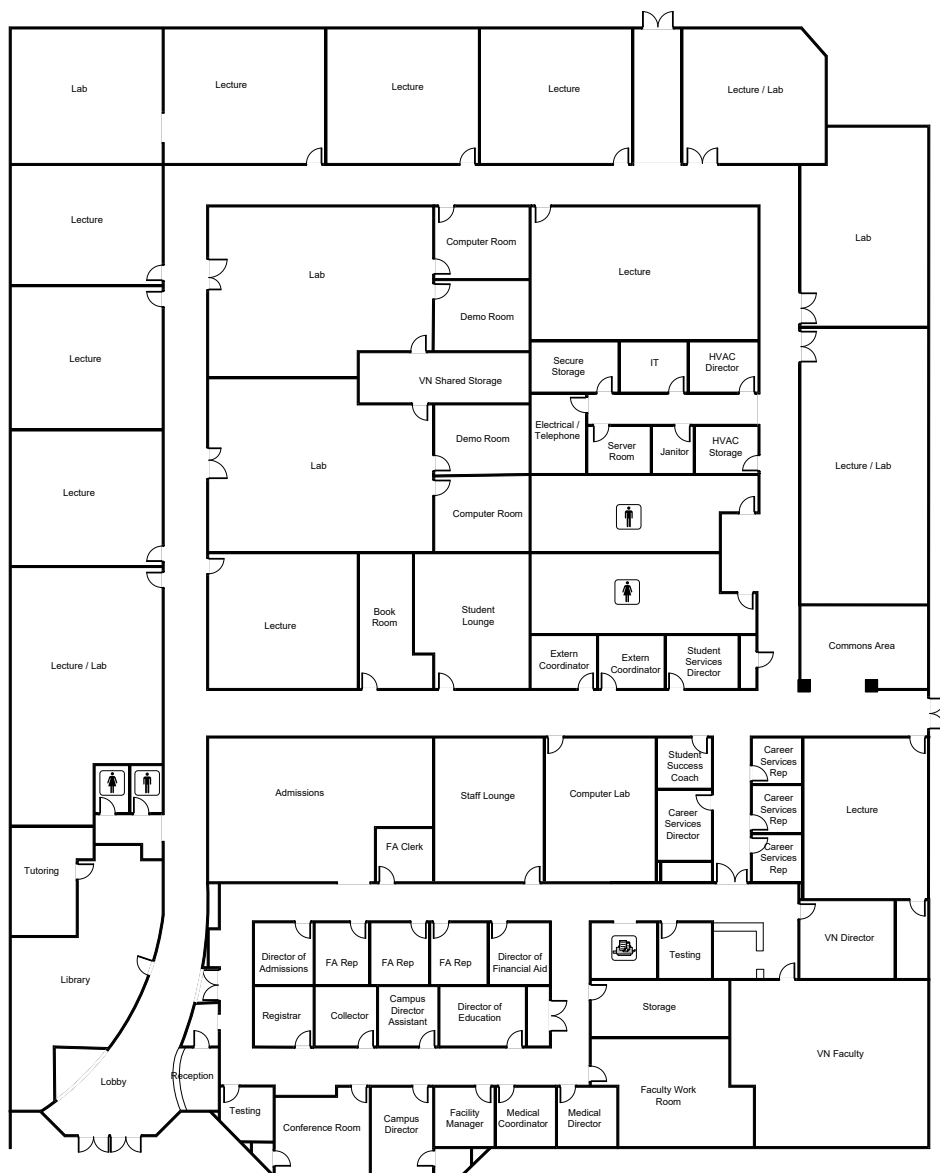
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No Class:

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Facilities



Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs, 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus 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 campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS

A one bedroom apartment near the campus is estimated to cost \$954.00 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.

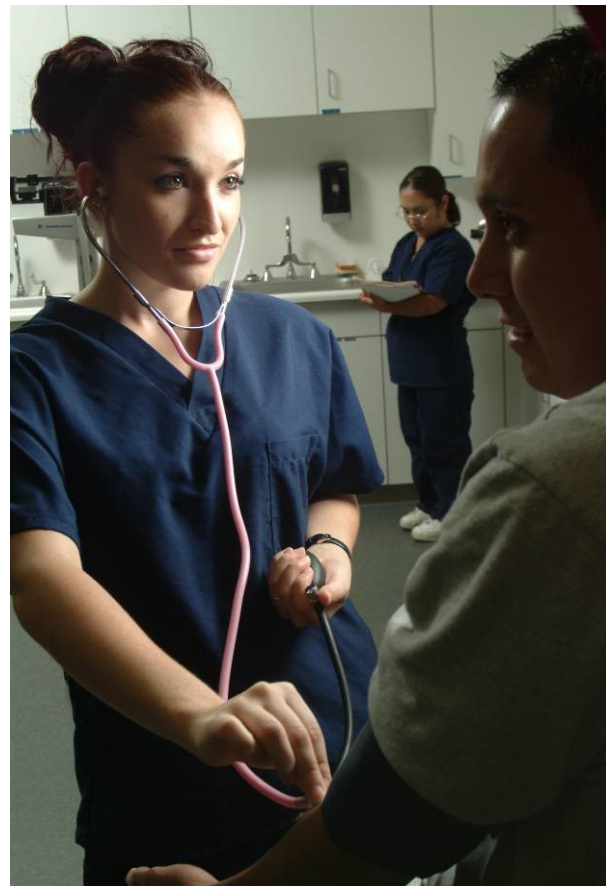
Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool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

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Med-

ical Record (EMR) software that is common to the medical billing field. 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.



IT-Clovis 2003



IT-Clovis 2003



Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$55.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies*	\$ 2,366.00
Tuition	\$ 18,992.00
Total	\$ 21,588.00
Approximate Cost per Unit	\$391.59

*Book and supply costs include a mandatory \$300 lab fee.

Medical Billing and Office Administration

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	\$1,681.00
Tuition (Year 1)	\$ 16,880.00
Total	\$ 18,783.50
Approximate Cost per Unit	\$355.37

Nursing Assistant*

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$7.50
Background Check	\$ 90.00
Books & Supplies	\$ 218.00
Tuition	\$ 2,202.00
Total	\$ 2,592.50

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$45.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,607.00
Tuition	\$ 16,712.00
Total	\$ 18,539.00
Approximate Cost per Unit	\$351.83

Physical Therapist Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$92.50
Books & Supplies	\$ 3,261.00
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)	\$ 13,260.00
Tuition (Year 2)	\$ 13,260.00
Tuition (Year 3)	\$ 6,630.00
Total	\$ 36,828.50
Approximate Cost per Unit	\$506.11

Professional Medical Assistant

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$45.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies*	\$ 1,481.00
Tuition	\$ 16,712.00
Total	\$ 18,413.00
Approximate Cost per Unit	\$351.83

*Book and supply costs include a mandatory \$400 lab fee.

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$87.50
Background Check	\$ 90.00
Books & Supplies*	\$ 1,659.00
Tuition (Year 1)	\$ 22,148.00
Tuition (Year 2)	\$ 11,074.00
Total	\$ 35,133.50
Approximate Cost per Unit	\$531.55

*Book and supply costs include a mandatory \$20 lab fee.

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$87.50
Background Check	\$ 90.00
Books & Supplies*	\$ 1,840.00
Tuition (Year 1)	\$ 19,938.00
Tuition (Year 2)	\$ 13,292.00
Total	\$ 35,322.50
Approximate Cost per Unit	\$531.68

*Book and supply costs include a mandatory \$20 lab fee.



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				
Heating, Ventilation and Air Conditioning	\$9,496.00	\$9,496.00				\$21,588.00	48.5	800	40
Medical Billing and Office Administration	\$8,440.00	\$8,440.00				\$18,783.50	47.5	860	40
Nursing Assistant	\$2,202.00					\$2,592.50	N/A	171	7
Pharmacy Technician	\$8,356.00	\$8,356.00				\$18,539.00	47.5	860	40
Professional Medical Assistant	\$8,356.00	\$8,356.00				\$18,413.00	47.5	860	40

Course	Attendance Period Cost					Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Physical Therapist Assistant	\$6,630.00	\$6,630.00	\$6,630.00	\$6,630.00	\$6,630.00	\$36,828.50	65.5	1,573	75
Vocational Nursing (Day Class)	\$11,074.00	\$11,074.00	\$11,074.00			\$35,133.50	62.5	1575	51
Vocational Nursing (Night Class)	\$6,646.00	\$6,646.00	\$6,646.00	\$6,646.00	\$6,646.00	\$35,322.50	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

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. 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

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	\$9,496.00	\$949.60	\$1,899.20	\$2,848.80	\$3,798.40	\$4,748.00	\$5,697.60
Medical Billing and Office Administration	\$8,440.00	\$844.00	\$1,688.00	\$2,532.00	\$3,376.00	\$4,220.00	\$5,064.00
Nursing Assistant	\$2,202.00	\$220.20	\$440.40	\$660.60	\$880.80	\$1,101.00	\$1,321.20
Pharmacy Technician	\$8,356.00	\$835.60	\$1,671.20	\$2,506.80	\$3,342.40	\$4,178.00	\$5,013.60
Physical Therapist Assistant	\$6,630.00	\$663.00	\$1,326.00	\$1,989.00	\$2,652.00	\$3,315.00	\$3,978.00
Professional Medical Assistant	\$8,356.00	\$835.60	\$1,671.20	\$2,506.80	\$3,342.40	\$4,178.00	\$5,013.60
Vocational Nursing (Day Classes)	\$11,074.00	\$1,107.40	\$2,214.80	\$3,322.20	\$4,429.60	\$5,537.00	\$6,644.40
Vocational Nursing (Night Classes)	\$6,646.00	\$664.60	\$1,329.20	\$1,993.80	\$2,658.40	\$3,323.00	\$3,987.60

**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. 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: Flexi Quiz
Minimum score: 62

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
- PSB 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:**

- a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
- b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
- c. Submit proof that service was honorable (DD-214).
- d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

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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.

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

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

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

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

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Physical Therapist Assistant Addendum

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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, 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. 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

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Physical Therapist Assistant Addendum

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D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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

ACADEMIC ASSISTANCE

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

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

DEFINITION OF CREDIT UNIT EARNED

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

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

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

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

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

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)



Catalog Changes

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Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California 95834, (916) 574-8900 or (888) 370-7589.



Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Cheryl Arnold	Director of Nursing
Jean Peterson	Assistant Director of Nursing
Jay Singh	VN Administrative Assistant / Support Services
Deneen Munson	Registrar
Brandi Vanderpool	Director of Admissions
Hannah Baldwin	Admissions Representative
Cassie Stevenson	Assistant Director of Financial Aid
Sarah Van Slyke	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Heidi Lee	Director of Student Services
Amber Powell	Director of Career Services
Candy Albertson	Receptionist
Hannah Huggard	Facilities Coordinator
TBD	LRC Coordinator

FACULTY

General Education

Jason Rogerson	ProDev Instructor
<i>MBA, 13+ years of industry experience</i>	

Medical

Wendie Carroll	MBOA Instructor
<i>Medical Assisting Certificate / 18+ years industry experience</i>	
Leanne Gleason	Adjunct PMA Instructor
<i>BA Healthcare Management / Medical Assisting Certificate/ 9+ years industry experience</i>	
Nicole Howe	PMA Instructor
<i>7+ years industry experience / National Certified Medical Assistant</i>	
Angela Hooper	PT Instructor
<i>Pharmacy Technician License, 11 years industry experience</i>	

Nursing

Cheryl Arnold, RN, BSN	Director of Nursing
<i>RN, BSN, 14+ years of industry experience</i>	
Jean Peterson, RN, BA	Director of Nursing/Lead Theory Instructor and Nursing Assistant Program Director
<i>27+ years industry experience/11 years teaching</i>	

experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN	Nursing Instructor
<i>LVNIII/Blood Draw and IV Certified, 8+ years industry experience</i>	
Faith Clause	Nursing Instructor
<i>RN, CNP, MSN, 12+ years of industry experience</i>	
Charley Cleland	Nursing Instructor
<i>LVN / 4+ years nursing experience</i>	
Joann Archuleta	Nursing Instructor
<i>M.Ed Western Washington University, LVN II License / 5 years of nursing experience</i>	
Anna Kirkland, LVN	Nursing Instructor
<i>LVN, ASN, 11+ years of industry experience</i>	
Karen Corona	Nursing Instructor
<i>AA / LVN License / 9 years of nursing experience</i>	
Lenora Eagles, RN	Nursing Instructor
<i>RN / 3+ years nursing experience</i>	
Rianna McCarty	Nursing Instructor
<i>ASN/ LVN License / 15 years industry experience</i>	
Megan Mills	Nursing Instructor
<i>RN, BSN, 14+ years of industry experience</i>	
AmandaBrett Oliver	Nursing Instructor
<i>ASN / RN License / 6 years industry experience</i>	
Wendy Ream	Nursing Instructor
<i>BA Psychology / LVN II License / 3 years of industry experience</i>	
Jeffrey Redden, RN	Nursing Instructor
<i>ACLS/BLS/Critical Care/IV Certified, 17 years industry experience</i>	
Lisa Woodbury, RN, BSN	Nursing Instructor
<i>EMT Certificate / 9+ years industry experience</i>	
Janette Comas, RN	Nursing Instructor
<i>RN, BSN, 10+ years of industry experience</i>	
Joseph Liso, LVN	Nursing Instructor
<i>AA, LVN, 6+ years of industry experience</i>	
Lisa Moss, RN	Nursing Instructor
<i>ASN, RN, 12+ years of industry experience</i>	
Debra Mifsud	Teaching Assistant
<i>LVN II License / 5 years of industry experience</i>	

Technical

Paul Garza	HVAC Lead Instructor
<i>18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified</i>	
Kieran Corcoran	Adjunct HVAC Instructor
<i>3 years industry experience, EPA/HVAC Certified</i>	

(Continued on page 24)



Staff and Faculty

(Continued from page 23)

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant
Program Director
*Bachelor's Degree in Health Science/Bachelor's Degree
in Phys. Ed./Master's Degree in Physical Therapy/
22years industry experience*

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience



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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 58-62:

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 58-62:

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.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

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



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

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

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

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature

Date

School Official Signature

Date



Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever 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
1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

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

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

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)

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