Institute of Technology
Where careers begin.

Catalog Addenda

Updated: May 2, 2025

Table of Contents

Salem Campus Program Offerings:

Diploma Practical Nursing - IDL

Diploma Professional Medical Assistant - IDL

LOCATION AND DESCRIPTION OF THE FACILITIES/EQUIPMENT:

Since January 2025, the main campus of the Institute of Technology is located at 3993 Fairview Industrial Dr. SE, in Salem, Oregon. This two-story building on a 1.79-acre lot, is situated near Interstate 5, Highway 22, and Salem Municipal Airport. The Institute of Technology space within the building includes five (5) classrooms, three (3) laboratory spaces, a Learning Resource Center, and 115 surface 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 Address

Salem Campus
3993 Fairview Industrial Dr. SE,
Salem, OR 97302
(503) 363.9001 (p)
(503) 363.6483 (f)

Staff and Faculty

ADMINISTRATION

Campus President.. Patrick Wong, PhD | Salve Regina University
HR Coordinator/Executive Assistant .... Noah Cook, BS | Corbin University
Front Desk Receptionist... Jennifer Gilmore, AS | Klamath Community College

Security Officer... Tristan Gilmore

ADMISSIONS

Director of Admissions .... Lindsay Love, BS | Eastern Oregon University
Admissions Representative .... Courtney Fields
Admissions Representative .... Theodore Walka, BS | Northern Arizona University
Admissions Assistant .... Charlotte Ivanovich

CAREER SERVICES

Director of Career Services... Wendee Carpenter, MA | University of Findlay

EDUCATION

Director of Education.. Rick Villanueva, MBA/TM | University of New England
Registrar.. Deneen Munson
Administrative Assistant .... Nasreen Cheema
General Education Instructor .... Nicholas Mendrin, MS | DeVry University
General Education Instructor .... Valia Kuzmich, MS | Vitsyebsk State University, Belarus
General Education Instructor .... Erin Andrade, MA, Ed | University of Phoenix/Chatham University

FINANCIAL AID

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

STUDENT SERVICES

Student Success Leader... Angela Simpson, BS | Eastern Oregon University

LIBRARY SERVICES

Librarian.. Laura Haberstich, MSLIS | Drexel University

DIPLOMA PROFESSIONAL MEDICAL ASSISTANT - IDL

Instructor... Cherie Goodpasture | Valley Medical College
Instructor... Roxanne Scott, AAMA, AS | Linn Benton Community College
Instructor... Taunya Hartvedt, AA | Everest College
Instructor... Serienna Moffatt, AA | Carrington College
Instructor... Roxanne Scott, AAMA, AS | Linn Benton Community College
Instructor... Hanna VandeKamp, BS | Portland State University

DIPLOMA PRACTICAL NURSING - IDL

Nurse Administrator... Bonnie Olson, MSN | Walden University
Administrative Assistant .... Sue Hunter, AA | Joliet Junior College

Staff and Faculty

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, MSN | Western Governors University
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
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
Instructor	Shawn Fisher, BSN | George Fox University
Remote Grader	Lisa Wong, BS, RPh | Oregon State University
Remote Grader	Hope Zak, MSN, FNP | University of Portland
Data Entry Clerk	Lexi (Alexis) Louis, BS | Western Governors 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.

Diploma Practical Nursing - IDL (PN-IDL)

January 13, 2025 ....February 8, 2026

March 31, 2025 ....April 26, 2026

June 16, 2025.. July 12, 2026

September 1, 2025..........................September 27, 2026

November 17, 2025 ....December 13, 2026

February 16, 2026 ....March 14, 2027

Diploma Professional Medical Assistant - IDL (PMA-IDL)

January 6, 2025 .... October 19, 2025

February 10, 2025 ....November 13, 2025

March 17, 2025 ....December 18, 2025

April 21, 2025 ....February 5, 2026

May 27, 2025.......................................March 12, 2026

June 30, 2025...April 16, 2026

August 4, 2025 ....May 21, 2026

September 8, 2025.....................................June 25, 2026

October 13, 2025 .... July 30, 2026

November 17, 2025 ....September 3, 2026

Diploma 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.

Diploma 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	DAY	NITE
PN-IDL	8:30am to 2:30pm	3:00pm to 9:00pm
PMA-IDL	8:30am to 1:30pm	4:00 pm to 9:00 pm

Program Class Times

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

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

Diploma Professional Medical Assistant - IDL (PMA-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

Diploma Practical Nursing - IDL (PN-IDL)

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.

Diploma Practical Nursing - IDL (PN-IDL)

Registration Fee	$50.00
Background	$28.00
Technology Fee	$250.00
Books/Supplies	$3,267.00
Tuition	$30,653.00
TOTAL	$34,248.00

Diploma Professional Medical Assistant - IDL (PMA-IDL)

Registration Fee	$50.00
Background	$28.00
Technology Fee	$100.00
Books/Supplies	$1,420.00
Tuition	$17,192.00
TOTAL	$18,790.00

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.

Diploma Professional Medical Assistant - IDL (PMA-IDL)

Period	Amount
Registration Fee	$50.00
Background Fee	$28.00
Books/Supplies P1	$1,271.00
Tech Fee P1	$50.00
Books/Supplies P2	$149.00
Tech Fee P2	$50.00
Period 1	$8,596.00
Period 2	$8,596.00
Total Tuition	$17,192.00
Program Cost	**$18,790.00**

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.

Diploma Practical Nursing - IDL (PN-IDL)

Period	Amount
Registration Fee	$50.00
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	**$34,248.00**

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

Diploma 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*

Diploma 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.

	JANUARY 2025	FEBRUARY 2025	MARCH 2025	APRIL 2025
MODULE START DATE	01/06/2025	02/10/2025	03/17/2025	04/21/2025
MODULE END DATE	02/6/2025	03/13/2025	04/17/2025	05/22/2025
BREAK/HOLIDAY	01/20/2025	N/A	N/A	N/A
	MAY 2025	**JULY 2025**	**AUGUST 2025**	**SEPTEMBER 2025**
MODULE START DATE	05/27/2025	06/30/2025	08/04/2025	09/08/2025
MODULE END DATE	06/26/2025	07/31/2025	09/05/2025	10/9/2025
BREAK/HOLIDAY	05/26/2025	07/04/2025	09/01/2025	N/A
	OCTOBER 2025	**NOVEMBER 2025**		
MODULE START DATE	10/13/2025	11/17/2025		
MODULE END DATE	11/13/2025	12/18/2025		
BREAK/HOLIDAY	N/A	11/27/2025 - 11/28/2025 12/19/2025 - 1/4/2026		

Calendar - 2025/2026 Diploma Practical Nursing-IDL

	January 2025	March 2025	June 2025	September 2025
TERM START DATE	01/13/2025	03/31/2025	06/16/2025	09/1/2025
TERM END DATE	03/23/2025	06/08/2025	08/24/2025	11/9/2025
BREAK/ HOLIDAY	01/20/2025	05/26/2025	07/4/2025	09/01/2025

	November 2025	February 2026	May 2026	July 2026
TERM START DATE	11/17/2025	02/16/2026	05/04/2026	07/20/2026
TERM END DATE	02/08/2026	04/26/2026	07/12/2026	09/27/2026
BREAK/ HOLIDAY	11/27/2025 - 11/28/2025 12/22/2025 - 1/05/2026 01/19/2025	N/A	05/25/2026	09/07/2026

	October 2026			
TERM START DATE	10/5/2026			
TERM END DATE	12/13/2026			
BREAK/ HOLIDAY	11/26/2026 - 11/27/2026 12/14/2026 - 1/4/2027			

Diploma Professional Medical Assistant - IDL

Rebecca Ortega, CMA/AAMA, CPC............................. Corvallis Clinic

Carolyn McAlister, BSN .... Salem Clinic

Caitlin Nichols... Silver Falls Dermatology

Nicole Pries .... Northwest Human Services

Diploma Practical Nursing - IDL

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

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> Institute of Technology - Clovis Campus
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> Clovis, CA 93612
> rwood@selecteducationgroup.com

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> Emeryville, CA 94608
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> **Compliance**
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Institute of Technology
VA Catalog Addendum
2025 Course Catalog

Revised January 1, 2025

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 39-43:
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 41:
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

Catalog Addenda Changes

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

January 21, 2025

Pages. Cover, 2

Address Changes to:

3993 Fairview Industrial Dr. SE

Salem, OR 97302

February 11, 2025

Pg. 9-10

Update course list table method of instruction for MTH 95 and PSY 201.

April 18, 2025

ADD

IOT has elected early implementation of the final regulations amending CFR 668.22(a)(2)(ii)(A)(6) allowing an exemption from the requirement to perform an R2T4 calculation if:

1. A student is treated as never having begun attendance.

2. The institution returns all title IV, HEA assistance disbursed to the student for that payment period.

3. The institution refunds all institutional charges to the student for that payment period.

> AND, the institution writes off or cancels any payment period balance owed by the student to the institution due to the institution's returning of title IV, HEA funds to the Department.

If a student cancels their enrollment, and all the above requirements are met, IOT will not perform an R2T4 calculation for such students. The student will be treated as having no attendance during the cancelled enrollment, regardless of any time they may have attended prior to cancelling the enrollment in accordance with IOT's cancellation policy.

April 18, 2025

- Staff and Faculty Updates

April 21, 2025

Update all reference to program names to include "Diploma".

- **Diploma Practical Nursing– IDL**

- **Diploma Professional Medical Assistant - IDL**

April 21, 2025

Update all reference to program names to include "Diploma".

- **Diploma Practical Nursing– IDL**

- **Diploma Professional Medical Assistant - IDL**

May 2, 2025

All interactive distance learning (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. An applicant must score a 14 or higher to enroll in an interactive distance learning (IDL) program.