Institute of Technology
of Technology
Where careers begin.

Catalog Addenda

Updated: January 8, 2024

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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 .... TBD

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 .... Jacob Haviland, BS | Eastern Oregon University
Instructor .... Roxanne Scott, AAMA, AS | Linn Benton Community College

CAREER SERVICES

Director of Career Services/General Education Instructor...... Kelle Stroud, BS | Western Oregon University

EDUCATION

Director of Education.. Charlene Pech, MS | University of Cincinnati
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 Haberstich, MSLIS | Drexel University

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

Instructor .... Dana Rose, BSN | Washburn University
Instructor .... Kim Boethin, MSN | Western Governors University

Staff and Faculty

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 8, 2024	October 13, 2024
February 12, 2024	November 17, 2024
March 18, 2024	December 22, 2024
April 22, 2024	February 9, 2025
May 28, 2024	March 16, 2025
July 1, 2024	April 20, 2025
August 5, 2024	May 25, 2025
September 9, 2024	June 29, 2025
October 14, 2024	August 3, 2025
November 18, 2024	September 7, 2025

Practical Nursing - IDL (PN-IDL)

February 26, 2024	March 16, 2025
May 13, 2024	June 1, 2025
July 29, 2024	August 17, 2025
October 14, 2024	November 2, 2025

Professional Medical Assistant - IDL (PMA-IDL)

January 8, 2024	October 13, 2024
February 12, 2024	November 17, 2024
March 18, 2024	December 22, 2024
April 22, 2024	February 9, 2025
May 28, 2024	March 16, 2025
July 1, 2024	April 20, 2025
August 5, 2024	May 25, 2025
September 9, 2024	June 29, 2025
October 14, 2024	August 3, 2025
November 18, 2024	September 7, 2025

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-consectuvie 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

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

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

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 Profes-
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	$1,872.00
Tuition	$17,192.00
TOTAL	$19,217.00

Professional Medical Assistant - IDL (PMA-IDL)

Registration Fee	$25.00
Background	$28.00
Technology Fee	$100.00
Books/Supplies	$1,409.00
Tuition	$17,192.00
TOTAL	$18,754.00

Practical Nursing - IDL (PN-IDL)

Registration Fee	$25.00
Background	$28.00
Technology Fee	$250.00
Books/Supplies	$3,267.00
Tuition	$30,653.00
TOTAL	$34,223.00

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	$1,723.00
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	**$19,217.00**

Professional Medical Assistant - IDL (PMA-IDL)

Period	Amount
Registration Fee	$25.00
Background Fee	$28.00
Books/Supplies P1	$1,260.00
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	**$18,754.00**

Practical Nursing - IDL (PN-IDL)

Period	Amount
Registration Fee	$25.00
Background Fee	$28.00
Books/Supplies P1	$2,763.00
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	$440.00
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	**$34,223.00**

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	Hybrid*
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	Hybrid*
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	Hybrid*

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 - 2024 Module Hybrid Programs (IDL)

	JANUARY 2024	FEBRUARY 2024	MARCH 2024	APRIL 2024
MODULE START DATE	01/08/2024	02/12/2024	03/18/2024	04/22/2024
MODULE END DATE	02/11/2024	03/17/2024	04/21/2024	05/26/2024
BREAK/HOLIDAY	01/15/2024	N/A	N/A	N/A
	MAY 2024	JULY 2024	AUGUST 2024	SEPTEMBER 2024
MODULE START DATE	05/27/2024	07/01/2024	08/05/2024	09/09/2024
MODULE END DATE	06/30/2024	08/04/2024	09/08/2024	10/13/2024
BREAK/HOLIDAY	05/27/2024	07/04/2024	09/02/2024	N/A
	OCTOBER 2024	NOVEMBER 2024		
MODULE START DATE	10/14/2024	11/18/2024		
MODULE END DATE	11/17/2024	12/22/2024		
BREAK/HOLIDAY	N/A	11/28/2024 - 11/29/2024 12/23/2024 - 1/5/2025		

	FEBRUARY 2024	MAY 2024	JULY 2024	OCTOBER 2024
TERM START DATE	02/26/2024	05/13/2024	07/29/2024	10/14/2024
TERM END DATE	05/05/2024	07/21/2024	10/06/2024	12/22/2024
BREAK/ HOLIDAY	N/A	05/27/2024 7/4/2024	9/2/2024	11/28/2024 - 11/29/2024 12/23/2024 - 1/12/2025
	JANUARY 2025	**MARCH 2025**	**JUNE 2025**	**AUGUST 2025**
TERM START DATE	01/13/2025	03/31/2025	06/16/2025	09/01/2025
TERM END DATE	03/23/2025	06/08/2025	08/24/2025	11/09/2028
BREAK/ HOLIDAY	01/20/2025	05/26/2025	07/04/2025	09/01/2025
	NOVEMBER 2025			
TERM START DATE	11/17/2025			
TERM END DATE	2/8/2026			
BREAK/ HOLIDAY	11/27/2025 - 11/28/2026 12/22/2025 - 1/4/2026			

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

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@selecteduationgroup.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

Marisa Maron, Director of Compliance
Select Education Group
5601 Stoddard Road
Modesto, CA 95356
mfetzer@selecteducationgroup.com

Kellee Irwin, Corporate Director of Academic Affairs
Select Education Group
5601 Stoddard Road
Modesto, CA 95356
kirwin@iot.edu

Institute of Technology
VA Catalog Addendum
2024 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 on 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 supplemented 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 note 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 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