



# Institute of Technology

## **2024 Catalog Addenda Clovis Main Campus**

Revised: April 9, 2024





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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 (BPPE) until November 30, 2026.

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### MISSION STATEMENT

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





# Programs and Start Dates

## THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:

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

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

January 8, 2024 ..... October 10, 2024  
 February 12, 2024 ..... November 14, 2024  
 March 18, 2024 ..... December 19, 2024  
 April 22, 2024 ..... February 6, 2025  
 May 28, 2024 ..... March 13, 2025  
 July 1, 2024 ..... April 17, 2025  
 August 5, 2024 ..... May 22, 2025  
 September 9, 2024 ..... June 26, 2025  
 October 14, 2024 ..... July 31, 2025  
 November 18, 2024 ..... September 5, 2025

**Business Office Administration**

February 12, 2024 ..... October 10, 2024  
 March 18, 2024 ..... November 14, 2024  
 April 22, 2024 ..... December 19, 2024  
 May 28, 2024 ..... February 6, 2025  
 July 1, 2024 ..... March 13, 2025  
 August 5, 2024 ..... April 17, 2025  
 September 9, 2024 ..... May 22, 2025  
 October 14, 2024 ..... June 26, 2025  
 November 18, 2024 ..... July 31, 2025

**Cosmetology and Barbering Day (1000 Hour)**

January 8, 2024 ..... December 19, 2024  
 February 12, 2024 ..... February 6, 2025  
 March 18, 2024 ..... March 13, 2025  
 April 22, 2024 ..... April 18, 2025  
 May 28, 2024 ..... May 22, 2025  
 July 1, 2024 ..... June 26, 2025  
 August 5, 2024 ..... July 31, 2025  
 September 9, 2024 ..... September 5, 2025  
 October 14, 2024 ..... October 9, 2025  
 November 18, 2024 ..... November 13, 2025

**Criminology/Emergency Response (AAS Degree) IDL**

January 8, 2024 ..... April 17, 2025  
 February 12, 2024 ..... May 22, 2025  
 March 18, 2024 ..... June 26, 2025  
 April 22, 2024 ..... July 31, 2025  
 May 28, 2024 ..... September 5, 2025  
 July 1, 2024 ..... October 9, 2025  
 August 5, 2024 ..... November 13, 2025  
 September 9, 2024 ..... December 18, 2025  
 October 14, 2024 ..... February 5, 2026  
 November 18, 2024 ..... March 12, 2026

**Welding Technician-IDL**

January 8, 2024 ..... November 14, 2024  
 February 12, 2024 ..... December 19, 2024  
 March 18, 2024 ..... February 6, 2025  
 April 22, 2024 ..... March 13, 2025  
 May 28, 2024 ..... April 18, 2025  
 July 1, 2024 ..... May 22, 2025  
 August 5, 2024 ..... June 26, 2025  
 September 9, 2024 ..... July 31, 2025  
 October 14, 2024 ..... September 5, 2025  
 November 18, 2024 ..... October 9, 2025

**Physical Therapist Assistant**

May 20, 2024 ..... November 26, 2025

**Vocational Nursing (Full Time) Day**

March 11, 2024 ..... April 18, 2025  
 June 24, 2024 ..... August 15, 2025  
 November 4, 2024 ..... December 12, 2025

**Vocational Nursing (Full Time) Night**

June 24, 2024 ..... August 15, 2025

**Avocational Course Carry Concealed Weapon (CCW)**  
 Dates to be determined.

Refer to Main Catalog for Program Descriptions



# 2024 Class Schedule—Weekday Classes

JANUARY							FEBRUARY							MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
													31														

MAY							JUNE							JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	8	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**Legend**

Scheduled Class Day:	#
No Class:	#

**DAILY SCHEDULES**

Weekday classes, including those in the Industrial Maintenance and Automated Technology program, are held on Monday through Thursday from:

- 8:00 a.m. to 12:30 p.m.
- 1:00 p.m. to 5:30 p.m.
- 6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

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

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

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

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

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

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



# 2024 Class Schedule—Hybrid Programs

## Tuesday/Thursday Schedule

JANUARY							FEBRUARY							MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
													31														

MAY							JUNE							JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	8	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

**DAILY SCHEDULES** Professional Development, BARB, COS, CERM, HVAC, MBOA, and PMA

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

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

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

**Legend**

Scheduled Class Day: #  
 No Class: #

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

Professional Development, CERM, HVAC, MBOA, & PMA

**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.  
 Cosmetology & Barbering

**Tuesday and Thursday**  
 9:00 a.m. to 2:00 p.m.



# 2024 Class Schedule—Hybrid Programs (Monday/Wednesday Schedule)

JANUARY							FEBRUARY							MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
													31														

MAY							JUNE							JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	8	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
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15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

## DAILY SCHEDULES Business Office Administration, Barbering and Cosmetology

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

\*This schedule does not reflect assignment due dates. Due dates will be provided by instructor.

### Legend

Scheduled Class Day: 

#
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 No Class: 

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

Business Office Administration  
**Monday and Wednesday**  
8:00 a.m. to 12:30 p.m.

Cosmetology & Barbering  
**Monday and Wednesday**  
9:00 a.m. to 2:00 p.m.





# 2024 Class Schedule - VN Full-Time

JANUARY							FEBRUARY							MARCH							APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3						1	2		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

MAY							JUNE							JULY							AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4							1		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	8	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
							30																				

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

## DAILY SCHEDULES

### DAY

Monday 6:00am to 3:30pm\*  
 Tuesday 6:00am to 3:30pm\*  
 Wednesday 8:00am to 12:00pm\*  
 Thursday 8:00am to 12:00pm\*  
 Friday 8:00am to 11:00am or 12:00pm to 3:00pm

\*Students attend until 5:00pm on one of these days  
 Clinical rotation hours will vary between the hours of 6:00 a.m. and 5:00 p.m.

### EVENING

Monday—Thursday 2:30 pm to 11:30 pm OR  
 3:30 pm to 12:30 am

(Clinical schedules are based on clinical site availability.)

Friday 2:00 pm to 7:00 pm

The above schedules are typical, but are subject to change.

### Legend

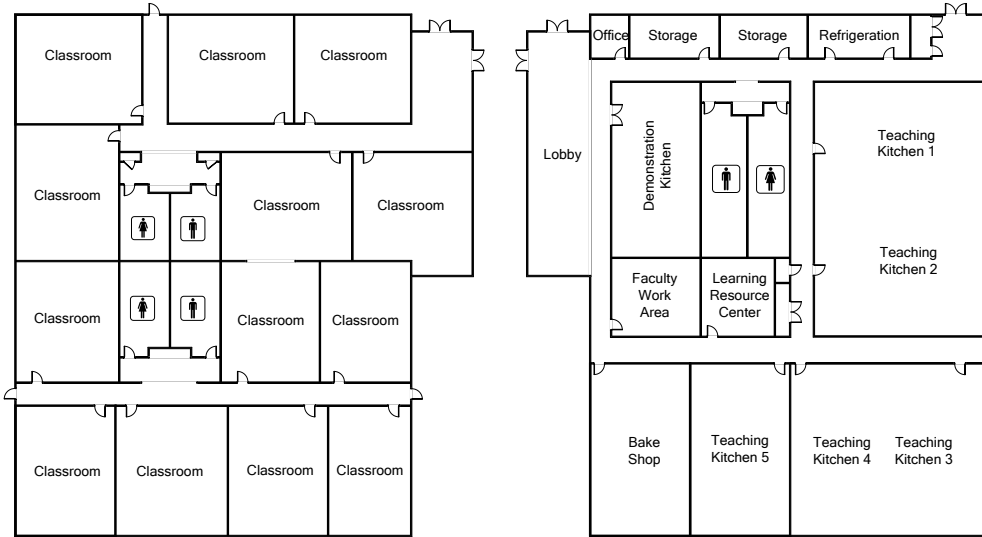
Scheduled Class Day: #

No Class: #





# Facilities



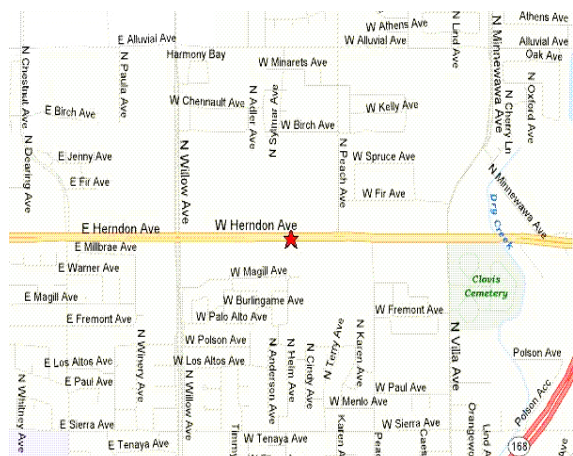
564 W. Herndon, Clovis, CA 93612



Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday through Thursday, and 7:00 a.m. to 4:15 p.m. on Fridays.



**RENTAL HOUSING NEAR THE CLOVIS CAMPUS**  
A one bedroom apartment near the campus is estimated to cost \$1,400.00 per month in U.S. Currency.



## Equipment

The campus is equipped with audio/visual equipment such as projectors and tvs, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environ-

ment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

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





# Program Cost

## ***Baking and Pastry Specialist***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Books & Supplies*	\$1,320.00
Tuition (Year 1)	\$ 16,604.00
Tuition (Year 2)	\$2,372.00
Total	\$ 20,371.00
Approximate Cost per Unit	\$395.33

\*Book and supply costs include a mandatory \$700 lab fee.

## ***Barbering***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Books & Supplies*	\$ 2,325.00
Tuition (Year 1)	\$ 11,934.00
Tuition (Year 2)	\$ 1,326.00
Total	\$ 15,660.00
Approximate Cost per Contact Hour	\$15.59

\*Book and supply costs include a mandatory \$150 lab fee.

## ***Business Office Administration***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,039.00
Tuition (Year 1)	\$ 12,033 .00
Total	\$ 13,247.00
Approximate Cost per Unit	\$270.40

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

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Technology Fee Period 3 (non-refundable)	\$50.00
Technology Fee Period 4 (non-refundable)	\$50.00
Background Check	\$ 90.00
Books & Supplies	\$ 1,149.00
Tuition (Year 1)	\$ 12,222.00
Tuition (Year 2)	\$ 12,222.00
Tuition (Year 3)	\$ 2,037.00
Total	\$ 27,995.00
Approximate Cost per Unit	\$273.00

## ***Cosmetology***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Books & Supplies*	\$ 2,722.00

Tuition (Year 1)	\$ 11,934.00
Tuition (Year 2)	\$ 1,326.00
Total	\$ 16,057.00
Approximate Cost per Contact Hour	\$15.92

\*Book and supply costs include a mandatory \$200 lab fee.

## ***Culinary Arts Diploma***

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Books & Supplies*	\$ 1,359.00
Tuition (Year 1)	\$ 19,680.00
Total	\$ 21,114.00
Approximate Cost per Unit	\$431.93

\*Book and supply costs include a \$700 mandatory lab fee.

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

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies*	\$ 2,102.00
Tuition	\$ 18,992.00
Total	\$ 21,269.00
Approximate Cost per Unit	\$391.59

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

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

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$12.50
Books & Supplies*	\$ 1,377.00
Tuition	\$ 19,744.00
Total	\$ 21,208.50
Approximate Cost per Unit	\$398.87

\*Book and supply costs include a \$250 mandatory lab fee.

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

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies	\$ 1,674.00
Tuition	\$ 16,880.00
Total	\$ 18,729.00
Approximate Cost per Unit	\$355.37

(Continued on page 13)



# Program Cost

(Continued from page 12)

## **Physical Therapist Assistant**

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Books & Supplies	\$ 3,373.00
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	\$ 36,848.00
Approximate Cost per Unit	\$506.11

## **Professional Medical Assistant**

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Books & Supplies*	\$ 1,594.00
Tuition	\$ 16,712.00
Total	\$ 18,481.00
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)	\$0.00
Background Check	\$ 70.00
Technology Fee Period 1 (non-refundable)	\$50.00
Technology Fee Period 2 (non-refundable)	\$50.00
Technology Fee Period 3 (non-refundable)	\$50.00
Books & Supplies*	\$ 2,773.00
Tuition (Year 1)	\$ 22,148.00
Tuition (Year 2)	\$ 11,074.00
Total	\$ 36,290.00
Approximate Cost per Unit	\$531.55

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

## **Welding Technician**

Registration Fee (non-refundable)	\$ 75.00
STRF Fee (non-refundable)	\$0.00
Technology Fee Period 1 (non-refundable)	\$12.50
Books & Supplies*	\$ 3,001.00
Tuition (Year 1)	\$ 14,632.00
Tuition (Year 2)	\$ 1,829.00
Total	\$ 19,549.50

Approximate Cost per Unit \$332.55

\*Book and supply costs include a mandatory \$1,875 lab fee.

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

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

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.



# Tuition Schedule and Refund Table

## TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	\$8,302.00	\$8,302.00	\$2,372.00			\$ 20,371.00	48	890	40
Barbering	\$5,967.00	\$5,967.00	\$1,326.00			\$15,660.00		1000	50
Business Office Administration (BOA)	\$6,017.00	\$6,016.00				\$13,247.00	44.5	720	35
Carry Concealed Weapon (CCW)	\$125.00					\$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	\$6,111.00	\$6,111.00	\$6,111.00	\$6,111.00	\$2,037.00	\$ 27,995.00	97	1300	65
Cosmetology	\$5,967.00	\$5,967.00	\$1,326.00			\$16,057.00		1000	50
Culinary Arts Diploma	\$9,840.00	\$9,840.00				\$ 21,114.00	49	880	40
Heating, Ventilation and Air Conditioning	\$9,496.00	\$9,496.00				\$ 21,269.00	48.5	800	40
Industrial Maint. & Automated Technology	\$9,872.00	\$9,872.00				\$ 21,208.50	49.5	800	40
Medical Billing and Office Administration	\$8,440.00	\$8,440.00				\$ 18,729.00	47.5	860	40
Professional Medical Assistant	\$8,356.00	\$8,356.00				\$ 18,481.00	47.5	860	40
Welding Technician	\$7,316.00	\$7,316.00	\$1,829.00			\$ 19,549.50	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	\$6,630.00	\$6,630.00	\$6,630.00	\$6,630.00	\$6,630.00	\$ 36,848.00	65.5	1,573	75
Vocational Nursing (Day Class)	\$11,074.00	\$11,074.00	\$11,074.00			\$ 36,290.00	62.5	1575	51

*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.*

## REFUND TABLE

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

Program	Period Cost	PERCENT OF PERIOD COMPLETED					
		10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	\$8,302.00	\$830.20	\$1,660.40	\$2,490.60	\$3,320.80	\$4,151.00	\$4,981.20
Barbering	\$5,967.00	\$596.70	\$1,193.40	\$1,790.10	\$2,386.80	\$2,983.50	\$3,580.20
Business Office Administration	\$6,017.00	\$601.70	\$1,203.40	\$1,805.10	\$2,406.80	\$3,008.50	\$3,610.20
Carry Concealed Weapon (CCW)	\$125.00	\$12.50	\$25.00	\$37.50	\$65.00	\$62.50	\$75.00
Criminology/Emergency Response (AAS)	\$6,111.00	\$611.10	\$1,222.20	\$1,833.30	\$2,444.40	\$3,055.50	\$3,666.60
Cosmetology	\$5,967.00	\$596.70	\$1,193.40	\$1,790.10	\$2,386.80	\$2,983.50	\$3,580.20
Culinary Arts Diploma	\$9,840.00	\$984.00	\$1,968.00	\$2,952.00	\$3,936.00	\$4,920.00	\$5,904.00
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
Industrial Maint & Automated Technology	\$9,872.00	\$987.20	\$1,974.40	\$2,961.60	\$3,948.80	\$4,936.00	\$5,923.20
IV Therapy and Blood Withdrawal	\$450.00	\$45.00	\$90.00	\$135.00	\$180.00	\$225.00	\$270.00
Medical Billing and Office Administration	\$8,440.00	\$844.00	\$1,688.00	\$2,532.00	\$3,376.00	\$4,220.00	\$5,064.00
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
Welding Technician	\$7,316.00	\$731.60	\$1,463.20	\$2,194.80	\$2,926.40	\$3,658.00	\$4,389.60

**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](http://www.bvnpt.ca.gov). A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

## ACADEMIC ASSISTANCE

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

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

## GENERAL ADMISSIONS REQUIREMENTS

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

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

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

## ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)  
Minimum score: 20
- Computer Literacy and Internet Knowledge (CLIK) pre-assessment test.
- Evaluation used: HESI A2 – minimum score of 70<sup>th</sup> percentile cumulative score / Critical Thinking exam – minimum score of 750

## ADMISSIONS DECISIONS

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

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

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

## IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine

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# Vocational Nursing Addendum

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- Varicella vaccine (not zoster vaccine)

## 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.

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# Vocational Nursing Addendum

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It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

## GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

## Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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

## SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

### Section A

1. Minimum Age - 17 Years.

2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license.

### Section B

1. **Graduate of a California Approved School of Vocational Nursing.**  
Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**  
The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.  
**(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric 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

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# Vocational Nursing Addendum

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bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

- a. **Basic Bedside Nursing**
  - Ambulation Techniques
  - Intake and Output

- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

- b. **Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)**

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

- c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**

- 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

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## Vocational Nursing Addendum

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under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**

Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

***Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.***



# Physical Therapist Assistant Addendum

## ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

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

## GENERAL ADMISSIONS REQUIREMENTS

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

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

## ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)  
Minimum score: 20
- Evaluation used: Math Exam  
Minimum score: 20
- Evaluation Used: CLIK Test  
Minimum score: 14

## ADMISSIONS DECISIONS

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

possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

## IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

## DRUG SCREEN AND BACKGROUND CHECKS

Most clinical facilities require evidence of a "clear" background check prior to participating in a clinical rotation. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. Students may be required to undergo a background check prior to attending clinical rotations. Background checks are not performed as a condition of enrollment into the program.

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

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# Physical Therapist Assistant Addendum

(Continued from page 20)

## 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. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student’s record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student’s schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills “Open lab” with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in “Open Lab”
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student’s responsibility to ensure that make up work for absences is completed and

documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

## GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

## Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

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

## ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each

(Continued on page 22)



# Physical Therapist Assistant Addendum

(Continued from page 21)

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)



# Cosmetology & Barbering Addendum

## ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,000 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

## MAKE-UP POLICY

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

## MAKE-UP WORK

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

## GRADING POLICY

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

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

- 31%..... Quizzes/Tests
- 18% .....Project and Performance
- 15%..... Homework
- 5%..... Professional Performance

## Disclosures for Programs Leading to Professional Licensure

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

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



## Catalog Changes

Since the original publication of the catalog on January 1, 2024, Institute of Technology has made the following changes:

**February 29, 2024**

**Add Disclosure to page 54**

**Office of Student Assistance and Relief**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 307-7589, option 5 or by visiting [osar.bppe.ca.gov](https://osar.bppe.ca.gov).

**Update Page 25**

**Culinary Arts**

**HOURS OF INSTRUCTION/PROGRAM LENGTH**

880 Hours / 49 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks.

**Update Page 29**

IMAT is a 40 week hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class is a combination of on-ground and online learning. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. The remaining IMAT courses are held on campus Monday - Thursday and may include an Independent Study component. See your admissions representative for available class times.

**Update Page 63**

**Independent Study**

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

**April 1, 2024**

Remove STRF Fee





# Staff and Faculty

## CAMPUS STAFF

**Carol L. Smith** Campus President  
**Kenneth Carlson** Director of Education  
**Tina Diaz** HR Coordinator / Executive Assistant  
**Cheryl Arnold, RN, BSN** Corporate Director of Nursing  
**Melinda Wood** Director of Student Services  
**Maria Valdez** Registrar  
**Breanna Sanchez** Administrative Assistant  
**Alexa Archuleta** Administrative Assistant  
**Natalie Horomian** Director of Admissions  
**Leann Quaschnick** Master Admissions Representative  
**Susan Loeffler** Master Admissions Representative  
**Wiley Carpenter** Admissions Representative  
**Peter Bergman** Admissions Representative  
**Alexandra Timmerman** Lead Financial Aid Officer  
**Valorie Cruz** Financial Aid Officer  
**Anthony Vargas** Financial Aid Officer  
**Jared Alvarez** Student Accounts  
**Josh Pugh** Director of Career Services  
**Lorelehi Vasquez** Career Services Advisor  
**Michaela Razo** Career Services Advisor  
**Heather Davis** Career Services Advisor  
**Tony Leon** Facilities Coordinator  
**Laura Haberstich, MSLIS** Librarian and LRC Manager

## FACULTY

### **General Education**

**Bob Locklin** Professional Development Instructor  
*AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching*  
**Kellee Irwin** General Education Instructor  
*M.Ed. and MBA / 13+ years teaching in higher education*  
**Steven Kouyate** Adjunct BOA Instructor  
*MBA, 18+ years business industry experience*  
**Joseph Sadler** General Education Instructor  
*B.S. and M.S. Physics*

### **Culinary**

**Kevin Arnett** Culinary Division Program Director  
*8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France*  
**Eric Giese** Culinary Instructor  
*12+ years industry experience*  
**Anna Marquardt** Adjunct Culinary Instructor  
*7+ years industry experience / 5+ years culinary*

*instructor*

**Hannah Henry** BPS Instructor  
*Baking and Pastry Specialist Diploma / 4 years of industry experience*  
**Edith Hernandez Torrez** Culinary Instructor  
*Baking and Pastry Certificate / 3 years industry experience*  
**Laurie Barrios** Culinary Instructor  
*Culinary Arts Certificate / 4 years industry experience*

### **Criminology**

**Mark Eaton** Lead Instructor  
*Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office*  
**Chris Stearns** Adjunct CERM Instructor  
*26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master*  
**Jeff Simpson** Adjunct CERM Instructor  
*Police Academy / Certified Peace Officer / 23 years of industry experience*  
**Brett Scroggins** Adjunct CERM Instructor  
*25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor*  
**Thomas Alberda** Adjunct CERM Instructor  
*19 years Fresno County Sheriff*

### **Medical**

**Shannon Dority** Lead Instructor/Externship Coordinator  
*5+ years of industry experience, 2+ years experience PMA Instructor IOT*  
**Ebony Clendening** Adjunct Instructor  
*Medical Assisting Diploma / 14 years of industry experience*  
**Susan Hernandez** MBOA Instructor  
*AS Administrative Medical Assisting, AS Liberal Studies, BA Business Administration / 20 years of industry experience*  
**Angelina Cruz** MBOA Instructor  
*Certificate Medical Administration Specialist, 16+ years industry experience*  
**Raquel Rey** PMA Instructor  
*Associate Degree—Teaching / CCMA/ 9 years of industry experience*

### **Nursing**

**Cheryl Arnold, RN, BSN** Corporate Director of Nursing  
 RN, BSN, 14+ years of industry experience  
**Arlette Belisle, LVN** Nursing Instructor  
*Bachelors in Health Administration, 9 years of experience*  
*(Continued on page 26)*



# Staff and Faculty

(Continued from page 25)

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

**Lena Escamilla, BSN, MSN** Nursing Instructor  
*MSN, BSN, RN License 10 years of nursing experience*

**Ashley Greene, RN, BSN** Nursing Instructor  
*10years of industry experience*

**Carly Goosev, LVN** Adjunct Nursing Instructor  
*BS Criminal Justice, LVN License, 8 years of nursing experience*

**Linda Hermens, RN** Nursing Instructor  
*AS Nursing / Registered Nurse / 17+ years of industry experience*

**Ailsa Mireles, LVN** Adjunct Nursing Instructor  
*AA, 18 years nursing experience*

**Michelle Rymer, RN, BSN** Nursing Instructor  
*7 years of industry experience*

**Terry Young, RN** Nursing Instructor  
*39 years of industry experience*

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

**Susan Juliusson, NP, RN** Adjunct Nursing Instructor  
*MSN, BS / 25+ years of industry experience*

**Reggie Lamborn, RN** Adjunct Nursing Instructor  
*BS Nursing / Registered Nurse / 6 + years RN and 9 years of experience as a Medical and Surgical Technician with the Air National Guard*

**Margaret Milanese, RN** Adjunct Nursing Instructor  
*AS Nursing / Registered Nurse License / 13 years of industry experience*

### Physical Therapist Assistant

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

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

**Susan Brundage, DPT** Adjunct PTA Instructor  
*10+ years experience*

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

**Nathan Smith, PTA** Adjunct PTA Instructor  
*AS, 8 years PTA experience*

**Jose Alisasis, DPT** Adjunct PTA Instructor  
*4 years industry experience*

### Technical

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

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

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

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

**Eric Rohowitz** Adjunct HVAC Instructor  
*EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC*

**David Slonski** Adjunct HVAC Instructor  
*HVAC Certification / 5 years of industry experience*

### Welding

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

**Cody Evert** Welding Instructor  
*4 years of industry experience*

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

**Marlene Hufnagle** Classroom Assistant

### Cosmetology/Barbering

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

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

**Dana Futrell** Cosmetology Instructor  
*Cosmetology License, 31 years of industry experience*

**Alyssa Garcia** Adjunct Cosmetology Instructor  
*Cosmetology License / 9 years of industry experience*

**Jason Leal** Barbering Instructor  
*Barber Diploma, Barber License, 3 years of barber experience*



# VA Catalog Addendum

## Institute of Technology

VA Catalog Addendum  
2024 Course Catalog

### **Evaluation of Previous Education and Training, CFR 21.4256(d)(3):**

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

### **Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 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.

### **Tutoring**

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

### **Public Law 115-407: Sections 103 and 104**

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:



# VA Catalog Addendum

## Institute of Technology

VA Catalog Addendum  
2024 Course Catalog

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

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

Furthermore, Institute of Technology requires covered individuals to:

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date



# Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

**INSTITUTE OF TECHNOLOGY** at  
564 W. Herndon Ave., Clovis, CA. 96312

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

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA. 95798-0818  
Phone: (916) 574-8900  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Or, you may contact:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, #302  
Arlington, VA 22201  
(703) 247-4212





# Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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**INSTITUTE OF TECHNOLOGY** at  
564 W. Herndon Ave., Clovis, CA. 96312

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

I wish to cancel my contract from **Institute of Technology**

\_\_\_\_\_

Please Print Name

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA. 95798-0818  
Phone: (916) 574-8900  
Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Or, you may contact:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, #302  
Arlington, VA 22201  
(703) 247-4212

