



January 1, 2023 to December 31, 2023



Institute of Technology

Where careers begin.

Catalog Addenda

Updated: October 16, 2023

Salem Campus · 4700 Silverton Rd. NE - Salem, OR 97305
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www.iot.edu · <http://www.facebook.com/IOTSalem>



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Salem Campus Program Offerings:

Medical Office Administration Billing and Coding - IDL

Practical Nursing - IDL

Professional Medical Assistant - IDL

LOCATION AND DESCRIPTION OF THE FACILITIES/EQUIPMENT:

The main campus of Institute of Technology (Salem) is located at 4700 Silverton Rd. NE in Salem, Oregon. The 13,200 square foot building was officially added to the original campus in 2011. The \$1.5 million expansion more than doubled the schools footprint and includes a dedicated nursing lab, Learning Resource Center (LRC), multiple classrooms and labs for current and future program use., as well as over 100 parking spaces.

The main campus also houses the schools administration , student support services and financial services. A large component of our programs involves hands-on training. This is accomplished in the computer labs, medical labs and with students cooperative work experience or externships; for the Practical Nursing students this includes clinical rotations at a variety of nursing facilities. Practical application in well equipped labs with updated materials provides students the opportunity to access information and knowledge requisite to succeed in their chosen field.

Campus Addresses

Salem Campus (South)

4700 Silverton Rd. NE
Salem, OR 97305
(503) 363.9001 (p)
(503) 363.6483 (f)

Salem Campus (North)

4707 Silverton Rd. NE
Salem, OR 97305





Staff and Faculty

ADMINISTRATION

Campus President.....	Patrick Wong, PhD Salve Regina University
HR Coordinator/Executive Assistant	Tyler Andrews, BA Western Washington University
Front Desk Manager	Elizabeth Torres

ADMISSIONS

Director of Admissions	Lindsay Craig, BS Eastern Oregon University
Admissions Assistant.....	Eolana Ismail
Admissions Representative	Brittanie Rupea, AA Chemeketa Community College
Admissions Representative	Sheila Beery, NCMA Institute of Technology

ALLIED HEALTH

Instructor.....	Cherie Goodpasture Valley Medical College
Instructor.....	Elizabeth Warren, AAS, CMA Linn Benton Community College
Instructor.....	Roxanne Scott, AA Linn Benton Community College

CAREER SERVICES

Director of Career Services/General Education Instructor.....	Kelle Stroud, BS Western Oregon University
CSA/Clinical & Externship Coordinator	Elizabeth Warren, AAS, CMA Linn Benton Community College

EDUCATION

Director of Education.....	TBD
Registrar.....	Deneen Munson
General Education Instructor	Nicholas Mendrin, MS DeVry University
General Education Instructor	Valia Kuzmich, MS Vitsyebsk State University, Belarus

FINANCIAL AID

Director of Financial Aid	Nichole Clark
Senior Financial Aid Officer.....	Jenni Houston, AA Everest College
FA Clerk/Student Accounts Representative.....	Lydia Goodman

LIBRARY SERVICES

Librarian.....	Laura Haberstick, MSLIS Drexel University
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PRACTICAL NURSING

Nurse Administrator.....	Bonnie Olson, MSN Walden University
Administrative Assistant.....	Sue Hunter, AA Joliet Junior College
Instructor.....	B. Shawn Boethin, MSN, CHSE Western Governors University
Instructor.....	Damen Launius, BSN George Fox University
Instructor.....	Dan Bryant, BSN Walden University
Instructor.....	Debra Ruff, BSN Western Governors University
Instructor (Adjunct)	Elizabeth Falletta, MSN Johns Hopkins University
Instructor (Adjunct)	Heather Frederick, BSN Union College
Instructor (Adjunct)	Heather Gruver, BSN Oregon Health Sciences University
Instructor.....	Jan Pedersen, BSN Walla-Walla University



Staff and Faculty

Instructor	Kim Boethin, MSN Western Governors University
Instructor	Laura Cox, BSN Linfield College
Instructor (Adjunct)	Norma O'Mara, BSN Oregon Health Sciences University
Instructor	Rebecca Dooley, BSN Merced College
Instructor	Valerie Launius, BSN George Fox University

STUDENT SERVICES

Director of Student Services/General Education Instructor	Clifford Boyer, MA University of New Hampshire
Student Success Leader	Fallyn McCarty, BA Fresno State University



Program Start Dates and Schedules

The following programs listed below are taught at the Institute of Technology, Salem Campus. IOT enrolls students continuously throughout the calendar year. New starts are scheduled on a fairly consistent basis to allow the students greater scheduling freedom.

Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

January 9, 2023 October 15, 2023
February 13, 2023 November 19, 2023
March 20, 2023 January 7, 2024
April 24, 2023 February 11, 2024
May 29, 2023 March 17, 2024
July 3, 2023 April 21, 2024
August 7, 2023 May 26, 2024
September 11, 2023 June 30, 2024
October 16, 2023 August 4, 2024
November 20, 2023 September 8, 2024

Practical Nursing - IDL (PN-IDL)

January 23, 2023 February 18, 2024
April 10, 2023 May 5, 2024
June 26, 2023 July 21, 2024
September 11, 2023 October 6, 2024
November 27, 2023 December 22, 2024

Professional Medical Assistant - IDL (PMA-IDL)

January 9, 2023 October 15, 2023
February 13, 2023 November 19, 2023
March 20, 2023 January 7, 2024
April 24, 2023 February 11, 2024
May 29, 2023 March 17, 2024
July 3, 2023 April 21, 2024
August 7, 2023 May 26, 2024
September 11, 2023 June 30, 2024
October 16, 2023 August 4, 2024
November 20, 2023 September 8, 2024

Current Offered Class Schedules by Program

Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

This is a hybrid program. Classes are conducted on-campus and online for 40 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday). Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The MOABC-IDL program includes a 160-hour Externship component; please note that Externship hours may vary and/or may be different than scheduled on-campus class days and times.

Practical Nursing - IDL (PN-IDL)

This is a hybrid program. Classes are conducted on-campus and online for 50 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday) for terms 2 through 5; hours will vary depending on the term but will not exceed 6 hours. Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The PN-IDL program includes a 210 hour Practical Nursing Clinical Practicum; please note that off-site practicum hours may vary and/or may be different than scheduled on-campus class days or times.

Professional Medical Assistant - IDL (PMA-IDL)

This is a hybrid program. Classes are conducted on-campus and online for 40 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday). Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The PMA-IDL program includes a 160-hour Externship component; please note that Externship hours may vary and/or may be different than scheduled on-campus class days and times.



Hybrid (IDL) Program and On-Campus Schedules

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday); except during the first term of the PN-IDL program. All other attendance is identified as “active engagement”.

Active engagement at Institute of Technology is defined as a submission of an assignment to the gradebook, completing a quiz (Mastery Exercise), posting a response to a Discussion Board, or responding to a instructor/peer post on a Discussion Board.

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) any student absent for seven (7) consecutive days in a hybrid program will be dismissed. And any student who is absent for 14-consecutive calendar days from their last date of attendance will also be dismissed (from the specific course and/or program).

Below is the on-campus hybrid (IDL) schedule requirements by program:

Program Class Times

** Time on-campus will **not** exceed 6 hours at a time.

PROGRAM	DAY	NITE
MOABC-IDL	8:30am to 1:30pm	
PN-IDL	8:30am to 2:30pm	3:00pm to 9:00pm
PMA-IDL	8:30am to 1:30pm	5:30pm to 10:30pm

Professional Medical Assistant - IDL (PMA-IDL)

MONDAY	ProDev-5wk: Professional Development
TUESDAY	PMA08-1: Anatomy and Physiology
	PMA08-2: Introduction to Microbiology
	PMA08-7: Administrative Applications
WEDNESDAY	PMA08-3: Pharmacology and Hematology
	PMA08-4: Medical Law and Ethics
	PMA08-5: Computerized Medical Office

Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

MONDAY	ProDev-5wk: Professional Development
TUESDAY	MOABC-1: Medical Office Procedures
	MOABC-2: Medical Records Management
	MOABC-3: Communications for Health Professionals
WEDNESDAY	MOABC-4: Medical and Dental Billing
	MOABC-5: Computerized Medical Office
	MOABC-7: Administrative Applications

Practical Nursing - IDL (PN-IDL)

MONDAY	1st Term	FIRST DAY ONLY; 6 Hours
	2nd Term	6 Hours
	5th Term*	2 Hours
TUESDAY	3rd Term	6 Hours
WEDNESDAY	4th Term	6 Hours

- The first day of 5th term will be held on a TUESDAY!
- Midterms/Final exams for all NURSING classes will be held during respective class hours/days.



Tuition Schedule

Please note that not all programs listed are eligible for Title IV funding. See your Admissions Representative or speak a Financial Aid Representative for additional information.

Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$100.00
Books/Supplies	\$1,915.00
Tuition	\$17,192.00
TOTAL	\$19,260.00

Professional Medical Assistant - IDL (PMA-IDL)

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$100.00
Books/Supplies	\$1,445.00
Tuition	\$17,192.00
TOTAL	\$18,790.00

Practical Nursing - IDL (PN-IDL)

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$250.00
Books/Supplies	\$3,270.00
Tuition	\$30,653.00
TOTAL	\$34,226.00



Enrollment Cost Breakdown

Tuition charges are based upon periods of financial obligation. The period of financial obligation for a term based program is one term. The period for a module based program is defined as successful completion of at least half of the units and half of the weeks in the defined academic year.

Should a student withdraw prior to advancing to the next period of financial obligation, the student's account will be adjusted accordingly.

When a student begins a period of financial obligation, but withdraws prior to the completion, the refund policy will be applied to that specific period of financial obligation.

The program cost includes a \$25.00 registration fee. Please refer to the main catalog (and/or any addendum updates) for additional information regarding Institute of Technology Student Withdrawal and Refund Policies.

Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,766.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$149.00
Tech Fee P2	\$50.00
Period 1	\$8,596.00
Period 2	\$8,596.00
Total Tuition	\$17,192.00
Program Cost	\$19,260.00

Professional Medical Assistant - IDL (PMA-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,296.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$149.00
Tech Fee P2	\$50.00
Period 1	\$8,596.00
Period 2	\$8,596.00
Total Tuition	\$17,192.00
Program Cost	\$18,790.00

Practical Nursing - IDL (PN-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$2,773.00
Tech Fee P1	\$50.00
Book/Supplies P2	\$64.00
Tech Fee P2	\$50.00
Books/Supplies P3	\$0.00
Tech Fee P3	\$50.00
Books/Supplies P4	\$0.00
Tech Fee P4	\$50.00
Books/Supplies P5	\$433.00
Tech Fee P5	\$50.00
Period 1	\$5,684.00
Period 2	\$6,496.00
Period 3	\$6,496.00
Period 4	\$6,902.00
Period 5	\$5,075.00
Total Tuition AY1	\$18,676.00
Total Tuition AY2	\$11,977.00
Program Cost	\$34,226.00

In the Practical Nursing - IDL program the cost per credit is \$406.



Practical Nursing-IDL Program Course List

FIRST TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 101	Anatomy & Physiology I	4 Credits	Online
MTH 95	Intermediate Math	4 Credits	Online
MT 101	Medical Terminology	2 Credits	Online
WR 121	Introduction to College Level Writing	4 Credits	Online

SECOND TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 201	Anatomy & Physiology II	4 Credits	Online
NUR 101	Fundamentals of Nursing I	5 Credits	Hybrid*
NUR 111	Clinical Practicum I	3 Credits	On-Campus*
ALT 101	Alternative Nursing Methods	2 Credits	Online*
PHA 101	Pharmacology I	2 Credits	Online

THIRD TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 301	Anatomy & Physiology III	4 Credits	Online
NUR 201	Fundamentals of Nursing II	5 Credits	Hybrid*
NUR 112	Clinical Practicum II	3 Credits	On-Campus*
NUR 105	Mother/Baby and Pediatrics in Nursing	2 Credits	Online*
PHA 201	Pharmacology II	2 Credits	Online



Practical Nursing-IDL Program Course List

FOURTH TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
PSY 201	Life Span & Development	4 Credits	Online
NCX 101	NCLEX Review Course I	2 Credits	Online*
NUR 106	Nursing Leadership and Ethics	3 Credits	Online*
NUR 301	Fundamentals of Nursing III	5 Credits	Hybrid*
NUR 113	Clinical Practicum III	3 Credits	On-Campus*

FIFTH TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
NCX 102	NCLEX Review Course II	2 Credits	Hybrid*
NUR 401	Fundamentals of Nursing IV	3.5 Credits	Online*
NUR 114	Practical Nursing Clinical Practicum	7 Credits	Off-Site; Clinical Rotation

* Midterm/Final exams in these courses will be completed on campus regardless of the method of instruction.



Calendar - 2023 Module Hybrid Programs (IDL)

	JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023
MODULE START DATE	01/09/2023	02/13/2023	03/20/2023	04/24/2023
MODULE END DATE	02/12/2023	03/19/2023	04/23/2023	05/28/2023
BREAK/HOLIDAY	01/16/2023	N/A	N/A	N/A
	MAY 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023
MODULE START DATE	05/29/2023	07/03/2023	08/07/2023	09/11/2023
MODULE END DATE	07/02/2023	08/06/2023	09/10/2023	10/15/2023
BREAK/HOLIDAY	05/29/2023	07/04/2023	09/04/2023	N/A
	OCTOBER 2023	NOVEMBER 2023		
MODULE START DATE	10/16/2023	11/20/2023		
MODULE END DATE	11/19/2023	12/22/2023		
BREAK/HOLIDAY	N/A	12/23/2023 - 01/07/2024		



Calendar - 2023/2024 Practical Nursing-IDL

	JANUARY 2023	APRIL 2023	JUNE 2023	SEPTEMBER 2023
TERM START DATE	01/23/2023	04/10/2023	06/26/2023	09/11/2023
TERM END DATE	04/02/2023	06/18/2023	09/03/2023	11/19/2023
BREAK/ HOLIDAY	N/A	05/29/2023	07/04/2023 09/04/2023	11/23/2023 - 11/24/2023
	NOVEMBER 2023	FEBRUARY 2024	MAY 2024	JULY 2024
TERM START DATE	11/27/2023	02/26/2024	05/13/2024	07/29/2024
TERM END DATE	02/18/2024	05/05/2024	07/21/2024	10/06/2024
BREAK/ HOLIDAY	12/23/2023 - 01/06/2024	N/A	05/27/2024 07/04/2024	09/02/2024



Program Advisory Committee Members

ALLIED HEALTH PROGRAMS

Rebecca Ortega, CMA/AAMA, CPC.....	Corvallis Clinic
Carolyn McAlister, BSN	Salem Clinic
Caitlin Nichols.....	Silver Falls Dermatology
Nicole Pries	Northwest Human Services

PRACTICAL NURSING PROGRAMS

Rebecca Ortega, CMA/AAMA, CPC.....	Corvallis Clinic
Angi McCullan, DNS.....	Dallas Retirement Village
Lucilla Valley, MBA, SHRM-SCP STMP	Bridgeway Recovery
Casady Froman, RSM/LPN.....	Regency



Owners, Governing Board Members, and Management Staff of IOT

OWNERS

Select Education Group, LLC

5601 Stoddard Road
Modesto, CA 95356

GOVERNING BOARD

Rick Wood, President/Chief Executive Officer

Institute of Technology - Clovis Campus
564 W. Herndon Avenue
Clovis, CA 93612
rwood@selecteducationgroup.com

Mason Myers, Owner

Select Education Group, LLC
5601 Stoddard Road
Modesto, CA 95356
mmyers@selecteducationgroup.com

Timothy Veitzer, Owner

National Holistic Institute
5900 Doyle Street
Emeryville, CA 94608
tveitzer@nhi.com

Laurie Vulich, Director of Title IV Administration & Compliance

Arch USA
5601 Stoddard Road
Modesto, CA 95356
lvulich@arch.one



VA Catalog Addendum

Institute of Technology VA Catalog Addendum 2023 Course Catalog

Revised January 25, 2021

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 43-47:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70% or 75%, 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% or 75%) when measured at the end of the term or module the student will be placed on Academic Probation Warning for failure to meet standards until the end of the next term or 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 an 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 44:

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 attempted more than 72 term credits or 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 and re-entry fee(s) will be waived for returning 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 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 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 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, terms or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in both a virtual (online) and campus-based environment, including lab, 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 include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form from chapter 31 authorization purposes) and ending on the earlier of the following dates:

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



VA Catalog Addendum

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 hers financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

- 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.
- Submit a written request to use such entitlement.
- 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 individuals DD214 (if applicable), transcripts or prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Name (Print)

Student Signature

Date

School Official Name (Print)

School Official Signature

Date



NOTES

