

2021-2022  
CARRINGTON COLLEGE

# ACADEMIC CATALOG



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**CARRINGTON  
COLLEGE®**

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# LETTER FROM THE PRESIDENT

Dear Future Graduates:

Welcome to **Carrington College**! We are honored that you have chosen to pursue your education with us and are excited that you are starting on a journey to reach both your personal and professional goals. We encourage you to take advantage of the many academic and professional opportunities that will be presented to you during your time as a student and graduate of Carrington College.

Carrington College takes great pride in the instruction and services we deliver to our students on a daily basis. Our faculty and staff are committed to providing you with an excellent educational experience that we believe will prepare you to build your knowledge and develop your potential.

Over five decades ago, Carrington College began with a commitment to educating our students and fostering professional success for our graduates. Today, we stay true to that commitment and have the privilege of serving thousands of students across 16 campuses and 2 learning centers. Throughout the years student success is the measure of our success.

Students, faculty and staff at Carrington College are encouraged to achieve their highest potential. We strive for excellence and quality in everything we do and are committed to keeping our curriculum, teaching methods and equipment current to meet the needs of students, faculty, and the professional communities we serve.

We look forward to your graduation and opportunities to pursue employment in your chosen career field. I hope that your experience with Carrington College fosters a desire to embrace life-long learning and inspires you to take an active and productive role in your community.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Charles".

Mitch Charles MBA  
*President, Carrington College*



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# ABOUT CARRINGTON COLLEGE

## MISSION STATEMENT

The mission of Carrington College is to provide career-focused associate degree and certificate programs in healthcare, trades, and industrial majors to a diverse population of students.

- Carrington College will ensure equitable and inclusive access to our programs, resources, and services.
- Programs are developed to meet student, employer, and community needs by providing hands-on training and instruction delivered through onsite, online, and blended modalities.
- The College uses outcomes, skills, and inquiry-based approaches to education.
- The College models its programs and curricular objects to align with the College's institutional learning outcomes encompassing critical thinking, collaboration, communication, and professionalism.

Carrington College encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.

## INSTITUTIONAL LEARNING OUTCOMES

Critical Thinking: Employer success depends on colleagues that possess the ability to raise vital questions, gather information, and create solution for complex problems.

- competency in employing effective solutions
- the ability to evaluate the decision-making process
- the utilization of complex problem solving

Collaboration: Employers depend on teams who can bring their skills and strengths together to achieve great things.

- individual accountability to the team
- respect for the contributions of others
- leadership abilities in team activities

Communication: Employers value team members who effectively explain thoughts, actions, and recommendations.

- the ability to converse with a diverse audience
- effective correspondence of thoughts, ideas, and information
- the utilization of professional language

Professionalism: Employers depend on people that value their standards and demonstrate excellence and integrity in the skills learned.

- quality conduct in diverse community settings
- application of ethical behaviors
- ownership in the achievement of professional excellence

# ABOUT CARRINGTON COLLEGE

## INSTITUTION-SET STANDARDS

The following institution-set standards for student achievement have been approved by the Board of Governors:

Standard	Definition	Measure
<b>Course Completion</b> Passing grade in course and persist to next mod/term.	Institutional aggregate score of annual course completion rate.	80%
<b>Graduation</b> Graduation rate for a calendar year.	Institutional aggregate of annual graduation rate.	50%
<b>Placement</b> In-field placement in a calendar year.	Institutional aggregate of annual placement rate.	50%
<b>Certification/Licensure</b> Achieve passing score on specified exam per programmatic accreditation.	Programs with programmatic accreditation thresholds will meet established standards*	Varies by program

\*Standards represent the minimum threshold for performance in these programs: Associate Degree in Nursing, Dental Assisting, Dental Hygiene, LVN to ADN, Medical Assisting, Medical Radiography, Nursing Bridge, Practical Nursing, Respiratory Care, Surgical Technology, Veterinary Technology, and Vocational Nursing. Accomplishment of the standards is one of the methods that the College uses to assess how well it is fulfilling its mission.

# LOCATION & HOURS OF OPERATION

## **Albuquerque Campus**

1001 Menaul Blvd. N.E.  
Albuquerque, NM 87107  
Phone: 505 254 7777

### **Monday – Thursday**

**7:30 am – 10:00 pm**

**Friday 8:00 am – 5:00 pm**

**Saturday 9:00 am – 1:00 pm**

### **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Practical Nursing

### **Associate Degree programs**

Associate Degree in Nursing

### **Albuquerque Campus Physical Resources**

The campus is located just west of I-25 on Menaul Boulevard. The campus is centrally located and offers almost 35,000 square feet of space tailored to hands-on training and one-on-one interaction between instructors and students. The campus provides fully equipped science labs and a simulation lab that uses computerized human patient simulators and custom-designed scenarios to help students develop skills and build confidence. The campus includes classrooms with ceiling-mounted LCD projectors, and a medical library equipped with reference materials, textbooks, and journals. The Carrington library website offers online resources and professional organization information.

## **Boise Campus**

1122 N. Liberty St.  
Boise, ID 83704  
Phone: 208 672 0711

### **Monday – Thursday**

**7:00 am – 8:00 pm**

**Friday 8:00 am – 5:00 pm**

**Saturday 9:00 am – 1:00 pm**

### **Boise Auxiliary Site**

1200 N Liberty St.  
Boise ID 83704  
Phone: 208 672 0711

### **Monday – Thursday**

**7:30 am – 10:00 pm**

**Friday 9:00 am – 5:00 pm**

### **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Practical Nursing

### **Associate Degree programs**

Dental Hygiene  
Health Studies  
Nursing Bridge  
Physical Therapist Assistant

### **Boise Campus Physical Resources**

Found just north of I-184, the Boise campus is located near many health care facilities. The campus features classrooms and simulation labs equipped with the leading technology and a full multimedia library that provides a wealth of up-to-date resources for research and study. The Carrington library website offers online resources and professional organization information. The 50,600 square feet of space provides a variety of valuable hands-on training in realistic settings. In addition, the campus also offers a dental clinic where students participate in providing free and low-cost dental services to the students and members of the community.

## **Citrus Heights Campus**

7301 Greenback Ln., Ste. A  
Citrus Heights, CA 95621  
Phone: 916 242 7855

### **Monday – Thursday**

**7:30 am – 10:30 pm**

**Friday 9:00 am – 5:00 pm**

### **Associate Degree programs**

Veterinary Technology

### **Citrus Heights Campus Physical Resources**

The campus occupies 27,100 square feet of space in a single-story building in Citrus Heights, California. The campus includes classrooms with ceiling-mounted LCD projectors, a medical library equipped with reference materials, textbooks and journals, a learning laboratory and science labs. The Carrington library website offers online resources and professional organization information.

The Citrus Heights campus classrooms consist of three computer labs, a veterinary technology surgery lab, a dental lab, a medical assisting lab and five lecture classrooms. It also features a student break room, a staff lounge, a financial services area, a career services area, a faculty room with 4 offices and 20 faculty workstations and 10 administrative offices.

## **Las Vegas Campus**

5740 S. Eastern Ave., Ste. 140  
Las Vegas, NV 89119  
Phone: 702 688 4290

### **Monday – Thursday**

**7:00 am – 10:00 pm**

**Friday 7:30 am – 5:00 pm**

**Saturday 9:00 am – 1:00 pm**

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding

### **Associate Degree Programs**

Physical Therapist Assistant  
Respiratory Care

### **Las Vegas Campus Physical Resources**

The Carrington College Las Vegas campus offers certificate and degree programs in a 26,191 square foot facility composed of modern classrooms and laboratories. Each classroom is equipped with LCD projectors and wireless computer access. Labs are outfitted with microscopes, anatomy models, simulation manikins and other equipment to approximate each subject areas' professional settings. The Carrington library website offers online resources and professional organization information. In addition, the Las Vegas campus partners with area hospitals and facilities to accommodate students in their clinical experience.

## **Mesa Campus**

1001 W. Southern Ave., Ste. 130  
Mesa, AZ 85210  
Phone: 480 212 1611

### **Monday – Thursday**

**7:00 am – 10:00 pm**

**Friday 7:00 am – 5:00 pm**

**Saturday 9:00 am – 1:00 pm**



# LOCATION & HOURS OF OPERATION

## **Mesa Dental Hygiene Clinic**

1300 S. Country Club Dr., Ste. 2  
Mesa, AZ 85210  
Phone: 480 717 3510

**Monday –Thursday**  
**8:30 am–4:00 pm**

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Physical Therapy Technology  
Veterinary Assisting

### **Associate Degree programs**

Associate Degree in Nursing  
Dental Hygiene  
Physical Therapist Assistant

### **Mesa Campus Physical Resources**

The Mesa campus is made up of two individual facilities approximately one mile apart. With over 58,000 square feet of space, the campus provides a diverse learning environment designed to give students valuable hands-on training in realistic settings. The Carrington library website offers online resources and professional organization information. The campus features a simulation theater equipped with high-tech METI Human Patient Simulators, viewing systems and simulation programming capabilities. In addition to the simulation lab, the campus offers a modern dental hygiene clinic that is open to the public.

## **Ontario Campus**

4580 Ontario Mills Parkway, Ste. 200  
Ontario, CA 91764  
Phone: 909 868 5834

**Monday – Thursday**  
**7:00 am – 10:30 pm**  
**Friday 8:00 am – 3:00 pm**

### **Associate Degree programs**

Veterinary Technology

### **Ontario Campus Physical Resources**

Carrington College shares the facility with another accredited Institution. The two colleges share a 50,000 square foot facility. Carrington College students are provided full campus access, including computer labs, comfortable student lounges, outside patio areas, a modern library and a student resource center. The campus equipment includes

dedicated veterinary technology laboratory and instructional space. Administrative space accommodates academic team, and student service roles for the college. The Carrington library website offers online resources and professional organization information.

## **Phoenix Campus**

2149 W. Dunlap Ave., Ste. 103  
Phoenix, AZ 85021  
Phone: 602 313 7082

**Monday–Thursday**  
**8:00 am–10:00 pm**  
**Friday 8:00 am–5:00 pm**  
**Saturday (varies)**

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology

### **Associate Degree programs**

Associate Degree in Nursing  
Health Studies  
Respiratory Care  
Surgical Technology

### **Phoenix Campus Physical Resources**

The Phoenix Campus shares space with another accredited institution. The two colleges share a 120,000 square foot facility. Carrington College students have access to 34,313 total square feet (not including shared uses) of the student success center, computer labs, cafeteria and two student lounges. The facility provides students with a simulation retail pharmacy laboratory. The campus also has lecture classrooms with ceiling-mounted LCD projectors, a learning laboratory, science labs and a medical library equipped with reference materials, textbooks, and journals. The Carrington library website offers online resources and professional organization information.

## **Phoenix Education Center (Trades Education Center)**

8836 N. 23rd Ave., Building B  
Phoenix, AZ 85021

**Monday–Thursday**  
**8:00 am–12:00 pm and**  
**6:00 pm–10:00 pm**

### **Certificate programs**

Electrical Technology  
Heating Ventilation,  
Air Conditioning and Refrigeration  
Maintenance Technician  
Veterinary Assisting

### **Associate Degree programs**

Electrical Technology  
Heating, Ventilation, Air Conditioning  
and Refrigeration  
Maintenance Technician

### **Phoenix Education Center Physical Resources**

The Phoenix Education Center was established in 2020 and is approximately 19,000 square feet. The facility provides students five lab spaces, two tool rooms and a student lounge. The Carrington library website offers online resources and professional organization information.

## **Glendale Learning Center**

6751 N. Sunset Blvd., Ste. E104  
Glendale, AZ 85305  
Phone: 602 393 5902

**Monday – Friday**  
**8:30 am – 5:00 pm**

### **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding

### **Glendale Learning Center Physical Resources**

The campus provides modern practical labs to support the laboratory component of coursework. With three dental assisting operatories and three medical assisting bays, the Glendale Learning Center offers plenty of hands-on space for student practice and participation.

## **Pleasant Hill Campus**

380 Civic Dr., Ste. 300  
Pleasant Hill, CA 94523  
Phone: 925 609 6650

**Monday – Thursday**  
**7:30 am – 10:30 pm**  
**Friday 9:00 am – 5:00 pm**

# LOCATION & HOURS OF OPERATION

## **Pleasant Hill Auxiliary Sites**

363 Civic Dr. Ste 200  
Pleasant Hill, CA 94523

395 Civic Dr. Ste C  
Pleasant Hill, CA 94523

2199 Norse Dr.  
Pleasant Hill, CA 94523

360 Civic Dr. Ste 102  
Pleasant Hill, CA 94523

360 Civic Dr. Ste 103  
Pleasant Hill, CA 94523

## **Monday – Thursday**

**7:30 am – 10:00 pm**

**Friday 9:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology

## **Associate Degree programs**

Physical Therapist Assistant  
Respiratory Care  
Veterinary Technology

## **Pleasant Hill Campus Physical Resources**

The Pleasant Hill campus occupies 28,000 square feet and is housed in four buildings. The facilities include eight lecture/laboratories, a veterinary lab and surgery room and labs for the Physical Therapist Assistant and Respiratory Care programs. The campus also has a student success center equipped reference materials, textbooks and journals, a student union, general education support and a learning lab, financial services advisors, enrollment service representatives and career service support staff located in the main building. The Carrington library website offers online resources and professional organization information.

## **Portland Campus**

2004 Lloyd Center, 3rd Fl.  
Portland, OR 97232  
Phone: 503 761 6100

## **Monday – Thursday**

**7:30 am – 10:00 pm**

**Friday 8:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Veterinary Assisting

## **Portland Campus Physical Resources**

The Portland campus is conveniently located inside the Lloyd Center Mall, within two blocks of the Max light-rail transportation system. The campus occupies approximately 18,489 square feet of space and features realistic simulation labs that allow students to learn in environments that mirror real-world facilities. The campus offers a student success center, which includes a medical library equipped reference materials, textbooks and journals. The Carrington library website offers online resources and professional organization information.

## **Reno Campus**

5580 Kietzke Ln.  
Reno, NV 89511  
Phone: 775 335 2900

## **Monday – Thursday**

**7:30 am – 10:00 pm**

**Friday 8:00 am – 8:00 pm**

**Saturday 10:00am- 2pm**

## **Certificate courses**

Phlebotomy Technician

## **Certificate programs**

Medical Assisting  
Medical Billing and Coding

## **Associate Degree programs**

Associate Degree in Nursing

## **Reno Campus Physical Resources**

The Carrington College Reno campus offers certificate and degree programs in a 15,000 square foot facility that offers campus-wide wireless access, a library, student lounge, three classrooms and a fully-equipped science laboratory. Its learning resource center is equipped with 37 computers with internet access, a skills laboratory and simulation theater. All classrooms feature ceiling-mounted LCD projectors, computers and DVD and internet access. The Skills Lab is

used in a variety of ways to ensure students understand and practice techniques and follow procedural steps when interacting with patients. Simulators are programmed to mimic human functions such as breathing, heartrate, eye changes, etc., to elicit student observations. The library contains print and electronic materials that include monographs, textbooks, CDs, DVDs, and periodicals, which are available to all students. The Carrington library website offers online resources and professional organization information. The Reno campus also partners with area hospitals and facilities to accommodate students with clinical rotations and externships.

## **Sacramento Campus**

8909 Folsom Blvd.  
Sacramento, CA 95826  
Phone: 916 361 5100

## **Monday – Thursday**

**7:00 am – 10:30 pm**

**Friday 7:00 am – 5:00 pm**

## **Sacramento Auxiliary Sites**

8911 Folsom Blvd.  
Sacramento, CA 95826

8915 Folsom Blvd.  
Sacramento, CA 95826

8925 Folsom Blvd.  
Sacramento, CA 95826

## **Monday – Thursday**

**7:00 am – 10:30 pm**

**Friday 7:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
LVN to ADN  
Medical Administrative Assistant  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Vocational Nursing

## **Associate Degree programs**

Dental Assisting (science)  
Dental Hygiene  
Health Information Technology  
Health Studies  
LVN to ADN  
Veterinary Technology  
Vocational Nursing

# LOCATION & HOURS OF OPERATION

## **Sacramento Campus Physical Resources**

The campus is located on a seven acre site in Sacramento and occupies 41,000 square feet of space in two buildings. The campus offers degree and certificate programs in allied health. The campus includes classrooms with ceiling-mounted LCD projectors, a student success center equipped reference materials, textbooks and journals, student computers, a learning laboratory with tutoring services and a four-bed simulation laboratory. The Carrington library website offers online resources and professional organization information. The facilities also include a 25-chair dental hygiene clinic, a five-chair radiography laboratory, two computer laboratories, an eight-bed nursing laboratory, a professional veterinary technology surgery suite, a pharmacy technology lecture classroom with a simulated retail environment and two, four-chair Dental Assisting laboratories with ten lecture/laboratory classrooms. The campus has two student unions, a copy/distribution center, a staff lounge, a conference room and a financial services kiosk station. Within the three buildings are 44 administrative offices offering a variety of student services including enrollment services, career services, and financial services.

## **San Jose Campus**

5883 Rue Ferrari, Ste. 125  
San Jose, CA 95138  
Phone: 408 960 0161

## **Monday – Thursday**

**8:00 am – 10:30 pm**

**Friday 8:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Vocational Nursing

## **Associate Degree programs**

Dental Assisting  
Dental Hygiene  
Surgical Technology  
Veterinary Technology  
Vocational Nursing

## **San Jose Campus Physical Resources**

The campus is located in San Jose, California, occupying 48,800 square feet of space in one building. The campus includes classrooms with ceiling-mounted LCD projectors, a student success center equipped reference materials, textbooks and journals, a learning laboratory, and a dedicated computer laboratory. The Carrington library website offers online resources and professional organization information. The facilities also include a 24-chair dental hygiene clinic, a six-chair radiology lab, a four-chair dental assisting lab, an eight-bed vocational nursing lab, a professional veterinary technology surgery lab and surgical technology lab, a criminal justice lab, a medical billing and coding lab and 20 lecture/laboratories. The campus has a student lounge, a staff copy center, a staff lounge and financial services kiosks. The campus has 23 administrative offices offering a variety of student services including enrollment services, career services, and financial services.

## **San Leandro Campus**

15555 East 14th St., Ste. 500  
San Leandro, CA 94578  
Phone: 510 276 3888

## **Monday – Thursday**

**8:00 am – 10:00 pm**

**Friday 8:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology

## **Associate Degree programs**

Veterinary Technology

## **San Leandro Campus Physical Resources**

The San Leandro campus is a 40,000 square foot facility that offers both degree and certificate programs. The main campus houses 13 classrooms and learning labs including a veterinary technology surgical lab. All programs maintain equipment, supplies and learning resources in the classrooms, including ceiling-mounted LCD projectors and DVDs, as well as computers for student access. The

student success center is equipped with reference materials, textbooks, and journals and 30 student computers. The Carrington library website offers online resources and professional organization information. The campus has a student testing center, staff lounge, copy/distribution center, conference room and 40 administrative and faculty offices. The campus offers full student service assistance in enrollment services, financial services, and career services.

## **Spokane Campus**

10102 E. Knox Ave., Ste. 200  
Spokane, WA 99206  
Phone: 509 532 8888

## **Monday – Thursday**

**7:30 am – 10:30 pm**

**Friday 8:00 am – 5:00 pm**

## **Saturday**

**10:00 am – 2:00 pm**

## **Certificate courses**

Phlebotomy Technician

## **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Veterinary Assisting

## **Associate Degree programs**

Health Studies  
Medical Radiography

## **Spokane Campus Physical Resources**

The Spokane campus is located just off I-90 in the Spokane Valley in a two-story building with over 10,000 square feet of space. The facilities include an on-site library with many reference materials, computer labs, elevator, ramp, dental operator labs, three medical assisting labs, a radiography lab with up-to-date radiology equipment, and a pharmacy lab. The Carrington library website offers online resources and professional organization information. The facility is ADA accessible.

# LOCATION & HOURS OF OPERATION

## **Stockton Campus**

1313 West Robinhood Drive, Ste. B  
Stockton, CA 95207  
Phone: 209 956 1240

### **Monday – Thursday**

**7:30 am – 10:30 pm**

**Friday 8:00 am – 5:00 pm**

## **Stockton Auxiliary Site**

5635 Stratford Cir.  
Stockton, CA 95207

## **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Administrative Assistant  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology

## **Associate Degree programs**

Veterinary Technology

## **Stockton Campus Physical Resources**

The Stockton campus occupies approximately 21,000 square feet of space in two buildings that are located in an office complex. The campus includes classrooms and labs with ceiling-mounted LCD projectors and a learning

laboratory. The facilities also include a combined computer lab, student success center and learning lab equipped with reference materials, textbooks, and journals. The Carrington library website offers online resources and professional organization information. The campus provides a professional veterinary technology surgery lab and 12 lecture/laboratory classrooms. There is a student break room, a staff lounge, and a financial services kiosk station. Within the two buildings are 21 administrative offices offering a variety of student services including enrollment services, career services, and financial services.

## **Tucson Campus**

201 N. Bonita Ave., Ste. 101  
Tucson, AZ 85745  
Phone: 520 368 3028

### **Monday – Thursday**

**7:30 am – 10:30 pm**

**Friday 8:00 am – 5:00 pm**

## **Certificate programs**

Dental Assisting  
Massage Therapy  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology

Physical Therapy Technology  
Veterinary Assisting

## **Associate Degree programs**

Associate Degree in Nursing

## **Tucson Campus Physical Resources**

This 28,000 square foot campus offers a diverse learning environment, including classrooms featuring ceiling-mounted LCD projectors. The campus provides a variety of spaces designed to give students valuable hands-on training in realistic settings, including well-equipped Dental Assisting and Veterinary Assisting labs and a medical library equipped with reference materials, textbooks, and journals. The Carrington library website offers online resources and professional organization information.

## **Home Office**

8909 Folsom Blvd.  
Sacramento, CA 95826  
Phone: 916 361 5100

### **Monday – Friday**

**8:00 am – 6:00 pm**

**Online [www.carrington.edu](http://www.carrington.edu)**

Phone: 855 777 1921

# BOARD OF DIRECTORS

Michael D. Perry

Robert F. Perry

Mark A. Perry

# ACCREDITATION & APPROVALS

## Institutional Accreditation

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 331 J Street, Suite 200, Sacramento, CA 95814; , 415 506 0234 an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at <http://www.accjc.org/>.

*Note: Copies of documents describing Carrington College's accreditation are available for review from the Campus Academic Dean.*

## Programmatic Accreditation

The Dental Hygiene programs at the Boise, Mesa, Sacramento, and San Jose campuses are accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312 440 4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is <http://www.ada.org/en/coda>.

The Medical Assisting certificate programs at the Citrus Heights, Pleasant Hill, Portland, Sacramento (except online), San Jose, San Leandro and Stockton campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727 210 2350, [caahep.org](http://caahep.org)).

The Medical Assisting certificate programs at the Boise, Mesa, Phoenix, Spokane (except online), and Tucson campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703 917 9503. The Bureau's web address is: [abh-es.org](http://abh-es.org).

The Medical Radiography program at the Spokane campus is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312 704 5300 [jrcert.org](http://jrcert.org), e-mail: [mail@jrcert.org](mailto:mail@jrcert.org).

The Medical Radiography program at the Carrington College Spokane campus is currently on probationary status with the Joint Review Committee on Education in Radiologic Technology. The program remains accredited, and students remain eligible to take applicable certification examinations.

The Physical Therapist Assistant programs at the Boise, Las Vegas and Pleasant Hill campuses are accredited by the: Commission on Accreditation in Physical Therapy Education (CAPTE), [3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085](http://www.capteonline.org); telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org> If needing to contact the program/institution directly, please call the program director at each campus location: Boise – Dr. Jonathan Bird 208 672 0752 or [JBird@carrington.edu](mailto:JBird@carrington.edu), Las Vegas - Mr. William Dent 702 688 4300 or [William.Dent@carrington.edu](mailto:William.Dent@carrington.edu), and Pleasant Hill – Mr. Kevin Daly 925 405 8137 or [KDaly@carrington.edu](mailto:KDaly@carrington.edu).

The Physical Therapist Assistant programs at the Mesa campus is accredited by the: Commission on Accreditation in Physical Therapy Education (CAPTE), [3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085](http://www.capteonline.org); telephone: 703 706 3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

The program's current status is probationary accreditation; for more information see <http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/>.

If needing to contact the program/institution directly, please call Dr. Amy Norton 480 717 3524 or email [ANorton@carrington.edu](mailto:ANorton@carrington.edu).

The Associate Degree in Nursing program at Carrington College at the campus located in Albuquerque, New Mexico is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400

# ACCREDITATION & APPROVALS

Atlanta, GA 30326, 404 975 5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Nursing Bridge Program at Carrington College at the campus located in Boise, Idaho is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Nursing Bridge program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Associate Degree in Nursing program at Carrington College at the campus located in Phoenix, Arizona has been granted initial accreditation status by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation with Conditions.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Associate Degree in Nursing program at Carrington College at the campus located in Mesa, Arizona has been granted initial accreditation status by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Associate Degree in Nursing program at Carrington College at the campus located in Reno, NV is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Continuing Accreditation with Conditions.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Associate Degree in Nursing program at Carrington College at the campus located in Tucson, Arizona has been granted initial accreditation by the: Accreditation Commission for Education in Nursing (ACEN), 33 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing program is Initial Accreditation.



# ACCREDITATION & APPROVALS

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Practical Nursing program at Carrington College at the campus located in Boise, Idaho is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404 975 5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical Nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

The Respiratory Care Associate of Science degree programs at the Las Vegas (#200536), Phoenix (#200390) and Pleasant Hill campuses (#200542) are accredited by the: Commission on Accreditation for Respiratory Care (CoARC) 264 Precision Blvd, Telford, TN 37690: <http://www.coarc.com>. 817 283 2835

The Surgical Technology program at the San Jose campus is accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727 210 2350, [www.caahep.org](http://www.caahep.org).

The Veterinary Technology programs at the Citrus Heights, Pleasant Hill, Ontario, Sacramento, San Jose, San Leandro and Stockton campuses are accredited by the: American Veterinary Medical Association as a program for educating veterinary technicians,

<http://www.avma.org/professionaldevelopment/education/accreditation/programs/pages/default.aspx>.

The most current information on accreditation and approvals can be found at [carrington.edu](http://carrington.edu).

## Licenses, Approvals, and Required Disclosures

### Arizona

Arizona campuses are licensed by the Arizona State Board for Private Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Board at 1740 West Adams Street, #3008, Phoenix, AZ 85007, 602 542 5709, website: [www.azppse.gov](http://www.azppse.gov)

The Arizona Board of Nursing certifies that Mesa and Tucson campuses have satisfactorily fulfilled requirements and are granted full approval. Board offices: 1740 West Adams Street, Suite 2000, Phoenix, AZ 85007, 602 771 7800.

The Arizona Board of Nursing certifies that the Phoenix campus has entered into a voluntary consent for probation. Board offices: 1740 West Adams Street, Suite 2000, Phoenix, AZ 85007, 602 771 7800.

For student complaints that cannot be resolved after exhausting the Institution's grievance procedure, students may file a complaint with the Arizona State Board for Private Post-Secondary Education. Students must contact the State Board for further details. The State Board address is: 1740 West Adams Street, #3008, Phoenix, AZ 85007. Phone: 602 542 5709, website: [www.azppse.gov](http://www.azppse.gov).

### California

The Dental Board of California, 2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 877 729 7789, <http://www.dbc.ca.gov>, approves the Carrington College Dental Assisting programs at the Citrus Heights, Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton campuses.



# ACCREDITATION & APPROVALS

The Stockton campus is a California Massage Therapy Council approved school (CAMTC Approved School Number SCH0078). Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified or registered by a governmental agency as a massage therapist or massage practitioner.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, <http://www.camtc.org/>, phone 916 669 5336, or fax 916 669-5337.

The California Board of Registered Nursing, PO Box 944210, Sacramento, CA 94244–2100, 916 322 3350, <http://www.rn.ca.gov/index.shtml>, approves the LVN to ADN program at the Sacramento campus.

The Vocational Nursing program located at the Sacramento and San Jose campuses are approved by the Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, 916 263 7800, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, <http://www.bppe.ca.gov/> 888 370 7589 and 916 574 8900 or by fax 916 263 1897.

Pursuant to BPPE regulations, Carrington College is required to disclose the following: The College does not have a pending petition in bankruptcy

Is not operating as a debtor in possession

Has not filed a petition within the preceding five years

Has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

## Distance Education

Carrington College is authorized to offer distance education in the following states: AK, AZ, AR, CA, CO, FL, GA, HI, IA, ID, MS, MO, MT, NC, ND, NV, NJ, NM, OH, OR, PA, SC, SD, TN, TX, UT, VA, VT, WA, WV, and WY. Program availability varies by state.

## Georgia

Grievance Policy

The student has the right to appeal all unresolved matters or the final institutional decision to:

The State of Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084

770 414 3300

<https://gnpec.georgia.gov/>

# ACCREDITATION & APPROVALS

## Idaho

The Boise campus is registered with the Idaho State Board of Education under Idaho Statutes Title 33, Chapter 24 Board offices: 650 West State Street, Suite 307, PO Box 83720, Boise, ID 83720 0037, 208 334 2270, [boardofed.idaho.gov](http://boardofed.idaho.gov).

Carrington College holds full approval for its Practical Nursing program and its associate degree professional nursing education program. The Idaho Board of Nursing issued a certificate of approval. Board offices: 280 North 8th Street, Suite 210, P.O. Box 83720, Boise, ID 83720 – 0061, 208 577 2476, [www.ibn.idaho.gov](http://www.ibn.idaho.gov).

## Iowa

Carrington College is registered with the Iowa College Student Aid Commission and authorized to offer degree granting, distance education programs in the state of Iowa.

Iowa College Aid has created a Student Complaint Form to accept a student's questions, concerns, or complaint related to a postsecondary school. A student may also contact Iowa College Aid toll-free at 877 272 4456.

## Nevada

The Nevada campuses are licensed by the Nevada Commission on Postsecondary Education. Inquiries concerning the standards or school compliance may be directed to the Commission at 2800 E. St. Louis Avenue, Las Vegas, Nevada 89104 702 486 7330, [www.cpe.nv.gov](http://www.cpe.nv.gov)

Students not satisfied with the final disposition of a grievance may contact the State of Nevada licensing authority.

Carrington College holds approval for the Las Vegas and Reno campuses from the Nevada State Board of Nursing, 2500 W. Sahara Ave., Suite 207, Las Vegas, NV 89102–4392, 702 486 5800, 888 590 6726 (toll free), [nevadanursingboard.org](http://nevadanursingboard.org) Upon graduation from the Associate Degree in Nursing program, students are eligible to sit for the state licensing exam, which is required to achieve the Registered Nurse licensure.

## Nevada Student Indemnification Fund

Nevada operates a student indemnification fund which may be used to indemnify any student or enrollee who has suffered damage as a result of the discontinuance of operation of a postsecondary educational institution licensed in Nevada or the violation by a Nevada institution of any provision of the Nevada Revised statutes (394.383 to 394.560) or the regulations adopted pursuant thereto. The existence of this account does not create a right in any person to receive money from the account.

## Nevada Record Retention

In compliance with Nevada Administrative code 394.640, Carrington College retains pertinent student records for at least five years. After that period of time, the school is required to retain only copies of the students' transcripts.

## New Mexico

The Albuquerque campus is licensed by the New Mexico Higher Education Department. Inquiries concerning the standards or school compliance may be directed to the Department at 2044 Galisteo Street Suite 4, Santa Fe, NM 87505, 505 476 8400, [www.hed.state.nm.us](http://www.hed.state.nm.us).

The New Mexico Board of Nursing certifies that Carrington College is granted full approval to offer Associate Degree in Nursing in the State of New Mexico, 6301 Indian School NE, Suite 710, Albuquerque, NM, 87110 505 841 8340, <https://nmbon.sks.com/>

The New Mexico Board of Nursing certifies that Carrington College is granted initial approval to offer Practical Nursing in the State of New Mexico, 6301 Indian School NE, Suite 710, Albuquerque, NM, 87110 505 841 8340, <https://nmbon.sks.com/>

Carrington College, registration number 043, is authorized to provide massage therapy instruction with the State of New Mexico Massage Therapy Board under the registration category RMTS.

# ACCREDITATION & APPROVALS

## Oregon

Carrington College is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination that state academic standards will be satisfied under OAR 583 – 030. Inquiries concerning the standards or school compliance may be directed to the Oregon Higher Education Coordinating Commission, 3225 25th Street SE, Salem, OR 97302; Phone 503 947 5716 or email [Info.PPS@state.or.us](mailto:Info.PPS@state.or.us).

## Texas

Carrington College is not regulated in Texas under Chapter 132 of the Texas Education Code.

## Grievances

Carrington College has established the General Student Grievance Policy in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy of procedure. Under the provisions of the General Student Grievance Policy, students have the right to submit grievances, have their grievances considered by Campus Administration, and be notified of the College's decision on the grievance. A full description of the General Student Grievance Policy is published in the Student Handbook. Any questions or additional information concerning this policy should be directed to Campus Administration.

## Complaints

Any student of the college can file a complaint through the Accrediting Commission for Community and Junior Colleges, of the Western Association of Schools and Colleges.

Accrediting Commission for Community and Junior Colleges  
Western Associate of Schools and Colleges  
331 J Street, Sacramento, CA 95814  
Telephone: (415) 506-0234  
Fax: (415) 506-0238  
<http://www.accjc.org/complaint-process>

## Washington

The Carrington College Spokane campus is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504, 360 709 4600, [wtb.wa.gov](http://wtb.wa.gov), email: [wtecb@wtb.wa.gov](mailto:wtecb@wtb.wa.gov).

Carrington College does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

The Carrington College Spokane campus is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Carrington College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsace.wa.gov](mailto:degreeauthorization@wsace.wa.gov).

The transferability of credits earned at the Carrington College Spokane campus is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at the Carrington College Spokane campus will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at the Carrington College Spokane campus to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at the Carrington College Spokane campus will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework,

# ACCREDITATION & APPROVALS

students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Carrington College Sacramento campus is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the Carrington College Sacramento campus to advertise/recruit and offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

The transferability of credits earned at Carrington College Sacramento is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at the Carrington College Sacramento campus will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at the Carrington College Sacramento campus to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at the Carrington College Sacramento campus will be accepted by or transferred to another institution.

To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

The Massage Therapy certificate program at the Spokane campus is approved by the Washington State Department of Health, River View Corporate Center, Suite 1500, 16201 E. Indiana Avenue, Spokane Valley, WA 99216. The Department's web address is: [www.doh.wa.gov](http://www.doh.wa.gov).

The Spokane campus Pharmacy Technology program is approved by the Washington State Board of Pharmacy, P.O. Box 1099, Olympia, WA 98507-1099, 360 236 4700, [hsqa.csc@doh.wa.gov](mailto:hsqa.csc@doh.wa.gov)

## **Veterans Benefits Approval Statements**

Selected programs of study at the Carrington College Spokane campus are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

## **Points of contact for students using Veterans Education benefits at the Carrington College Spokane campus:**

Alissa Shaub  
College Director of Student Financial Services  
[Alissa.Shaub@carrington.edu](mailto:Alissa.Shaub@carrington.edu)  
628 239 1211

Carrington College does not and will not provide any commission, bonus or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

Carrington College displays all approval and accreditation documents at each campus. Copies are available upon request and can be obtained from the Campus Academic Dean.

The most current information on accreditation and approvals can be found at [carrington.edu](http://carrington.edu).

# HOLIDAY CALENDAR

## 2021-2022 Holiday Calendar

### Thanksgiving Break

Thursday-Friday November 25-26, 2021

### New Year's Day

Friday, December 31, 2021

### Martin Luther King Jr Day

Monday, January 17, 2022

### President's Day

Monday, February 21, 2022

### Memorial Day

Monday, May 30, 2022

### Independence Day

Monday, July 4, 2022

### Labor Day

Monday, September 5, 2022

### Veteran's Day

Friday, November 11, 2022

### Winter Holiday\*

See the below chart for details. Students should contact their Program Director or Dean of Nursing for any exceptions regarding clinical or externship requirements during this time.

*Winter Holiday Schedule 2021 (First date off through last date off)	
December 18, 2021 - December 27, 2021 (Campus-based courses only. Online General Education courses are still in session)	December 24, 2021 - December 27, 2021
Associate Degree in Nursing	Criminal Justice: Corrections
Dental Assisting Degree (Science Emphasis)	Dental Assisting Certificate
Dental Hygiene	Dental Assisting Degree (Non-Science Emphasis)
LVN to ADN	Electrical Technology
Medical Radiography	Health Information Technology
Nursing Bridge	Health Studies
Physical Therapist Assistant	HVAC-R
Practical Nursing	Maintenance Technician
Respiratory Care	Massage Therapy
Surgical Technology	Medical Administrative Assistant
Veterinary Technology	Medical Assisting
Vocational Nursing Certificate	Medical Billing and Coding
Vocational Nursing Degree (Science Emphasis)	Pharmacy Technology
	Phlebotomy Technician
	Physical Therapy Technology
	Veterinary Assisting
	Vocational Nursing Degree (Non-Science Emphasis)

# COLLEGE LEADERSHIP

## **Mitch Charles**

President

*MBA, Keller Graduate School of Management*

## **Beth Barilla**

Dean, Registrar Operations

*MS, University of Phoenix*

## **Leigha Bentz**

Manager of Student Affairs

*MSEd, DeVry University*

## **Kristi Bobonea**

Director of Graduate Services

*MEd, Kaplan University*

*MBA, University of California*

## **Leigh Christopherson**

Regional Vice President of Operations

*BS, Syracuse University*

## **Michael Como**

Regional Vice President of Operations

*MBA, Keller Graduate School of Management*

## **Ravinder Dayal**

Provost

*MA, Ohio State University*

## **Elmo Frazer**

Regional Vice President of Operations

*MEd, Northeastern University*

## **James Irvin**

Dean of Curriculum

*MPT, University of Southern California*

## **Rebecca Marrs-Elgharib**

Vice President of Student Services

*MEd, American InterContinental University*

## **Lea Marshall, SPHR**

Associate Vice President, Administration

*BS, Argosy University*

## **Danielle Mills**

Vice Provost of Academic Affairs

*DPT, University of North Dakota*

*EdD, Touro University Nevada*

## **Daniel Sharpe**

Dean of Academic Affairs

*MHRM, Keller Graduate School of Management*

## **Alissa Shaub**

Director of Student Financial Services

*MAEd, Argosy University*

## **Jonathan Sherman, RDCS**

Senior Dean of Regulatory Affairs and

Compliance/Accreditation Liaison Officer

*MHA, University of Phoenix*

## **Dan Simon**

Senior Director, Enrollment Services

*MHRM, Keller Graduate School of Management*

## **Justin Willey**

Dean of Instruction and Student Success

*MA, University of New Mexico*

# CARRINGTON COLLEGE

## GOVERNING BOARD

Carole Brown, Board Chair, Non-Affiliated

Eric Dirst, COO, DeKonsultere LLC, Non-Affiliated

Joseph Holt, COO, Affiliated

Kevin Robinson, Non-Affiliated

Mark A. Perry, Affiliated

Michael D. Perry, Affiliated

Dr. Carla Tweed, Non-Affiliated

Marlea Lyon, Non-Affiliated

# EDUCATION DELIVERY OPTIONS

Instruction is delivered onsite, online and blended. Carrington College offers courses in a term format, with five weeks, six weeks, ten weeks, fifteen weeks, or sixteen weeks of education included in each term depending on the program. Some courses in several programs are delivered in a semester-length format. Term-based and semester-based courses may be delivered as:

## Onsite

Campus-based instruction includes lectures, applications, laboratories and externships.

## Blended

In blended courses, students meet with faculty onsite and online for academic instruction.

## Online

In online courses, students access courses through the online delivery platform. Online courses are self-paced with weekly deliverables and structured using a linear, integrated approach.

The online learning platform – accessible 24 hours a day, seven days a week – offers:

- Course syllabi and assignments, Carrington College’s virtual library and other Web-based resources
- Email, threaded conversations and chat rooms
- Text and course materials, available through Carrington’s online bookstore
- Study notes or “instructor lectures” for student review

To ensure effective delivery of course materials and to facilitate participation from all class members, faculty teaching online complete specialized instruction to prepare them to teach via this medium. As a result, students are provided with a comprehensive learning experience that enables them to complete course content. Course descriptions can be found in the course description section of this catalog.

## Learning Resources

Carrington College offers appropriate learning resources to complement onsite, blended, and online courses. Online library resources, multimedia and other course ancillaries can be accessed through the online portal through use of a password.

## Online Library Resources

Carrington College students have access to several online databases on a 24/7 basis. These databases contain current full text articles from reference journals as well as access to manuscripts and books in electronic format. The Carrington College library website is accessible at [library.carrington.edu](http://library.carrington.edu)

## Minimum System Requirements for Online Study

Sufficient technology and internet access are required to complete online coursework at Carrington College.

## Supported Operating Systems

The minimum system requirements, hardware and software needed to complete coursework is found at the Technical Requirements link on the Carrington Web site at <https://carrington.edu/online-programs/technical-requirements/>



# EDUCATION DELIVERY OPTIONS

Students taking online courses should have administrative rights to the computer used for college coursework. Students who do not have administrative rights to the computer used for online study (such as a library or workplace computer) may experience difficulties with needed functions, such as installing plug-ins. Students will have limited support options due to access limitations and should check with their workplace IT departments to ensure that they can access course materials from their companies' network.

## Technology Specifications

Because technology changes rapidly in certain fields, students should note that computers or mobile devices used to complete certain coursework may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

# PROGRAMS OF STUDY

Program availability varies by location; see specific program section for details. Carrington College offers certificate and degree programs in the following areas:

## Certificate of Achievement Program

Dental Assisting  
Electrical Technology  
Heating, Ventilation, Air Conditioning, and Refrigeration  
Maintenance Technician  
Massage Therapy  
Medical Administrative Assistant  
Medical Assisting  
Medical Billing and Coding  
Pharmacy Technology  
Physical Therapy Technology  
Practical Nursing  
Veterinary Assisting  
Vocational Nursing

## Certificate of Completion Course

Phlebotomy Technician

## Associate of Occupational Studies Degree Programs

*Spokane campus only*

Medical Radiography

## Associate of Science Degree Program

Associate Degree in Nursing  
Criminal Justice: Corrections  
Dental Assisting  
Dental Hygiene  
Electrical Technology  
Health Information Technology  
Health Studies  
Heating, Ventilation, Air Conditioning, and Refrigeration  
LVN to ADN  
Maintenance Technician  
Medical Assisting  
Medical Billing and Coding  
Nursing Bridge  
Pharmacy Technology  
Physical Therapist Assistant  
Respiratory Care  
Surgical Technology  
Veterinary Technology  
Vocational Nursing

# ASSOCIATE DEGREE IN NURSING

Registered nurses (RNs) care for individuals, in conjunction with other health care professionals, through the use of the nursing process. Registered nurses work as patient advocates for the care and recovery of the sick and maintenance of their health. In their work as advocates, RNs plan, implement and evaluate nursing care of those who are ill or injured. Graduates are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program culminates in an Associate of Science Degree.

## Offered to New Students at:

- **Albuquerque**
- **Mesa**
- **Phoenix**
- **Reno**
- **Tucson**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical, to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Associate Degree in Nursing program are: Registered Nurses\* (29-1141.00).

More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# ASSOCIATE DEGREE IN NURSING

## Program Learning Outcomes (Albuquerque)

Upon completion of the Associate Degree in Nursing program, graduates will be able to:

- Provide patient-centered nursing care with considerations for the patient and family cultural/societal beliefs and practices.
- Utilize the nursing process in the provision of safe patient-centered care.
- Prioritize the delivery of care aimed at meeting the needs of diverse patient/groups and their families.
- Communicate therapeutically with patients, families, and health care team members.
- Demonstrate behaviors (accountability) consistent with the legal and ethical framework of nursing.
- Evaluate variables that impact the quality of care for patients, families and community.
- Utilize science and technology (evidence-based knowledge), regarding alterations in health, to guide actions and mitigate errors.
- Evaluate critical thinking skills in the delivery of patient centered care.

## Program Learning Outcomes (Mesa, Phoenix, Reno, Tucson)

Upon completion of the Associate Degree in Nursing program, graduates will be able to:

- Collaborate with the patient, family, significant others, and members of the healthcare team to provide safe, quality patient-centered care using the nursing process.
- Examine critical thinking and nursing judgement in the delivery of patient-centered care to promote and restore health for patients.
- Evaluate effective communication with patients, families, significant others, and other professionals within the context of the healthcare environment.
- Demonstrate behaviors consistent with the legal and ethical framework of nursing.
- Create an environment that promotes caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Apply scientific and evidence-based knowledge, regarding alterations in health, to guide actions which promote human flourishing and maintain patient-centered care.
- Integrate commitment, accountability, integrity, and discretionary judgment in their professional nursing role.
- Examine their role in safe healthcare delivery.

# ASSOCIATE DEGREE IN NURSING

## Campus-Based

Program Requirements – Albuquerque, Mesa, Phoenix, Reno, and Tucson

Associate Degree in Nursing			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
TECHNICAL AND GENERAL EDUCATION COURSES						
ENG 101	†	English Writing and Composition	45	0	0	3
MAT 151	†	College Algebra	45	0	0	3
SOC101	†	Introduction to Sociology (Arizona & New Mexico only)	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
CHE 110	*	Chemistry for Health Care Professionals	30	0	0	2
SPH205	†	Interpersonal Communication	45	0	0	3
GOV 141	†	Nevada and US Constitutions (Nevada only)	45	0	0	3
BIO 121	*	Human Anatomy and Physiology I with Lab	45	30	0	4
BIO 124	*	Human Anatomy and Physiology II with Lab	45	30	0	4
BIO 205	*	Microbiology with Lab	45	30	0	4
NUR 130		Fundamentals and Medical-Surgical Nursing I	60	60	90	8
NUR 243		Medical-Surgical Nursing II	45	0	90	5
NUR 140		Pharmacology I	45	0	0	3
NUR 241		Pharmacology II	45	0	0	3
NUR 209		Community and Mental Health Nursing	30	0	45	3
NUR 247		Maternal Child Nursing	30	15	45	3.5
NUR 251		Medical-Surgical Nursing III	45	0	90	5
NUR 240		Pediatric Nursing	30	15	45	3.5
NUR 261		Medical-Surgical Nursing IV	45	0	90	5
NUR 266		NCLEX-RN Review	0	60	0	2
NUR 262		Manager of Care	30	0	0	2
Total for Degree			795	240	495	72

Approximate time to complete degree program: 96 weeks (not including breaks)

\* Science-based general education course

† Online general education course

Note: Course descriptions begin on page 157.

# ASSOCIATE DEGREE IN NURSING

## Admission Requirements for Albuquerque, Mesa, Phoenix, Reno, and Tucson

In addition to meeting the College's standard admission requirements, candidates must:

- Pass the ATI TEAS Admission Assessment with a combined score of 58%. There is a fee to test, paid directly to ATI. A second attempt is allowed 7 days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the wait period is 6 months. At this point in time, a candidate may start the above process over again.
- Applicants in Reno are required to submit to drug screening and background checks, the results of which could affect enrollment in the program.

In addition to meeting the College's standard admission requirements, candidates must complete prior to attending courses:

- Attend Associate Degree in Nursing information session.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.

In addition to meeting the College's standard admission requirements, candidates must provide prior to first clinical:

- Submit to drug screening and background checks that may include fingerprinting, the results of which could affect enrollment in the program.
- Provide negative TB test results. If test results are more than 12-months old, they must be from a two-step test; tuberculosis clearance (PPD) or the alternate QuantiFERON-TB Gold (QFT-G) blood test. Applicants with a history of a positive TB test must also have a chest X-ray.
- Provide proof of childhood Measles, Mumps and Rubella (MMR) immunization x2 or titer. Students must receive the 2<sup>nd</sup> injection at least four weeks after the first dose per CDC guidelines.
- Provide proof of the first dose hepatitis B vaccination or written refusal. Students must receive the 2<sup>nd</sup> injection at least one month after the first dose and the 3<sup>rd</sup> injection six months after the first dose per CDC guidelines.
- Provide proof of varicella immunization (in the absence of a history of having had chickenpox), or varicella titer proving immunity.
- Provide proof of Tetanus, Diphtheria, and Pertussis (TDAP) proof of vaccination within the previous 10 years or titer proving immunity.
- Provide proof of yearly influenza vaccination, applicable during flu season.

## Nursing Progression Requirements (all locations)

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester. A minimum passing score of 75% must be obtained in all courses.
- For nursing courses that have theory, lab and clinical components, students must pass the theory, lab, and clinical components in order to progress. Students who do not achieve a satisfactory/passing final clinical evaluation will be issued an F grade for the course. Students who must repeat a course are subject to seat and clinical availability.
- Grades of W in any two courses are equivalent to one F grade. Students who withdraw from two different courses earning a W grade including General Education courses are equivalent to one failure for the purpose of progression in the nursing program. Students who withdraw from the same course twice or fail the same course twice or any combination of withdrawals and fails of the same course that result in two unsuccessful attempts are permanently academically terminated and withdrawn from the program.

# ASSOCIATE DEGREE IN NURSING

- Students who cumulatively fail three or more courses, including General Education courses, will be permanently academically terminated and permanently withdrawn from the program.
- Students may appeal any academic termination from the program in writing to the Dean of Nursing for extenuating circumstances within two weeks of date of determination.
- Repeating a course is based on the next semester availability and GPA. If no seats are available, the student will be withdrawn or placed on a leave of absence for a minimum of one semester from the nursing program if eligible. If the student has been withdrawn from the program, the student may petition for reentry (less than 180 days from last date of attendance) or reinstatement (greater than 180 days from last date of attendance) into the next available semester. Seats in the programs are assigned by ranking and prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If a student with a previous withdrawal petition for re-entry and is accepted, then any future course failures or W designators will result in permanent academic termination and permanent withdrawal from the nursing program.

## Instructional Methodologies

Methodologies include lectures, assigned readings, case studies, clinical experiences, group discussions, examinations, scholarly papers, community conferences and audiovisual presentations such as PowerPoint.

## Supportive Technologies

Carrington College uses technologies and equipment to support the learning process such as patient transfer equipment, adult high fidelity manikins, high fidelity birthing manikins, high fidelity child manikins and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers -anatomical arms for starting IVs, infusion pump, postpartum hemorrhage model (Reno campus), medication administration models for IM and SQ injections and medication bar code scanners for medication administration (Reno campus).

# CRIMINAL JUSTICE: CORRECTIONS

The Criminal Justice: Corrections program, prepares graduates for a career in Corrections. The program includes instruction in criminal law, evidence collection and preservation, report writing, institutional corrections, physical agility training, defensive tactics, and weaponless defense. Many graduates initially find work in security and develop entry-level skills while they pursue employment as a correctional officer\*. While gaining the technology skills required for success in today's criminal justice careers, graduates will be knowledgeable about industry standards for effective written and oral communication. The program culminates in an Associate of Science degree in Criminal Justice: Corrections.

## THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

Employment positions determined to be in field to calculate the graduate employment rates required by the state of California for graduates of the Criminal Justice: Corrections program are: Correctional Officers and Jailers (33-3012.00), Retail Loss Prevention Specialists (33-9099.02), and Security Guards (33-9032.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Applicants for jobs in the criminal justice field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations and credit checks. Unsatisfactory screening results may disqualify an applicant for a position in the criminal justice field. Additional government-required training programs or years of relevant experience may be necessary to obtain employment in this field.



# CRIMINAL JUSTICE: CORRECTIONS

## Program Learning Outcomes

Upon completion of the Criminal Justice: Corrections program, graduates will be able to:

- Explain the history, theories, and relationship of corrections and the criminal justice system.
- Apply definitions and theories of crime and criminal codes to the criminal justice systems.
- Analyze criminal cases using knowledge of rules of investigation, interrogation, and evidence.
- Examine the concepts of morality, ethics, and law and apply the philosophies within the criminal justice system.
- Write a complete, competent and relevant report.
- Handle inmates appropriately, both verbally and physically incorporating Title 15 regulations.
- Use a firearm safely and demonstrate appropriate arrest, search, and seizure techniques.
- Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life.
- Demonstrate Critical Thinking, Communication, Collaboration, and Professionalism.

## Additional Admission Requirements

Candidates for admission must:

- Be 18 years of age or older at the start of classes.
- Must attest to the fact that they have not been convicted of a felony.
- Must possess U.S. citizenship.
- Not have any misdemeanor convictions that would prohibit an applicant from possessing a firearm.
- Not have any legal conditions that would prohibit an applicant from possessing a firearm.
- Must possess a valid government-issued photo identification and sign a driver's license acknowledgment form.
- Applicants must be in good health and physically fit.

**Enrollment in the Criminal Justice: Corrections program is subject to the approval of the CJC Program Director or their designee.**

**Students in the Criminal Justice: Corrections program at Carrington College must meet the following technical standards.**

1. Able to participate without modification in a regimented Physical Fitness program mandated by the Standards and Training for Corrections (STC) for the Adult Corrections Officer (ACO) Core Course that includes but is not limited to brisk walks, running, sprinting, arm circles, side bends, windmills, trunk twist, high knees, butt kicks, side leg raises, push-ups, sit-ups, grip squeezes, prone planks, hover planks, flutter kicks, skipping, hopping, jumping, wheel barrows and overhead throws.
2. Able to participate without modification in Physical Fitness training that includes but is not limited to: sprinting 50 yards, dragging a 165 lb drag dummy 50 yards, carry a 30 lb backpack 75 feet and running 15 yards, then climbing up ten steps then down ten steps and running back 15 yards.
3. Able to participate without modification in Defensive Tactics training that includes but is not limited to balance and footwork, defensive falling front and rear, control holds, take downs, arrest and control, ground control, weapon retention, inmate control, ground defense, escapes, and inmate cell extractions.
4. Able to participate without modification in Fire Safety training to include but is not limited to fire extinguishers, fire hose and nozzle, Self-Contained Breathing Apparatus SCBA and use of search and recovery of victims.
5. Able to participate without modification in the Bureau of Security and Investigative Services (BSIS) Security Academy training which includes but is not limited to chemical agents and exposure to Baton training and Firearms training and qualification.

# CRIMINAL JUSTICE: CORRECTIONS

6. Complete a psychological evaluation and be found free from any emotional or mental condition that might adversely affect the exercise of the powers of a Correctional Officer.
7. The need to qualify on a Class A (Group I) pre-employment physical examination.
8. Required to have uncorrected vision 20/100 or better in each eye; correctable to 20/30 in each eye; normal vision.
9. Free from hearing loss of over 25 decibels in the 500, 1,000, and 2,000 frequency ranges.
10. Free from any heart, hypertension, back or neck injury problems.
11. Be in sound physical condition to obtain employment in the Criminal Justice: Corrections field.

## California Firearm Training Age Requirement

**In accordance with California Penal Code Section 27505, which restricts access to handguns for individuals under 21 years of age, students who have not reached age 21 or older at the start of the CJ 63 BSIS Security Officer Academy course may not participate in on-range firearms training. Students may participate in pre-range firearms training during the normally scheduled class time, and in place of on-range training, students will receive an alternate writing assignment. Upon reaching age 21, students may return to Carrington College to complete the full four days of pre-range and on-range Firearms Qualification Training at no extra cost. The delay in Firearms Training will not impact the student's projected graduation date.**

## Credential and Professional Certifications (California Only)

Graduates earn an Associate of Science degree and the following certifications: Standards and Training for Corrections (STC) Adult Core Academy, which includes 8-hour Baton; and Bureau of Security and Investigative Services (BSIS) certified training in Powers to Arrest, Weapons of Mass Destruction, Firearms, Baton, Chemical Agents, Public Relations, Observations and Documentation, Communications and its Significance, and, Liability and Legal Aspects – resulting in (BSIS) Security Guard Care and (BSIS) Security Guard Exposed Weapons permits\*.

***\* Effective January 1, 2020, BSIS Exposed Firearms Permits may only be issued to applicants who are 21 years of age or older.***

## BSIS Training Facility Baton (TFB) Training Facility Firearms (TFF) Licenses by Campus:

Pleasant Hill: TFB 1366/TFF 1601; Sacramento: TFB 1365/TFF 1600; San Jose: TFB 1364/TFF 1599; SanLeandro: TFB 1363/TFF 1598; Stockton: TFB 1362/TFF 1597.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as fingerprint-dusting kits, crime scene kits, gunshot residue kits, luminol forensic kit, gym mats, agility cones, climbing walls, drag dummies, tactical training equipment such as baton training equipment, and training spray and other physical fitness equipment.

# CRIMINAL JUSTICE: CORRECTIONS

## Campus-Based

Program Requirements – Sacramento and San Jose

<b>Criminal Justice: Corrections</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
TECHNICAL AND GENERAL EDUCATION COURSES					
CO 2	Introduction to Administration of Justice	45	0	0	3
ENG 101	† English Writing and Composition	45	0	0	3
CO 3	Criminal Procedures	45	0	0	3
HUM 200	† Ethics in Contemporary Society	45	0	0	3
CO 5	Community and Human Relations	45	0	0	3
MAT 101	† Principles of Mathematics	45	0	0	3
CO 8	Introduction to Investigations	45	0	0	3
MAT 151	† College Algebra	45	0	0	3
CO 10	Writing for Criminal Justice	45	0	0	3
CO 20A	Introduction to Corrections	45	0	0	3
CJ 63	BSIS Security Officer Academy	90	0	0	5
SOC 101	† Introduction to Sociology	45	0	0	3
CJ 4	Criminal Law	45	0	0	3
PSY 101	† Introduction to Psychology	45	0	0	3
CJ 14	Juvenile Law	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CJ 60A	Corrections Officer Basic Academy	270	0	0	15
Total for Degree		1035	0	0	65

Program length: 66 weeks (not including breaks)

†Online general education course.

Note: Course descriptions begin on page 157.

# CRIMINAL JUSTICE: CORRECTIONS

## Requirements for BSIS Security Guard Registration in California

### BUREAU OF SECURITY AND INVESTIGATIVE SERVICES SECURITY GUARD

Security guards are employed by licensed private patrol operators or private security employers to protect persons or property or prevent theft as defined in Business and Professions Code (BPC) Section 7582.1. To be eligible to apply for a security guard registration through the Bureau of Security and Investigative Service (BSIS or Bureau), you must:

- Be at least 18 years old (BPC Section 7582.8)
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) (BPC Sections 7581 and 7583.9) and
- Complete the Power to Arrest training (see “Training Requirements” below)

### Fees (Title 16, California Code of Regulations (CCR) Section 640)

Initial Application Fee: \$55.00

Renewal Fee: \$40.00

### Criminal History Background Check/Live Scan

Applicants for a BSIS Security Guard Registration must undergo a criminal history background check through the FBI and DOJ. Applicants should use the Security Guard Request for Live Scan Form available on the Bureau’s website as it contains the correct coding needed to ensure the Bureau receives the information in a timely manner. **Applicants are responsible for paying all Live Scan, DOJ, and FBI processing fees at the time of fingerprinting.** A list of Live Scan locations can be found on the Bureau’s website.

### Training Requirements

- The Power to Arrest and Weapons of Mass Destruction Training must be completed prior to issuing a Security Guard Registration. The Powers to Arrest Training consists of (4) hours of training in both subjects, including Powers to Arrest and Weapons of Mass Destruction (BPC Sections 7583.6a and CCR 643).
- An Additional thirty-two (32) hours of training in security officer skills must be completed within the first six months of licensure, B&P 7583.6(b). Sixteen of the 32 hours must come from the BSIS Mandatory Outline of courses, and they must be completed within 30 days of licensure or employment. The remaining 16 hours of training must be completed within the first six months of the licensure, and those courses are selected from the Elective Course Outline with all approved courses found under CCR 643.
- Eight (8) hours of continuing training must be completed annually. This training must comply with the specific regulatory sections listed under BPC 7583.6(f)(1) and 7583.7, CCR 643.
- The training may be administered by the guard’s employing private patrol operator or by a Bureau-approved course provider.

### BSIS Advises

All registered security guards should maintain their own documented proof of completion of their training. Employers are required to maintain records for a minimum of two years; however, registrants may need to provide subsequent employers or BSIS with training records. As a result, BSIS recommends that registrants maintain copies of all of their own training records.

### Application Processing

#### Online Application

Applicants may apply for security guard registration online via the Bureau’s website [breeze.ca.gov](http://breeze.ca.gov).

# CRIMINAL JUSTICE: CORRECTIONS

## Paper Application

Applicants may submit their completed security guard application, \$55 application fee, and completed Live Scanform containing the signature of the Live Scan operator and Automated Transaction Identifier (ATI) number or classifiable fingerprint cards to:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002

## Verification of Security Guard Registration

Please allow approximately 4-6 weeks for applications to be processed. Processing times may be longer depending on the time it takes for the Bureau to receive responses from the DOJ and FBI and make the necessary determinations required by law. Once the Bureau has processed the application and issued the registration, the applicant's security guard registration will be available to view on the Verify a License page on the Bureau's website

<https://search.dca.ca.gov/>.

A security guard must possess a valid and current security guard registration card on his or her person while on-duty (BPC Section 7583.3); however, a person may work as a security guard pending receipt of their hard-copy security guard registration card if he or she has been approved by the Bureau and carries on his or her person a hard copy printout of the Bureau's approval from the Bureau's website and valid picture identification (BPC Section 7583.17). Registrants should receive their registration card via US Mail within approximately three weeks from when the Bureau issues the registration.

## Firearms Permit

Effective January 1, 2020, BSIS Exposed Firearms Permits may only be issued to applicants who are 21 years of age or older. (Individuals who do not meet the age requirement will be provided an alternate assignment. A student can return to re-take the Firearms Range Qualifications Training when they meet the age requirement at no additional cost.) Please follow this link for the Bureau's "[Firearms Permit Fact Sheet](#)."

## Tear Gas Permit

BPC Section 7583.35 requires all licensees or registrants wishing to carry tear gas while on duty to complete a training course pursuant to Penal Code Section 22835.

## Baton Permit

BPC Section 7583.33 requires anyone who carries a baton while on duty to be a registered security guard and complete a baton training course from a Bureau-approved Baton Training Facility. For information on Bureau-approved training facilities, visit the "Verify a License page available on the Bureau's website <https://search.dca.ca.gov/>.

## Guard Registration Renewal

It is important that guard registrants keep a current and valid address on file with the Bureau at all times to help ensure they receive their renewal notices. The Bureau automatically mails a registrant his/her registration renewal form approximately 90 days before the registration is set to expire to their address of record. By law, a registrant must submit the completed renewal application or coupon at least 60 days prior to expiration to provide the Bureau with sufficient time to process the renewal. If a guard does not receive the Bureau-issued renewal coupon, he/she can also submit a completed Security Guard Renewal Application, available on the Bureau's website.

[https://www.bsis.ca.gov/forms\\_pubs/renapp\\_sec.pdf](https://www.bsis.ca.gov/forms_pubs/renapp_sec.pdf)

NOTE: Guard Registrations not renewed within 60 days of expiration are canceled and cannot be renewed (BPC Section 7583.20). Suppose you fail to submit your renewal application, regardless of whether or not the Bureau sends you a renewal application, including payment of all required fees, before the 60th day after your registration expires. In that case, your registration will be canceled, and you will have to apply for a new guard registration. Submission of a renewal application after the registration expires, but before the 60 days have lapsed, requires the payment of a delinquency fee of \$25.00 in addition to the renewal fee of \$40.00.

Additional information can be found on the Bureau's website at <http://www.bsis.ca.gov/>. Rev. 10/15

# DENTAL ASSISTING

Dental assistants\* perform a wide range of duties in dental care facilities, from patient care to office tasks and laboratory procedures. Students become skillful at taking X-rays and impressions as well as performing coronal polishing and assisting with an array of dental procedures. The program covers patient preparation, charting, administrative duties, and office administrative functions. Students gain hands-on experience during lab class sessions and clinical experience. The program culminates in a Certificate of Achievement and/or Associate of Science degree in Dental Assisting. Program availability varies by location.

## Offered to New Students at:

- **Albuquerque**
- **Boise**
- **Glendale Learning Center\*\***
- **Las Vegas**
- **Mesa**
- **Phoenix**
- **Pleasant Hill**
- **Portland**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

Employment positions determined to be in the field, to calculate the graduate employment rates required by the state of California, for graduates of the Dental Assisting program are Dental Assistants\* (31-9091.00) and Medical Secretaries and Administrative Assistants (43-6013.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers.

Within the State of California, graduates are able to apply for and take the State of California Dental Board examination for licensure as a Registered Dental Assistant (RDA). Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

\*\*Certificate is awarded from the Phoenix campus.

# DENTAL ASSISTING

## Program Learning Outcomes

Upon completion of the Dental Assisting program, graduates will be able to:

- Perform all dental assisting and Registered Dental Assisting chairside duties.
- Perform coronal polish on patients.
- Take radiographs (X-rays) on clinical patients.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as dental chairs, dental stools, x-ray machines, air-water syringes, stethoscopes, training manikins, manual blood pressure machines, teeth models, dental materials, and additional supplies.

## Campus-Based

**Program Requirements** – Albuquerque, Citrus Heights, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, San Jose, San Leandro, Spokane, Stockton, and Tucson

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Dental Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
DA 21.3	Dental Science	60	0	0	4
DA 22.3	Dental Office Protocols	60	0	0	4
DA 23.3	Dental Radiology	60	0	0	4
DA 24.3	Preventive Dentistry	60	0	0	4
DA 25.3	Dental Specialties	60	0	0	4
DA 201.3	Dental Assisting Procedures 1	0	60	0	2
DA 202.3	Dental Assisting Procedures 2	0	60	0	2
DA 203.3	Dental Assisting Procedures 3	0	60	0	2
DA 204.3	Dental Assisting Procedures 4	0	60	0	2
DA 205.3	Dental Assisting Procedures 5	0	60	0	2
CDV 198.2	* Career Development Seminar	30	0	0	2
DA 502.3	Externship	0	0	180	4
Total for Certificate		330	300	180	36†

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

†810 Contact hours

Note: Course descriptions begin on page 157.

# DENTAL ASSISTING

## Blended

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Dental Assisting TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
DA 21.3.H	* Dental Science	60	0	0	4
DA 22.3.H	* Dental Office Protocols	60	0	0	4
DA 23.3.H	* Dental Radiology	60	0	0	4
DA 24.3.H	* Preventive Dentistry	60	0	0	4
DA 25.3.H	* Dental Specialties	60	0	0	4
DA 201.3	Dental Assisting Procedures 1	0	60	0	2
DA 202.3	Dental Assisting Procedures 2	0	60	0	2
DA 203.3	Dental Assisting Procedures 3	0	60	0	2
DA 204.3	Dental Assisting Procedures 4	0	60	0	2
DA 205.3	Dental Assisting Procedures 5	0	60	0	2
DA 502.3	Externship	0	0	180	4
CDV 198.2	† Career Development Seminar	30	0	0	2
Total for Certificate		330	300	180	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Blended course.

† Online general education course

Note: Course descriptions begin on page 157.



# DENTAL ASSISTING

Graduates of the Dental Assisting Certificate of Achievement program at a Carrington College California campus are eligible to complete the Dental Assisting degree program via the online degree completion option shown below. This program is conferred from the Sacramento Campus.

THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS

OPTION 1	DENTAL ASSISTING NON-SCIENCE EMPHASIS					
	Online General Education Courses		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
	ENG 101	English Writing and Composition	45	0	0	3
	MAT 101	Principles of Mathematics	45	0	0	3
	MAT 151	College Algebra	45	0	0	3
	PSY 101	Introduction to Psychology	45	0	0	3
	SOC 101	Introduction to Sociology	45	0	0	3
	HUM 250	Introduction to Humanities	45	0	0	3
	SCI 210	Environmental Science	45	0	0	3
	CLT 100	Computer Literacy	45	0	0	3
	Total for Degree Completion Coursework		360	0	0	24
	Total from Certificate		330	300	180	36
Total for Degree		690	300	180	60	

Approximate time to complete degree completion coursework: 30 weeks (not including breaks)

Combined certificate and degree-completion option length: 66 weeks (not including breaks)

Note: Course descriptions begin on page 157.

# DENTAL ASSISTING

Graduates of the Dental Assisting Certificate of Achievement program are eligible to complete the Dental Assisting degree program via the degree completion option shown below. This program is offered at the Sacramento and San Jose campuses.

OPTION 2	DENTAL ASSISTING SCIENCE EMPHASIS				
	General Education Courses		Lecture Hours	Lab Hours	Extern Hours
					Semester Credit Hours
	BIO 14	Microbiology with Lab *	45	30	0
	BIO 25	Human Anatomy and Physiology 1 with Lab *	45	30	0
	BIO 26	Human Anatomy and Physiology 2 with Lab *	45	30	0
	CHEM 6	Inorganic Chemistry with Lab *	45	30	0
	CHEM 8.1	Organic and Biological Chemistry with Lab *	45	30	0
	ENG 101	English Writing and Composition†	45	0	0
	MAT 101	Principles of Mathematics†	45	0	0
	MAT 151	College Algebra†	45	0	0
	MAT 201	Intermediate College Algebra†	45	0	0
	NUT 200	Principles of Nutrition†	45	0	0
	PSY 101	Introduction to Psychology†	45	0	0
	SPH 205	Interpersonal Communication†	45	0	0
	SOC 101	Introduction to Sociology†	45	0	0
	CLT 100	Computer Literacy†	45	0	0
Total for Degree Completion Coursework			630	150	0
Total from Certificate			330	300	180
Total for Degree ††			960	450	180

Approximate time to complete degree completion coursework: 64 weeks(not including breaks)

Combined certificate and degree completion option length: 100 weeks (not including breaks)

\*Science-based general education course.

\*\* Completion of an approved certificate may range in credit. It will be transferred as block credit to the program to meet the minimum requirements for completing an Associate Degree. Students must complete at least 25% of the program requirements at Carrington College.

†Online general education course.

††This curriculum fulfills course prerequisites for application to Carrington College's Dental Hygiene program.

Note: Course descriptions begin on page 157.

# DENTAL ASSISTING

## Campus-Based

Program Requirements – Boise

THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS

Dental Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
DACA 160.1	Anatomy, Physiology, and Radiography Lecture	60	0	0	3.5
DACA 162.1	Radiography with Lab	25	35	0	2.5
DACA 170.1	Dental Specialties Lecture	60	0	0	3.5
DACA 172.1	Dental Specialties and Pit and Fissure Sealants Expanded Function with Lab	25	35	0	2.5
DACA 180.1	Front Office, Laws and Ethics, Pharmacology and Pain Control Lecture	60	0	0	3.5
DACA 182.1	Front Office, Patient Screening, Administration and Monitoring Nitrous Oxide Expanded Function with Lab	25	35	0	2.5
DACA 190.1	Oral and Systemic Health and Disease Lecture	60	0	0	3.5
DACA 192.1	First Aid, OSHA Standards and Coronal Polishing Expanded Function with Lab	25	35	0	2.5
DACA 196.1	Instrumentation, Chairside and Dental Materials Lecture	60	0	0	3.5
DACA 198.1	Instrumentation, Chairside, Dental Materials and Temporary Crown Expanded Function with Lab	25	35	0	2.5
CDV 198.2	* Career Development Seminar	30	0	0	2
EXT 100	Externship	0	0	100	2
EXT 200	Externship	0	0	200	4
Total for Certificate		455	175	300	38

Program length: 36 weeks (not including breaks)

\* Online general education course.

Note: Course descriptions begin on page 157.

# DENTAL ASSISTING

## Regarding the Dental Assisting program in the state of California:

Although the Dental Board of California approves the Carrington College Dental Assisting programs at the Citrus Heights, Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton campuses, the Dental Assisting program at the campuses listed above does not currently possess programmatic accreditation. The lack of programmatic accreditation has no known negative impact on graduate outcomes.

The Dental Board of California may be contacted at the following: [www.dbc.ca.gov](http://www.dbc.ca.gov)

2005 Evergreen Street, Suite 1550, Sacramento, CA 95815, 877 729 7789

## Registered Dental Assistant Applicants California

Reciprocity is not offered to practice as a Registered Dental Assistant (RDA) in California. All persons wishing to perform the functions of an RDA in California must complete the licensure process described below.

## Application and Examination Requirements

Pursuant to Business and Professions Code section 30(c), a licensing board may not process any application for an original license unless the candidate or licensee provides its federal employer identification number or social security number where requested on the application.

To qualify for RDA examinations, candidates must:

- Graduate from a Board-approved RDA educational program; or
- Complete at least 15 months (1,280 hours) of satisfactory work experience as a dental assistant with a dentist licensed in one of the states in the United States; or
- Complete a California Department of Education-approved 4-month educational program and 11 months of work experience with a dentist(s) licensed in one of the states of the United States.
- Complete Board-approved courses in coronal polishing and radiation safety.
- Complete and show proof of completion of a Board-approved course in the Dental Practice Act completed within five (5) years of application.
- Complete and show proof of completion of an eight (8)-hour Board-approved course in infection control completed within five (5) years of application.
- Complete and show proof of completion of a basic life support course offered by an instructor approved by the American Red Cross or the American Heart Association.
- Submit fingerprint clearances from both the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). This process can take 60 days or more. If a candidate has a criminal history, the arrest report and court records must be obtained and investigated before a decision is made to issue or deny the license.

## Criminal Background Check

For consumer protection, California law requires all applicants to undergo a criminal background check. Until further notice, all applicants may submit their fingerprints by either using the live scan system or submitting their fingerprint cards. Candidates residing in California must utilize the live scan system. Candidates residing out of California may either come to California and use the live scan system or submit their fingerprints on standard FBI fingerprint cards.

Board regulation requires two "classifiable" sets of fingerprints on the board's forms to complete the application. Fingerprints may be submitted via live scan or standard FBI fingerprint cards. Classifiable means that the prints can be "read" by the California DOJ and the FBI. Fingerprints are more likely to be classifiable if taken by a large local law enforcement agency such as a police or sheriff's department.

# DENTAL ASSISTING

## Convictions

Applicants must report all convictions, including infractions, misdemeanors, and felonies, except for a conviction for an offense resulting in a fine of less than \$300. Applicants must report a conviction(s) even if he or she pled nolo contendere (no contest) or received a subsequent order expunging the conviction under section 1203.4 of the Penal Code.

Applicants who have previous convictions or pleas that answer "no" to the question may have their applications denied for knowingly making false statements on the applications pursuant to section 480 (c) of the Business and Professions Code.

To obtain a California registered dental assistant (RDA) license from the Dental Board of California (Board), candidates must:

- Pass a hands-on practical examination performed on a typodont.
- Pass a State computerized written general knowledge examination.
- Pass a State computerized law and ethics written examination.

Once this process is completed and a candidate is qualified for licensure, a pocket identification card and wall certificate are issued. There is no license fee required for the initial license other than the initial application and examination fees.

Obtained from: [http://www.dbc.ca.gov/applicants/rda/becomelicensed\\_rda.shtml](http://www.dbc.ca.gov/applicants/rda/becomelicensed_rda.shtml)

# DENTAL HYGIENE

Dental hygienists are licensed dental health specialists who provide preventive, educational, and therapeutic services for the promotion of oral health and control of the oral disease. They observe and record abnormalities and problems in patients' mouths, take oral X-rays, and apply fluoride and fissure sealants. Other tasks include providing periodontal therapies like root planing and removal of plaque, calculus, and stains from teeth. The framework for devising and delivering patients personalized oral care programs is known as the dental hygiene (DH) process of care.

Students in the Dental Hygiene program gain the skills and knowledge to provide comprehensive dental hygiene care. Instruction helps students develop professional communication skills with patients, colleagues, and the public, as well as knowledge of ethical standards and professional behavior. Students learn to analyze and apply advances in research to dental hygiene care and are encouraged to participate in and provide leadership in community activities that promote optimal oral health. The program culminates in an Associate of Science degree in Dental Hygiene. Graduates of the program are prepared to take the Dental Hygiene National Board, as well as state or regional clinical licensing examinations. Licensure qualifications may vary by state and are available from the campus program director or in the clinical manual.

## Offered to New Students at:

- **Boise**
- **Mesa**
- **Sacramento**
- **San Jose**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in the field, to calculate the graduate employment rates required by the state of California, for graduates of the Dental Hygiene program are: Dental Hygienist (29-1292.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers.

# DENTAL HYGIENE

## Program Learning Outcomes

Upon completion of the Dental Hygiene program, graduates will be able to:

- Deliver comprehensive dental hygiene care to patients in a variety of professional settings via the DH process of care.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

Program Requirements - Sacramento and San Jose

	Dental Hygiene TECHNICAL COURSES	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
DH 10	Introduction to Clinical Dental Hygiene	30	0	0	2
DH 100.1	Introduction to Clinical Dental Hygiene Lab	0	120	0	2
DH 11	Oral Radiology	30	0	0	2
DH 110	Oral Radiology Lab	0	30	0	1
DH 12	Oral Biology	30	0	0	2
DH 13	Head and Neck Anatomy	30	30	0	3
DH 14.1	Dental Morphology	30	0	0	2
DH 15	Preventive Dentistry	30	0	0	2
DH 20.1	Clinical Dental Hygiene Seminar	30	0	0	2
DH 200	Clinical Dental Hygiene Care	0	0	120	2
DH 21.1	Local Anesthesia	30	0	45	3
DH 22	General and Oral Pathology	45	0	0	3
DH 23	Periodontics	45	0	0	3
DH 24	Dental Hygiene Care for Patients with Special Needs	30	0	0	2
DH 25	Behavioral Foundations of Dental Hygiene Care	15	0	0	1
DH 30	Advanced Clinical Dental Hygiene Seminar	30	0	0	2
DH 300	Advanced Clinical Dental Hygiene Care	0	0	240	4
DH 31	Dental Materials	15	0	0	1
DH 310	Dental Materials Lab	0	30	0	1
DH 32	Pharmacology	45	0	0	3
DH 33	Community Oral Health	30	0	0	2
DH 34	Dental Specialties	30	0	0	2
DH 40	Advanced Clinical Dental Hygiene Seminar	30	0	0	2
DH 400	Advanced Clinical Dental Hygiene Care	0	0	300	5
DH 41.1	Community Oral Health Practicum	15	36	0	2
DH 42	Scientific Methods	15	0	0	1
DH 43	Ethics, Jurisprudence, and Dental Hygiene Practice	45	0	0	3
DH 44	Dental Hygiene Review	30	0	0	2
Total for Degree		660	246	705	62

Approximate time to complete degree program: 64 weeks (not including breaks).

Note: Course descriptions begin on page 157.

# DENTAL HYGIENE

## Campus-Based

### Program Requirements – Boise

Dental Hygiene TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
DH 160	Dental Materials	15	30	0	2
DH 120	Head and Neck Anatomy	15	30	0	2
DH 130	Oral Anatomy, Embryology and Histology	30	30	0	3
DH 170	Dental Radiography	45	0	45	4
DH 210	General and Oral Pathology	45	0	0	3
DH 180	Periodontology	45	0	0	3
DHB 110	Introduction to Principles and Procedures of Dental Hygiene	15	30	90	4
DH 151	Dental Hygiene I	15	30	90	4
DH 205	Dental Hygiene II	15	30	135	5
DH 247	Dental Hygiene III	15	30	180	6
DH 290	Dental Pharmacology	45	0	0	3
DH 234	Legal and Ethical Aspects	15	0	0	1
DH 236	Pain Management	15	0	45	2
DH 250	Community Dental Health Lecture	30	0	0	2
DH 270	Nutritional and Biochemical Foundations for Dental Hygienists	30	0	0	2
DH 251	Community Dental Health Lab	0	30	0	1
DH 289	Dental Hygiene IV	0	30	225	6
DH 298	Senior Seminar	30	0	0	2
BIO 105 <sup>†</sup>	Human Anatomy and Physiology I	45	30	0	4
BIO 206 <sup>†</sup>	Human Anatomy and Physiology II	45	30	0	4
BIO 305 <sup>†</sup>	Microbiology with Lab	45	30	0	4
C 120 <sup>†</sup>	Chemistry with Lab	45	30	0	4
SPH 205*	Interpersonal Communications	45	0	0	3
ENG 101*	English Writing and Composition	45	0	0	3
PSY 101*	Introduction to Psychology	45	0	0	3
SOC 101*	Introduction to Sociology	45	0	0	3
Total for Degree		780	390	810	83

Approximate time to complete degree program: 75 weeks (not including breaks)

\* Online General Education Course.

<sup>†</sup> Science-Based General Education Course.

Note: Course descriptions begin on page 157.



# DENTAL HYGIENE

## Campus-Based

Program Requirements – Mesa

Dental Hygiene TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
DHM 32	General and Oral Pathology	15	30	0	3
DHM 33	Periodontology	45	0	0	3
DH 37	Local Anesthesia	30	30	0	3
DH 41	Pharmacology	45	0	0	3
DH 68	Dental Hygiene National Board Preparation	30	0	0	2
DH 100	Introduction to Clinical Dental Hygiene	15	30	90	4
DH 150	Clinical Dental Hygiene I	15	30	90	4
DH 230	Dental Materials with Lab	15	30	0	2
DH 270	Nutritional and Biochemical Foundations for Dental Hygienists	30	0	0	2
DH 275	Advanced Clinical Dental Hygiene	0	30	225	6
DHM 21	Oral Biology	30	30	0	3
DHM 54	Ethics, Jurisprudence, and Dental Hygiene Practice	15	0	0	1
DHM 61	Community Oral Health	30	0	0	2
DHM 62	Community Dental Services	0	30	0	1
DHM 110	Oral Radiology with Lab	30	30	0	3
DHM 120	Head and Neck Anatomy	30	0	0	2
DHM 200	Intermediate Clinical Dental Hygiene I	15	30	135	5
DHM 250	Intermediate Clinical Dental Hygiene II	15	30	180	6
BIO 105 <sup>†</sup>	Human Anatomy and Physiology I	45	30	0	4
BIO 206 <sup>†</sup>	Human Anatomy and Physiology II	45	30	0	4
BIO 305 <sup>†</sup>	Microbiology with Lab	45	30	0	4
C 120 <sup>†</sup>	Chemistry with Lab	45	30	0	4
SPH 205*	Interpersonal Communications	45	0	0	3
ENG 101*	English Writing and Composition	45	0	0	3
PSY 101*	Introduction to Psychology	45	0	0	3
SOC 101*	Introduction to Sociology	45	0	0	3
Total for Degree		765	450	720	83

Approximate time to complete degree program: 80 weeks (not including breaks)

\* Online general education course.

<sup>†</sup> Science-based general education course.

Note: Course descriptions begin on page 157.

# DENTAL HYGIENE

## Admission Requirements in California

In addition to meeting the College's standard admission requirements, candidates must:

- Obtain health care provider CPR certification
- Complete a dental hygiene observation
- Provide verification of information seminar attendance
- Physician clearance for working in a dental clinical environment
- Provide proof of current immunizations or titers showing immunity as follows:
  - MMR (Measles Mumps and Rubella) 2 dose series
  - Varicella zoster 2 dose series
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). If applicants have a history of a positive TB test, a chest X-ray is required.)
  - Tetanus, diphtheria, pertussis within ten years
  - Hepatitis B 3 dose series vaccination
  - Polio 4 dose series

Complete the following prerequisite courses at an accredited college or university, with a minimum grade of C and an overall GPA of 2.75 or higher

General Education	Science*
Speech/Oral Communication	Inorganic Chemistry with Lab
Introduction to Sociology	Microbiology with Lab
English/Writing and Composition	Human Anatomy with Lab
General Psychology	Human Physiology with Lab
College Mathematics	Organic Chemistry with Lab
	General Nutrition

\*Science courses must have been completed within the previous five years.

## Students meeting all of the program requirements will be selected using points earned from the following criteria:

- GPA on all prerequisite courses
- Dental related work experience (RDA and/or DA only)
- Supplemental education

Applicants meeting all of the program requirements will be selected using points earned from the following criteria:

- Final grades for all accepted transfer credit
- College GPA
- College degree or earned college credits (15)
- Wonderlic score
- Dental assistant background:
  - Dental assisting work experience or
  - Completion of a dental assisting program or
  - Dental Assistant certification

**Appropriate documentation must be submitted with the application.**

# DENTAL HYGIENE

## Licensing Requirements in California:

In order to apply for licensure in California, graduates must submit copies of the following to the Dental Hygiene Board of California:

- Diploma or a letter from the program director indicating they are a graduate.
- Written results from the National Board Dental Hygiene Examination.
- Clinical exam results from the Central Regional Dental Service (CRDTS) or Western Regional Examining Board (WREB).
- Any other license held in California, even if not dental related.
- Documentation of the completion of Live Scan fingerprinting.

Note: Carrington invites a finger printing agency to come to campus in their last term of the students' program to satisfy the Live Scan finger printing requirement.

Once the application is complete, DHBC notifies the applicant that they are eligible to take the required California Law and Ethics exam.

## .Reference links:

- The Dental Hygiene Board of California (DHBC): [www.dhbc.ca.org](http://www.dhbc.ca.org)
- Central Regional Dental Testing Service: (Dental Hygiene clinical exam): <https://www.crdts.org/>
- Western Regional Examining Board: (Dental Hygiene clinical exam) <http://www.wreb.org/>
- National Board Dental Hygiene Examination (Dental Hygiene written exam): <http://www.ada.org/en/jcnde/examinations/national-board-dental-hygiene-examination>

## Progression Requirements for all campuses

Prior to entering direct patient care, students must:

- Provide negative TB test results (if test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required).
- Provide proof of childhood MMR immunization or titer.
- Provide proof of hepatitis B vaccination or written refusal.
- Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
- Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.
- Have a current Basic Life Support (BLS) CPR card.
- Dental Hygiene students cannot progress to the next semester until they successfully complete all required courses for the previous semester.
- For Dental Hygiene courses that have a clinical competency requirement, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory theory grade to pass the course. Students who do not earn sufficient points to pass the theory component or do not achieve a satisfactory final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who fail two courses, receive W designators equivalent to two failed courses or any

# DENTAL HYGIENE

equivalent combination of failed or W designators are withdrawn for a minimum time period of one semester. After that period, such students may petition for re-entry to the program. Spaces in Carrington Dental Hygiene programs are assigned by ranking prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If accepted for re-entry, any future course failures or W designators result in academic termination and withdrawal from the Dental Hygiene program.

- A minimum requirement of 75% must be obtained in all technical courses and in all general education courses in order to pass a course (Boise and Mesa locations only).

## **Supportive technologies and equipment list:**

Carrington College uses technologies and equipment to support the learning process, such as patient and operator chairs, computer software, x-ray machines, autoclave, teeth models, human skull models, vacuum, and water filter by-pass.

# ELECTRICAL TECHNOLOGY

Carrington's Electrical Technology program is approximately 40 weeks in length (certificate) or 64 weeks in length (degree) and provides a framework of electrical knowledge and skills that can be adapted in the electrical trade industry. The program prepares students for employment in numerous electrical and related trades. Upon completion of the Electrical Technology program, the student should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner. The program culminates in a certificate of achievement or an associate of science degree (online\*) in Electrical Technology.

## Offered to new students at:

- **Phoenix Education Center**

Employment positions determined to be in field to calculate the graduate employment rates required for graduates of the Electrical Technology program are: Electricians (47-2111.00), Security and Fire Alarm System Installers (49-2098.00), Signal and Track Switch Repairers (49-9097.00), First-Line Supervisors of Construction Trades and Extraction Workers (47-1011.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Applicants for jobs in the electrical technology field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

\* Degree completion courses are provided in an online format, and the degree is awarded from the Phoenix campus.

# ELECTRICAL TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Electrical Technology program, graduates will be able to:

- Discuss theories of electrical circuitry and relate these concepts to practical applications.
- Apply proper procedures for the installation, operation, maintenance, and repair of residential, commercial, and light industrial wiring, electrical equipment, and systems.
- Demonstrate proper usage of the basic tools of the trade.
- Demonstrate the basic use and application of the National Electrical Code.
- Create effective reports and documents electronically and in writing.
- Apply advanced electrical concepts and critical thinking skills to interpret and create blueprint drawings for residential, commercial, and light industrial facilities.
- Adhere to national, state, and local safety practices used by technicians working in the electrical industry.

## Additional Admission Requirements

Candidates for admission must:

- Must not have been convicted of a felony.
- Must not have been convicted of a misdemeanor property or drug crime.
- Must have a valid driver's license.

## Campus-Based

Program Requirements – Phoenix Education Center

<b>Electrical Technology</b>		Lecture	Lab	Semester
<b>TECHNICAL COURSES</b>		Hours	Hours	Credit Hours
ET 100	OSHA Standards for the Construction Industry	45	0	3
ET 110	Electrical Conduit Bending	30	15	2
ET 120	Blueprint Reading for Electricians	60	30	5
ET 130	Technical Math and Electric Circuits	120	60	10
ET 200	Commercial Wiring	60	30	5
ET 210	Industrial Wiring	60	30	5
ET 220	Residential Wiring	60	30	5
ET 230	Programmable Logic Controllers/Industrial Electronics	60	30	5
Total for Certificate		495	225	40

Approximate time to complete certificate program: 40 weeks (not including breaks)

Note: Course descriptions begin on page 157.

# ELECTRICAL TECHNOLOGY

Graduates of the Electrical Technology Certificate of Achievement program are eligible to complete the Associate of Science degree program via the online degree completion\* option shown below:

<b>Electrical Technology</b> <b>ONLINE GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Semester Credit Hours
CLT 100	Computer Literacy	45	0	3
ENG 101	English Writing and Composition	45	0	3
MAT 101	Principles of Mathematics	45	0	3
PSY 101	Introduction to Psychology	45	0	3
HUM 200	Ethics in Contemporary Society	45	0	3
SOC 101	Introduction to Sociology	45	0	3
SPH 205	Interpersonal Communication	45	0	3
Total for Degree Completion Coursework		315	0	21
Total from Certificate		495	225	40
Total for Degree		810	225	61

Approximate time to complete degree completion coursework: 24 weeks (not including breaks)

Combined certificate and degree completion option length: 64 weeks (not including breaks)

\*Degree is conferred from the Phoenix campus.

Note: Course descriptions begin on page 157.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.

# HEALTH INFORMATION TECHNOLOGY

The Health Information Technology (HIT) Associate of Science Degree program will prepare you for a career in the health information field. As part of this degree path, the program allows you to apply for credits from your Medical Billing and Coding certificate to the HIT Associate Degree program at Carrington College. Transfer in up to 36 eligible credits from your Medical Billing and Coding certificate program. Although most courses for this program are delivered in an online format, students are required to complete a 90-hour Health Information Practicum in an approved health care setting.

The degree is awarded from the Sacramento campus.

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Health Information Technology program are: Medical Secretaries and Administrative Assistants (43-6013.00), Medical Records Specialists (29-2072.00), and Health Information Technologists and Medical Registrars (29-9021). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.



# HEALTH INFORMATION TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Health Information Technology program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to utilize coding systems in health care management.
- Apply pathophysiology and pharmacology knowledge to the coding process.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Online (Program conferred out of the Sacramento campus)

### Program Requirements

Health Information Technology		Theory Hours	Lab Hours	Practical Hours	Semester Credit Hours
TECHNICAL AND GENERAL EDUCATION COURSES					
CLT 100*	Computer Literacy	45	0	0	3
HIT 141**	Health Information Processes	45	0	0	3
BIO 270*	Pathophysiology	45	0	0	3
HIT 203**	International Classification of Diseases Coding	45	0	0	3
BIO 275*	Pharmacology and Medical Treatment	45	0	0	3
HIT 226**	Data Applications and Healthcare Quality	45	0	0	3
ENG 101*	English Writing and Composition	45	0	0	3
HIT 211**	Current Procedural Terminology Coding	45	0	0	3
HUM 200*	Ethics in Contemporary Society	45	0	0	3
HIT 230**	Legal and Regulatory Issues in Health Information	30	0	0	2
HIT 272	Health Information Practicum	0	0	90	2
HIT 272L**	Coding Review	0	10	0	0
SPH 205*	Interpersonal Communication	45	0	0	3
Total for Degree Completion Coursework		480	10	90	34
Total from Certificate					36
Total for Degree		480	10	90	70

Approximate time to complete degree completion coursework: 36 weeks (not including breaks)

Combined certificate and degree completion option length: 72 weeks (not including breaks)

\*Online general education course.

\*\*Online course.

All HIT courses will not be eligible for credit transfer and must be taken at Carrington.

Note: Course descriptions begin on page 157.

# HEALTH INFORMATION TECHNOLOGY

## Admission Requirements

Applicants to the Health Information Technology program must meet the following requirements:

- Have completed a certificate program in Medical Billing and Coding at an accredited institution with a minimum of 28 semester credit hours and at least a 2.0 GPA (see chart below for transfer semester credit hours/Carrington College semester credit hour requirements).
- Own or have unrestricted access to a computer with reliable internet access and an email account.

**Students transferring the following semester credit hours (from an accredited institution) must complete the following Carrington College semester credit hours in addition to the program requirements**

Transfer Semester Credit Hours	Additional Carrington College Semester Credit Hours
28 – 30	9
31 – 33	6
34 – 35	3

Principles of Nutrition (NUT 200), Environmental Science (SCI 210), and Introduction to Psychology (PSY 101) are the course options to fulfill the additional credit hour requirements above.

Please refer to the Transfer Credit Policy on page 222 for further details.

# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

Carrington's Health Studies program, which culminates in an Associate of Science Degree\*, provides an opportunity for individuals to build on prior education to earn the educational credential that is often needed for advancement.

Offered in an online format, students in the Health Studies program enjoy the flexibility of attending school "anytime, anywhere" while continuing to work in their current jobs. Students are provided with a comprehensive learning experience provided by faculty who complete specialized instruction to prepare them to teach via this medium.

### Offered to new students online

Degree awarded from the Sacramento, Boise, Phoenix, or Spokane campuses.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Health Studies program are: Dental Assistants (31-9091.00), Community Health Workers (21-1094.00), Medical Records Specialists (29-2072.00), Health Information Technologists and Medical Registrars (29-9021.00), Medical Assistants (31-9092.00), Medical Secretaries and Administrative Assistants (43-6013.00), Massage Therapists (31-9011.00), Receptionist and Information Clerk (43-4171.00), Health Educators (21-1091.00), Clinical Research Coordinators (11-9121.01) and Pharmacy Technicians (29-2052.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

**Online (Program conferred from Boise, Phoenix, Sacramento, and Spokane)**

**Program Requirements** (Online Degree Completion)

Health Studies GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Practical Hours	Semester Credit Hours
ENG 151	Technical Writing	45	0	0	3
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HIS 150	US Government	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
NUT 200	Principles of Nutrition	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SPH 205	Interpersonal Communication	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
COL 105	Critical Thinking	45	0	0	3
Total for degree completion coursework*		540	0	0	36
Minimum Total Transfer Credits					24
Total for degree		540	0	0	60

Approximate time to complete degree completion coursework: 42 weeks (not including breaks)

Note: Course descriptions begin on page 157.

\* The semester credits required to complete the Health Studies Associate Degree program varies based on the number of credits completed in the Health-Related Certificate program.

Health-Related Certificate Credits	Health Studies Degree Credits Required
24 - 26	36
27 - 29	33
30 - 32	30
33 - 35	27
34 - 36	24
greater than 36	24

Please refer to the Transfer Credit Policy on page 222 for further details

# HEALTH STUDIES

## (ONLINE DEGREE COMPLETION)

### Admission Requirements

Applicants to the Health Studies Associate of Science online degree completion program must meet the following requirements:

- Have earned a certificate from an accredited Institution with a minimum of 24 semester credits and at least a 2.0 GPA applicable to a health-related program (see chart above for certificate semester credits completed and degree credits required).
- Own or have unrestricted access to a computer with reliable internet access and an email account.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

The Heating, Ventilation, Air Conditioning, and Refrigeration program is approximately 40 weeks in length (certificate) or 64 weeks in length (degree) and prepares students to work in the heating and cooling industry. Training focuses on theories of heating, refrigeration, and air conditioning. Students study the operation, maintenance, and repair of residential and commercial equipment. The program culminates in a certificate of achievement or an associate of science degree (online\*) in Heating, Ventilation, Air Conditioning, and Refrigeration.

## Offered to new students at:

- **Phoenix Education Center**

Employment positions determined to be in field to calculate the graduate employment rates required for graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program are: Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021.00), and Maintenance and Repair Workers, General (49-9071.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification(SOC) number.

Applicants for jobs in the heating, ventilation, air conditioning, and refrigeration field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

\*Degree completion courses are provided in an online format, and the degree is awarded from the Phoenix campus.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

## Program Learning Outcomes

Upon completion of the Heating, Ventilation, Air Conditioning, and Refrigeration program, graduates will be able to:

- Discuss theories of heating, refrigeration, and air conditioning and relate these concepts to practical applications.
- Apply proper procedures for the installation, operation, maintenance, and repair of both residential and light commercial heating, ventilation, air conditioning, and refrigeration equipment and systems.
- Demonstrate proper usage of the basic tools of the trade.
- Demonstrate requisite mastery to apply for and obtain the EPA 608 certification from the Environmental Protection Agency.
- Create effective reports and documents electronically and in writing.
- Apply advanced electrical concepts and critical thinking skills to interpret and draft schematic wiring diagrams and perform system diagnostics and interpret results.
- Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior, and appropriate interpersonal interaction to situations in his or her career and personal life.
- Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all Carrington College graduates.
- Adhere to national, state, and local safety practices used by service technicians working on HVAC-R systems.

## Additional Admission Requirements

Candidates for admission must:

- Must have a valid driver's license.
- No DUI convictions for the past three years.

# HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

## Campus-Based

Program Requirements – Phoenix Education Center

Heating, Ventilation, Air Conditioning, and Refrigeration TECHNICAL COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
HVACR 100	Theory and Application of Air Conditioning	60	30	5
HVACR 101	Theory and Applications of Refrigeration	60	30	5
HVACR 102	Theory and Applications of Electricity	120	60	10
HVACR 103	Advanced Air Conditioning	60	30	5
HVACR 104	Advanced Refrigeration	60	30	5
HVACR 105	Advanced Electricity	60	30	5
HVACR 106	Air Distribution Systems	60	30	5
Total for Certificate		480	240	40

Approximate time to complete certificate program: 40 weeks (not including breaks)

Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration Certificate of Achievement program are eligible to complete the Associate of Science degree program via the online degree completion\* option shown below:

Heating, Ventilation, Air Conditioning, and Refrigeration ONLINE GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
CLT 100	Computer Literacy	45	0	3
ENG 101	English Writing and Composition	45	0	3
MAT 101	Principles of Mathematics	45	0	3
PSY 101	Introduction to Psychology	45	0	3
HUM 200	Ethics in Contemporary Society	45	0	3
SOC 101	Introduction to Sociology	45	0	3
SPH 205	Interpersonal Communication	45	0	3
Total for Degree Completion Coursework		315	0	21
Total from Certificate		480	240	40
Total for Degree		795	240	61

Approximate time to complete degree completion coursework: 24 weeks (not including breaks)

Combined certificate and degree completion option length: 64 weeks (not including breaks)

\*Degree is conferred from the Phoenix campus.

Note: Course descriptions begin on page 157.

### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.



# MAINTENANCE TECHNICIAN

Carrington College's Maintenance Technician program is designed to provide fundamental, hands-on training in industrial systems and equipment. Students will study and master the basic principles, applications, concepts, and functions of hydraulic systems, bearing and seal types, and power transmission components. Practical instruction is provided with industry-standard equipment and software. The program culminates in a Maintenance Technician Certificate of Achievement or Associate of Science Degree (online)\*.

**Offered to new students at the following location and online\*:**

- **Phoenix Education Center**

Employment positions determined to be in field to calculate the graduate employment rates required for graduates of the Maintenance Technician program are: Industrial Machinery Mechanics (49-9041.00), Helpers-Installation, Maintenance & Repair Workers (49-9098.00), Maintenance Workers, Machinery (49-9043.00), and Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic (51-4081.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Applicants for jobs in the maintenance technology field may be subject to pre-employment screenings such as, but not limited to, criminal background checks, drug and/or alcohol testing, physical and/or psychological examinations, and credit checks.

\*Degree completion courses are provided in an online format, and the degree is awarded from the Phoenix campus.

# MAINTENANCE TECHNICIAN

## Program Learning Outcomes

Upon completion of the Maintenance Technician program, graduates will be able to:

- Apply basic concepts of electrical theory related to motor control.
- Operate and maintain machinery and machinery components such as industrial bearings, gear systems, and shaft joining and coupling devices.
- Perform advanced hydraulic testing procedures, maintenance, and hydraulic systems operation.
- Program, install and perform diagnostic functions on programmable logic controllers (PLCs).
- Use a computer and associated hardware and software to generate documents, prepare electronic spreadsheets, manage databases, conduct internet research, and communicate via electronic mail.

## Additional Admission Requirements

Candidates for admission must:

- Must possess a valid driver's license.
- Must not have been convicted of a felony.
- Must not have been convicted of a misdemeanor property or drug crime.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as industry-standard equipment and software.

## Campus-Based

Program Requirements – Phoenix Education Center

Maintenance Technician TECHNICAL COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
IT 101	Basic Industrial Electricity	120	60	10
IT 110	Power Transmission	60	30	5
IT 120	Fluid Power	60	30	5
IT 201	Programmable Logic Controllers	120	60	10
Total for Certificate		360	180	30†

Approximate time to complete certificate program: 30 weeks (not including breaks)

†540 Contact hours.

Note: Course descriptions begin on page 157.

# MAINTENANCE TECHNICIAN

Graduates of the Maintenance Technician Certificate of Achievement program are eligible to complete the Associate of Science degree program via the online degree completion\* option shown below:

Maintenance Technician ONLINE GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
CLT 100	Computer Literacy	45	0	3
ENG 101	English Writing and Composition	45	0	3
MAT 101	Principles of Mathematics	45	0	3
PSY 101	Introduction to Psychology	45	0	3
MAT 151	College Algebra	45	0	3
HUM 200	Ethics in Contemporary Society	45	0	3
SOC 101	Introduction to Sociology	45	0	3
SCI 210	Environmental Science	45	0	3
COL 105	Critical Thinking	45	0	3
SPH 205	Interpersonal Communication	45	0	3
Total for Degree Completion Coursework		450	0	30
Total from Certificate		360	180	30
Total for Degree		810	180	60

Approximate time to complete degree completion coursework: 30 weeks (not including breaks)

Combined certificate and degree completion option length: 60 weeks (not including breaks)

\*Degree is conferred from the Phoenix campus.

Note: Course descriptions begin on page 157.

# MASSAGE THERAPY

Massage therapists bring positive well-being to clients via therapeutic and remedial treatments. They also administer other kinds of body conditioning. Massage therapists work in an array of settings, such as spas, franchised clinics, physicians' offices, hotels, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage. Others work out of their own homes. Clients view the massage experience as a positive contribution to their overall health.

Carrington's Massage Therapy certificate program prepares students for entry-level employment as massage therapists and/or to enter private practice. The program covers massage therapy principles and techniques for assessing and addressing clients' problem areas and concerns. Techniques include Swedish massage, sports massage, and deep tissue applications, Shiatsu, chair massage, dry room spa techniques, and a variety of site-specific treatments. Anatomy and physiology, terminology, function, and structure of the body's skeletal, muscular, and internal systems, the ethical, legal, and business concerns of the profession, personal care, communication skills, and practice management and success skills are woven throughout the curriculum. The Massage Therapy program at all locations prepares students for the MBLEx. The program culminates in a Certificate of Achievement. Graduates of the Certificate of Achievement program are eligible to attain an associate of science degree via Carrington's Health Studies online degree completion option.

## Offered to New Students at:

- **Albuquerque**
- **Boise**
- **Portland**
- **Spokane**
- **Stockton**
- **Tucson**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Massage Therapy program are: Massage Therapists (31-9011.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers. CPR certification is required for licensure/certification.

Attendance and/or graduation from a California Massage Therapy Council-approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

# MASSAGE THERAPY

## Program Learning Outcomes

Upon completion of the Massage Therapy program, graduates will be able to:

- Perform massage procedures competently and safely in a professional environment.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.
- Massage techniques and benefits, anatomy, physiology, and pathology of the human body, and the art of massage are included in each application or lab course of this program.

Training in CPR is provided as required by location.

## Additional Admission Requirements

Copy of a current valid government-issued photographic identification (such as driver's license, state issued identification card, military identification card, permanent resident card, or passport).

## Progression Requirements

The applicant must be eighteen (18) years of age or older on the date the application for licensure is submitted.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as massage tables, massage chairs, anatomical software, skeletons, hot stones kit, thermal blankets, and exercise balls.

## Campus-Based

Program Requirements – Albuquerque, Boise, Portland, Spokane, Stockton, and Tucson

Massage Therapy TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MT 1.2	Massage Therapy Theory 1	60	0	0	4
MT 101.2	Massage Applications and Lab 1	0	60	0	2
MT 2.2	Massage Therapy Theory 2	60	0	0	4
MT 102.2	Massage Applications and Lab 2	0	60	0	2
MT 3.2	Massage Therapy Theory 3	60	0	0	4
MT 103.2	Massage Applications and Lab 3	0	60	0	2
MT 4.2	Massage Therapy Theory 4	60	0	0	4
MT 104.2	Massage Applications and Lab 4	0	60	0	2
MT 5.2	Massage Therapy Theory 5	60	0	0	4
MT 105.2	Massage Applications and Lab 5	0	60	0	2
CDV 198.2	* Career Development Seminar	30	0	0	2
MT 502.2	Externship	0	0	135	3
Total for Certificate		330	300	135	35 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

<sup>†</sup>765 Contact hours.

Note: Course descriptions begin on page 157.

# MASSAGE THERAPY

## Universal Precautions Including Sanitation and Hygiene:

- All students are expected to read and understand the Dress Code and Hygiene protocols outlined in the Student Handbook located at <http://students.carrington.edu/student-handbook/>.
- Patient-care items are categorized as critical, semi-critical, or noncritical, depending on the potential risk for infection associated with their intended use.
- Critical items are used to penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. Critical items have the greatest risk of transmitting infection and should be sterilized by heat.
- Semi-critical items contact mucous membranes or non-intact skin but do not penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. They have a lower risk of transmission.

Noncritical patient-care items pose the least risk of transmission of infection because they only contact intact skin, which can serve as an effective barrier to microorganisms. In the majority of cases, cleaning, or if visibly soiled, cleaning followed by disinfection with an EPA-registered hospital disinfectant is adequate. When the item is visibly contaminated with blood or OTHER POTENTIALLY INFECTIOUS MATERIALS, an EPA-registered hospital disinfectant with a tuberculocidal claim (i.e., intermediate-level disinfectant) should be used. Cleaning or disinfection of certain noncritical patient-care items can be difficult or damage the surfaces; therefore, the use of disposable barrier protection of these surfaces might be a preferred alternative.

FDA-cleared sterilant and high-level disinfectants and EPA-registered disinfectants must have clear label claims for intended use, and manufacturer instructions for use must be followed.

## Rules and Regulations for Massage Therapy in the State of New Mexico

MASSAGE THERAPY STUDENT: The following general provisions are for massage therapy students in the State of New Mexico pursuant to 16.7.7.8 NMAC:

- A. Students not yet licensed may not charge for massage therapy services.
  - (1) Students may only accept voluntary, unsolicited tips, gratuities and donations while practicing massage therapy under school endorsed functions, under the supervision of a registered massage therapy instructor.
  - (2) Students may not suggest either verbally or in writing, amounts of tips, gratuities or donations.
- B. Students may distribute identification cards, which must include the school's name, address, and phone number; the student's name, and the word "student."
- C. Student complaints:
  - (1) Complaints concerning the registered massage therapy school, instructor(s), or other student(s) should first be addressed through the registered massage therapy school's complaint policy.
  - (2) If the school does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the board in accordance with 16.7.14.8 NMAC.
- D. Students will comply with 16.7.2 NMAC, Professional Conduct. [7-28-96; 16.7.7.8 NMAC- Rn, 16 NMAC 7.7.8, 06-28-01; A, 09-04-09]

A minimum of 100 hours of hands-on training must be completed before a student may begin clinical practicum pursuant to Subsection B. (2) b. of 16.7.5.8 NMAC).

# MASSAGE THERAPY

## State of New Mexico Code of Professional Conduct

The following is the Code of Professional Conduct pursuant to 16.7.2.8 NMAC for all massage therapists practicing in the State of New Mexico:

### A. Competence:

- (1) Each licensee will limit practice and instruction to the areas of competence in which proficiency has been gained through education, training, and/or experience and refer clients to other health professionals when appropriate.
- (2) The licensee will acknowledge the limitations of and contraindications to massage therapy and will not encourage unnecessary or unjustified treatment.
- (3) Each licensee will not delegate professional responsibilities to a person who is not qualified or licensed to perform them.

**B. Dual relationship:** It is presumed that a power imbalance exists in professional relationships between licensees and clients. Therefore, each licensee, in interacting with a client or former client to whom the licensee has at any time within the previous three (3) months rendered massage therapy services or instruction, shall not:

- (1) Engage in any verbally or physically abusive behavior; or
- (2) Engage in sexual conduct; or
- (3) Take unfair advantage of the client for financial gain.

### C. Client welfare:

- (1) Licensees will conduct their business and professional activities with honesty and integrity.
- (2) Each licensee shall obtain prior informed consent of the client regarding draping and treatment to ensure the safety, comfort, and privacy of the client.
- (3) Each licensee will provide privacy for the client while the client is dressing or undressing.
- (4) Each licensee will modify or terminate treatment at the client's request, regardless of prior consent.
- (5) Each licensee may refuse to treat any person or part of the body for just and reasonable cause.
- (6) Each licensee will not undertake or continue treatment with a client when the licensee is impaired due to mental, emotional, or physiologic conditions, including substance or alcohol abuse.
- (7) Each licensee will maintain clean equipment, linens, clothing, and work areas.

**D. Confidentiality of clients:** Each licensee shall safeguard confidential information of the client unless disclosure is required by law, court order, authorized by the client, or absolutely necessary for the protection of the public.

### E. Representation of services:

- (1) Each licensee shall disclose to the client the schedule of fees for services prior to treatment.
- (2) Each licensee shall not misrepresent directly or by implication his/her professional qualifications such as type of licensure, education, experience, or areas of competence.
- (3) Each licensee shall not falsify professional records.
- (4) Each licensee will include in any advertisement for massage:
  - (a) his/her full name as licensed with the board and license number; and
  - (b) the designation or abbreviation as a "licensed massage therapist" or "LMT"; "registered massage therapy instructor" or "RMTI"; and "registered massage therapy school" or "RMTS."
- (5) When offering gratuitous services or discounts in connection with professional services, each licensee must clearly and conspicuously state whether or not additional charges may be incurred by related services and the possible range of such additional charges.
- (6) Each licensee will not advertise massage therapy services or instruction, which contains: (a) a false, fraudulent, misleading, deceptive statement; or (b) suggestion of sexual stimulation.

### F. Violation of the law:

- (1) Each licensee shall not violate any applicable statute or administrative regulation governing the practice of massage therapy.
- (2) Each licensee shall not use fraud, misrepresentation, or deception in obtaining a massage therapy license or renewal, in passing a massage therapy licensing examination, in assisting another to obtain a massage therapy

# MASSAGE THERAPY

license or to pass a massage therapy licensing examination, in providing massage therapy services, or in conducting any other activity related to the practice of massage therapy.

G. Resolving professional conduct issues:

(1) Each licensee has an obligation to be familiar with this part. Lack of knowledge of professional conduct standard is not itself a defense to a charge of unethical conduct.

(2) Each licensee will cooperate with investigations, proceedings, and resulting requirements of this part. Failure to cooperate is itself an ethics violation. [1-11-96; 5-11-97; 12-24-99; 16.7.2.8 NMAC- Rn, 16 NMAC 7.2.8, 06-28-01]

## CLINICAL PRACTICUM:

The definition of 'Clinical Practicum' pursuant to section 16.7.5.A NMAC:

"clinical practicum" means that a student is providing hands-on massage therapy to members of the public under the supervision of a current registered massage therapy instructor. That instructor must be physically present on the premises for advice and assistance. The student must be enrolled at a registered massage therapy school or being trained by a registered massage therapy instructor. Clinical practicum does not include classroom practice.

## DRAPING POLICY:

Draping will be used during all sessions. Only the area being worked on will be uncovered at any giventime. Clients under the age of 18 must be accompanied by a parent or legal guardian during the entire session. Informed written consent must be provided by a legal guardian for any client under the age of 18.

## Federation of State Massage Therapy Boards-Massage & Bodywork Licensing Examination(MBLEx) Application & Documentation Requirements:

Before you submit an application to take the MBLEx, you must make sure that you meet the criteria for eligibility. The FSMTB has established two pathways of eligibility to take the MBLEx. The first is for individuals who apply directly to the FSMTB. The second is for those who apply directly through a State Licensing Board or Agency. Individuals may qualify to take the FSMTB examination by meeting all of the requirements specified under either one of the two pathways. Each of these eligibility pathways is outlined below.

MBLEx applications do not require the submission of a massage school transcript; however, FSMTB reserves the right to request verification of education at any time.

### Two Ways to Apply

There are TWO possible pathways to apply to take the MBLEx.

The following information gives an overview of the basic requirements:

#### Pathway #1

To be deemed eligible to take the MBLEx by FSMTB, you must meet all of the following requirements:

- Submit an MBLEx Application.
- Verify that you have reviewed the Examination Content Outline and have education and training in the content subject areas.
- Acknowledge and agree in writing to abide by FSMTB policies; and
- Pay the required fee.

#### Pathway #2

To be deemed eligible to take the MBLEx by a State Licensing Board or Agency, you must meet all of the following requirements:

- Be approved by the State Licensing Board or Agency;
- Submit an MBLEx Application.
- Acknowledge and agree in writing to abide by FSMTB policies; and
- Pay the required fee.

Obtained from: <https://www.fsmtb.org/media/1364/mblex-handbook-jul2016-web-july-2016.pdf>



# MASSAGE THERAPY

Qualified candidates can apply online at: <https://www.fsmtb.org/mblex/mblex-application/>

## California Massage Therapy Council

### Requirements for Certification-California

In order to obtain CAMTC Certification as a Certified Massage Therapist, an applicant shall submit an application in its entirety and provide satisfactory evidence that he or she meets all of the following requirements:

- The applicant is 18 years of age or older.
- The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
- Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology, contraindications, health and hygiene, and business and ethics.
- All of the 500 hours shall be from a CAMTC approved school program.

### Closed School Policy:

CAMTC will accept education for CAMTC certification purposes from schools closed on or before June 30, 2016, with either no lawful custodian of records or a lawful custodian of records that is not a CAMTC approved school as long as all of the following conditions are met:

- 1) The education occurred at a time when the closed school was approved or accredited by at least one of the organizations listed in California Business and Professions Code section 4601;
- 2) The closed school is or was not subject to any disciplinary actions or pending investigations by any approval or accrediting agencies, Law Enforcement Agencies (LEA), government agencies, CAMTC, or other massage or school-related entities;
- 3) The applicant for CAMTC certification provides verifiable proof that the education received at the closed school meets minimum standards for training and curriculum and the statutory education requirements for certification; and
- 4) The individual application for CAMTC CMT certification is received in the CAMTC office on or before December 31, 2018. Applicants whose Closed School Policy applications are received after this date may still use education from closed schools described in this section 3.A.a. for CAMTC certification purposes as long as they either provide proof of current and continuous city and/or county permit(s) to provide massage for compensation or they pass a CAMTC education hearing (oral telephonic hearing or consideration of a written statement).

**Out-of-State Education:** Education and training received outside of California must be at least substantially equivalent to the requirements applied to California school programs. One important aspect of educational program equivalence is whether the educational institution attended has been approved by the national, regional, or state authority with responsibility for vocational program approvals. Such status can readily be ascertained by CAMTC for each of the 50 U.S. states, U.S. territories, and the Canadian provinces of Ontario, British Columbia, Nova Scotia, and Newfoundland and Labrador. Officially sealed transcripts from duly locally approved educational institutions located within those jurisdictions shall be sufficient school material for CAMTC to evaluate.

**Out-of-Country Education:** For education obtained outside of the 50 U.S. states, U.S. territories and the Canadian provinces of Ontario, British Columbia, Nova Scotia, and Newfoundland and Labrador as outlined above, please read the Policies Regarding [\*Massage Education Received Outside the United States\*](#).

- The applicant has passed one of the following CAMTC approved exams:
  - Massage and Bodywork Licensing Exam (MBLEx).
  - Board Certification Exam in Therapeutic Massage and Bodywork (BCETMB).
  - National Certification Exam for Therapeutic Massage and Bodywork (NCETMB) – Taken on or before February 2015.
  - National Certification Exam for Therapeutic Massage (NCETM) - Taken on or before February 2015.
  - New York State Massage Therapy Examination.

# MASSAGE THERAPY

- The applicant has successfully passed a Live Scan fingerprint background investigation specific to CAMTC and has not violated any of the provisions of the California Massage Therapy Act or any policy, procedures, or regulations of CAMTC.
- All fees required by the council have been paid.

Obtained from: <http://www.camtc.org/massage-professionals/applicants-for-certification/>

## New Mexico Massage Therapy Board

The Massage Therapy Practice Act requires that persons must be licensed as massage therapists in order to advertise and offer massage therapy services.

### GENERAL PROVISIONS FOR LICENSURE: 16.7.4.10 NMAC

- A. Age: The applicant must be eighteen (18) years of age or older on the date the application is submitted.
- B. Pre-requisite education to massage therapy training: The applicant must have completed high school or its equivalent.
- C. Photograph: The applicant must provide a 2" x 2" head and shoulders frontal view photograph taken of the applicant within the six (6)-months prior to making an application for licensure.
- D. Application fee: The applicant must pay the required application-processing fee as set forth in Subsection D of 16.7.3.8 NMAC of the board's regulations.
- E. Board-approved application form: The applicant must provide a completed, legible board-approved application form that must either be typed or printed in black ink, along with any other documents required in the board's application process. (1) Incomplete application for licensure forms will be returned to the applicant for completion. (2) Faxed application for licensure forms will not be accepted.
- F. First aid and Cardiopulmonary Resuscitation (CPR): The applicant must have completed four (4) contact course hours of cardiopulmonary resuscitation (CPR) to include automatic external defibrillator (CPR/AED) and four (4) contact course hours of first aid and must provide proof, with the application, of current certification in basic life support accepted by EMS safety services, the American Heart Association or the American Red Cross. No online courses will be accepted. Courses must be maintained in current standing. [16.7.4.10 NMAC - Rp, 16.7.4.8 NMAC, 07-28-05; A, 09-04-09; A, 3/31/15]

### Student Massage Licensure Process:

Students must complete at least six hundred and fifty (650) hours in a program of massage therapy training in order to be eligible for licensure in the State of New Mexico (16.7.4.12 NMAC).

Students will receive three (3) copies of their school transcript for the following:

1. Sealed transcript mailed to the New Mexico Board with the licensure application.
2. Sealed transcript mailed or uploaded to the FSMTB.

Applications for the New Mexico Massage Therapy Board must be completed with a 2x2 student photo, a copy of the CPR card, and a copy of the High School Diploma. All items must be mailed with a notarized application to the massage board with appropriate fees. In addition, students must request an official MBLEx score report to be mailed directly to the Massage Therapy Board office.

### JURISPRUDENCE EXAMINATION-

All applicants are required to take a Jurisprudence Examination.

A copy of Massage Therapy Rules and Regulations (16.7 NMAC) and the Massage Therapy Practice Act (Chapter 61, Article 12C) will accompany the Jurisprudence Exam when Board staff sends it to after review of your application.

Applicants for massage therapy licensure must successfully pass the MBLEx.

# MASSAGE THERAPY

For more information, contact:

Massage Therapy Board Toney Anaya Building 2550

Cerrillos Road, Second Floor

Santa Fe, New Mexico

Mailing address:

PO BOX 25101 Santa Fe, NM 87505

(505) 476-4870

(505) 476-4645-Fax

massage.board@state.nm.us

For Applications: Massage Therapy Board Website: [http://www.rld.state.nm.us/boards/massage\\_therapy.aspx](http://www.rld.state.nm.us/boards/massage_therapy.aspx)

## LICENSURE EXEMPTIONS:

The following are exempt from licensure by the board pursuant to Section 61-12C-5.1 of the Massage Therapy Practice Act.

- A. Other professionals licensed in or regulated by another New Mexico licensing board or agency rendering services within the scope of their authorizing law or regulation, provided they do not represent themselves as massage therapists.
- B. Massage therapy students who are rendering massage therapy services within the course of study of a registered massage therapy school or under the supervision of a registered massage therapy instructor.
- C. Massage therapy instructors visiting New Mexico who has met the requirements set forth in 16.7.6.11 NMAC.
- D. Sobadores; Hispanic traditional healers; Native American healers; reflexologists whose practices are limited to hands, feet, and ears; practitioners of polarity, Trager approach, Feldenkrais method, craniosacral therapy, Rolfing structural integration, reiki, ortho-bionomy or ch'i gung; or practitioners of healing modalities not listed in this subsection who do not manipulate the soft tissues for therapeutic purposes from practicing those skills. However, if any of these persons applies for and is granted a license pursuant to the Massage Therapy Practice Act, that person shall comply with all licensure requirements and be subject to the provisions of the boards' statute and regulations. [16.7.4.9 NMAC - N, 07-28-05; A, 09-04-09]

# MEDICAL ADMINISTRATIVE ASSISTANT

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. Medical administrative assistants perform clerical functions such as answering telephones, assisting patients with paperwork, scheduling appointments, and obtaining referrals. They also assist the medical practice with daily office operations, including ordering supplies, bookkeeping, and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

Carrington's Medical Administrative Assistant certificate program prepares students for entry-level employment in a medical or dental office or another health-related professional office setting. The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical, and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development, and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement.

## Offered to new students online and at the following location:

- **Stockton**

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Administrative Assistant program are: Medical Secretaries and Administrative Assistants (43-6013.00), Receptionist and Information Clerks (43-4171.00), Billing and Posting Clerks (43-3021.00), File Clerks (43-4071.00), and Office Clerks, General (43-9061.00) More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# MEDICAL ADMINISTRATIVE ASSISTANT

## Program Learning Outcomes

Upon completion of the Medical Administrative Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge required to perform medical office procedures and administration and medical records management within the health care setting.
- Communicate with patients and other professionals, and visitors in the health care setting.
- Provide patient and client information and instructions.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Blended

Program Requirements – Stockton

Medical Administrative Assistant TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MAA 1.H	Anatomy, Physiology, and Terminology	54	0	0	3.5
MAA 101	Health Care Clinical Applications	23	31	0	2.5
MAA 2.H	Computer Operations	54	0	0	3.5
MAA 102	Computer Office Applications	23	31	0	2.5
MAA 3.H	Medical and Dental Insurance	54	0	0	3.5
MAA 103	Insurance Applications	23	31	0	2.5
MAA 4.H	Health Care Office Procedures 1	54	0	0	3.5
MAA 104	Health Care Office Procedures Applications 1	23	31	0	2.5
MAA 5.H	Health Care Office Procedures 2	54	0	0	3.5
MAA 105	Health Care Office Procedures Applications 2	23	31	0	2.5
MAA 501	Externship	0	0	180	4
CDV 198.2	* Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course.

<sup>†</sup>750 Contact Hours.

Note: Course descriptions begin on page 157.

# MEDICAL ADMINISTRATIVE ASSISTANT

Online (Program conferred from Sacramento)

Program Requirements

Medical Administrative Assistant TECHNICAL COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
MAA 1	Anatomy, Physiology, and Terminology	54	0	3.5
MAA 101	Health Care Clinical Applications	23	31	2.5
MAA 2	Computer Operations	54	0	3.5
MAA 102	Computer Office Applications	23	31	2.5
MAA 3	Medical and Dental Insurance	54	0	3.5
MAA 103	Insurance Applications	23	31	2.5
MAA 4	Health Care Office Procedures 1	54	0	3.5
MAA 104	Health Care Office Procedures Applications 1	23	31	2.5
MAA 5	Health Care Office Procedures 2	54	0	3.5
MAA 105	Health Care Office Procedures Applications 2	23	31	2.5
MAA 502	Capstone Project – Medical Administrative Assistant	45	30	4
CDV 198.2	* Career Development Seminar	30	0	2
Total for Certificate		460	185	36 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Online general education course.

† 645 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL ADMINISTRATIVE ASSISTANT

## National Healthcareer Association

### (Medical Administrative Assistant Certification CMAA exam) Certification

#### Eligibility

To be eligible to sit for an NHA certification exam (other than the ExCPT Pharmacy Technician exam) and receive certification, each candidate must:

- A. Possess a high school diploma or the equivalent, such as the General Education Development (GED® - *GED® is a registered trademark of the American Council on Education (ACE).*) test or other equivalency test recognized by the candidate's state of residency or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- B. Successfully complete a training program or have relevant work experience as described below:

**Training Program** - Candidates must satisfy at least one of the following criteria: \*

- 1. Successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or
- 2. Successfully complete a formal training program in the health field covered by the NHA certification exam offered by any branch of the U.S. Military.

**Work Experience** - Candidates who have completed at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years satisfy the work experience requirement.

\* Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the application date must also have the relevant work experience described above.

#### Exam Application Fee

Medical Administrative Assistant Certification (CMAA) \$115.00

Obtained from the NHA Candidate Handbook at: <http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook4d5de88694956aeb8535ff0f00b0a11e.pdf?sfvrsn=2>

\* Candidates can apply online at: <http://www.nhanow.com/certifications/medical-administrative-assistant>

#### Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as Dental models, scales, LCD computers, projectors, and screens.

# MEDICAL ASSISTING

Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. They work in medical clinics, private practices, and hospitals to help keep operations running smoothly and efficiently.

The Medical Assisting program at Carrington College is comprised of three educational areas: Clinical, Administrative, and Externship. Students enhance skills such as word-processing, typing, and keyboarding. Throughout the program, professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice, and proper communication skills are emphasized. Graduates are prepared to function competently at an entry-level in a variety of medical settings. Online certificate students: although most courses for this program version are delivered in an online format, students are required to complete externship in an approved health care setting.

The program culminates in a Certificate of Achievement. Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program. Graduates of the Medical Assisting program at all locations including online are eligible to sit for the National Healthcareer Association Clinical Medical Assistant Certificate (CCMA) exam. Graduates at all locations except Albuquerque and online are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential. Graduates of the program at the Boise, Mesa, Phoenix, Glendale Learning Center, Portland, Spokane (except online), Tucson, and the graduates of the California campuses (except online) are eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential. Credential preparation varies by location.

## Offered to New Students online and at:

- **Albuquerque**
- **Boise**
- **Las Vegas**
- **Mesa**
- **Phoenix**
  - **Glendale Learning Center\***
- **Pleasant Hill**
- **Portland**
- **Reno**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Assisting program are: Medical Assistants (31-9092.00), Medical Records Specialists (29-2072.00), and Medical Secretaries and Administrative Assistants (43-6013.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\* Students enrolled in a blended program at the Phoenix Campus fall under the purview of that campus, which includes administering and delivering all aspects of this program. The certificate is awarded from the Phoenix Campus. For students attending courses at the Glendale Learning Center: Didactic courses are offered online, and the hands-on laboratory courses are offered at the Glendale Learning Center, an auxiliary learning site to the Phoenix Campus.

*Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship to attain occupational licensure/certification or employment and throughout their careers.*



# MEDICAL ASSISTING

## Program Learning Outcomes *Campus Based and Blended only*

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions, and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials, and techniques within the scope of practice.
- Perform and assist with routine patient procedures and care as they relate to a medical setting.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Program Learning Outcomes *Online only*

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions, and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials, and techniques within the scope of practice
- Explain routine patient procedures and care as they relate to a medical setting.
- Identify the process to maintain supplies and equipment as it relates to a medical setting.

## Program Goal

The goal of Carrington College's Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

## Campus-Based

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

## THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS

Medical Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MA 10	MA Clinical Theory 1	54	0	0	3.5
MA 101	MA Clinical Applications 1	23	31	0	2.5
MA 20	MA Clinical Theory 2	54	0	0	3.5
MA 102	MA Clinical Applications 2	23	31	0	2.5
MA 30	MA Clinical Theory 3	54	0	0	3.5
MA 103	MA Clinical Applications 3	23	31	0	2.5
MA 40	MA Administration Theory 1	54	0	0	3.5
MA 104	MA Administration Applications 1	23	31	0	2.5
MA 50	MA Administration Theory 2	54	0	0	3.5
MA 105	MA Administration Applications 2	23	31	0	2.5
MA 501	Externship	0	0	180	4
CDV 198.2	* Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course

<sup>†</sup> 750 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL ASSISTING

## Blended

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Las Vegas, Mesa, Pleasant Hill, Phoenix, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson.

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Medical Assisting TECHNICAL COURSES			Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MA 10. H	*	MA Clinical Theory 1	54	0	0	3.5
MA 101		MA Clinical Applications 1	23	31	0	2.5
MA 20.H	*	MA Clinical Theory 2	54	0	0	3.5
MA 102		MA Clinical Applications 2	23	31	0	2.5
MA 30.H	*	MA Clinical Theory 3	54	0	0	3.5
MA 103		MA Clinical Applications 3	23	31	0	2.5
MA 40.H	*	MA Administration Theory 1	54	0	0	3.5
MA 104		MA Administration Applications 1	23	31	0	2.5
MA 50.H	*	MA Administration Theory 2	54	0	0	3.5
MA 105		MA Administration Applications 2	23	31	0	2.5
MA 501		Externship	0	0	180	4
CDV 198.2	†	Career Development Seminar	30	0	0	2
Total for Certificate			415	155	180	36‡

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Blended course

† Online general education course

‡ 750 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL ASSISTING

Online (Program conferred from Sacramento and Spokane)

Medical Assisting TECHNICAL COURSES			Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MAO 10		MA Clinical Theory 1	60	0	0	4
MAO 101		MA Clinical Applications 1	0	45	0	1.5
MAO 20		MA Clinical Theory 2	60	0	0	4
MAO 102		MA Clinical Applications 2	0	45	0	1.5
MAO 30		MA Clinical Theory 3	60	0	0	4
MAO 103		MA Clinical Applications 3	0	60	0	2
MAO 40		MA Clinical Theory 4	60	0	0	4
MAO 401	*	Externship 1	0	0	135	3
MAO 50		MA Clinical Theory 5	60	0	0	4
MAO 105		MA Clinical Applications 5	0	45	0	1.5
MAO 501	*	Externship 2	0	0	180	4
CDV 198.2	†	Career Development Seminar	30	0	0	2
Total for Certificate			330	195	315	35.5‡

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Field experience in a healthcare setting

† Online general education course

‡ 840 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL ASSISTING

Graduates of the Certificate of Achievement program at a Carrington College California campus are eligible to complete the Medical Assisting degree program via the online degree completion\* option shown below.

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Medical Assisting</b> <b>ONLINE GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for degree Completion Coursework		360	0	0	24
Total from Certificate		415	155	180	36
Total for Degree**		775	155	180	60

Approximate time to complete degree completion coursework: 30 weeks (not including breaks)

Combined certificate and degree completion option length: 66 weeks (not including breaks)

\*Degree is conferred from the Sacramento campus.

\*\*To be eligible for entrance into the Associate of Science degree program in Medical Assisting, applicants must have earned a certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

Note: Course descriptions begin on page 157.

# MEDICAL ASSISTING

## Exam Eligibility Requirements

### American Association of Medical Assistants (CMA (AAMA) Certification/Recertification Examination)

To be eligible for the CMA (AAMA) Certification/Recertification Examination, the candidate must meet the criteria for one of three eligibility categories.

#### Candidate Eligibility Categories

**Category 1** | Completing student or recent graduate of a CAAHEP or ABHES accredited medical assisting program. The candidate must have graduated from or be about to complete a medical assisting program accredited by the: Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES).

**Completing students** may take the CMA (AAMA) Exam no more than 30 days prior to completing their formal education and practicum.

**Recent graduates** are those who apply for the exam within 12 months of graduation.

**Category 2** | Nonrecent graduate of a CAAHEP or ABHES accredited medical assisting program

A candidate who applies for the exam more than 12 months after graduation is a nonrecent graduate. *Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited, are eligible to apply for the CMA (AAMA) exam under Category 1 or 2.*

**Category 3** | CMA (AAMA) recertification the candidate must have previously passed the CMA (AAMA) Certification Exam and is applying to recertify the CMA (AAMA) credential.

#### Accreditation Periods

Candidates who graduate from a CAAHEP or ABHES program that was accredited at any time during the student's enrollment, or who graduated within the 36 months prior to the program becoming CAAHEP or ABHES accredited, are eligible to apply for the CMA (AAMA) exam under Category 1 or 2. The 12-month period for student or recent graduate fee eligibility begins on the date that the program is granted CAAHEP or ABHES accreditation.

Candidates can apply online at: <http://www.aama-ntl.org/cma-aama-exam/apply>

### American Medical Technologists (RMA exam)

#### Route 1: Education

Applicant shall be a recent graduate of, or be scheduled to graduate from, either an accredited medical assisting program or a medical assistant program that is housed within an accredited institution, provided that in the latter case, the program includes a minimum of 720 clock-hours (or equivalent) of training, including 160 hours of clinical externship (or as required by state law).

#### Additional Requirements:

- Accredited: Program or institution is accredited by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation or otherwise approved by the AMT Board of Directors.
- Applicants must have graduated from their academic programs within the past four years. Applicants whose date of graduation is four years or more prior to the date of their application must also provide evidence of relevant work experience for at least three of the last five years.

# MEDICAL ASSISTING

Additional details can be found at: <http://www.americanmedtech.org/GetCertified/RMAEligibility.aspx#133024-route-1-education>

Candidates can apply online at: <http://www.americanmedtech.org/GetCertified.aspx#177228-apply-online>

## National Healthcareer Association

(Clinical Medical Assistant Certification CCMA exam)

### Certification Eligibility

To be eligible to sit for an NHA certification exam (other than the ExCPT Pharmacy Technician exam) and receive certification, each candidate must:

1. Possess a high school diploma or the equivalent, such as the General Education Development (GED® - *GED® is a registered trademark of the American Council on Education (ACE).*) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
2. Successfully complete a training program or have relevant work experience as described below:

**Training Program** - Candidates must satisfy at least one of the following criteria: \*

1. Successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or
2. Successfully complete a formal training program in the health field covered by the NHA certification exam offered by any branch of the U.S. Military.

**Work Experience** - Candidates who have completed at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years satisfy the work experience requirement.

\* Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the application date must also have the relevant work experience described above.

### Exam Application Fee

Clinical Medical Assistant Certification (CCMA) \$155.00

Obtained from the NHA Candidate Handbook at: <http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook4d5de88694956aeb8535ff0f00b0a11e.pdf?sfvrsn=2>

Candidates can apply online at: <http://www.nhanow.com/certifications/clinical-medical-assistant>

# MEDICAL ASSISTING

## **Universal Precautions Including Sanitation and Hygiene:**

All students are expected to read and understand the Dress Code and Hygiene protocols outlined in the Student Handbook located at <http://students.carrington.edu/student-handbook/>.

Patient-care items are categorized as critical, semi-critical, or noncritical, depending on the potential risk for infection associated with their intended use.

Critical items are used to penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. Critical items have the greatest risk of transmitting infection and should be sterilized by heat.

Semi-critical items contact mucous membranes or non-intact skin but do not penetrate soft tissue, contact bone, enter into or contact blood, and enter into or contact other normally sterile tissue. They have a lower risk of transmission.

Noncritical patient-care items pose the least risk of transmission of infection because they only contact intact skin, which can serve as an effective barrier to microorganisms. In the majority of cases, cleaning, or if visibly soiled, cleaning followed by disinfection with an EPA-registered hospital disinfectant is adequate. When the item is visibly contaminated with blood or OTHER POTENTIALLY INFECTIOUS MATERIALS, an EPA-registered hospital disinfectant with a tuberculocidal claim (i.e., intermediate-level disinfectant) should be used. Cleaning or disinfection of certain noncritical patient-care items can be difficult or damage the surfaces; therefore, the use of disposable barrier protection of these surfaces might be a preferred alternative.

FDA-cleared sterilant and high-level disinfectants and EPA-registered disinfectants must have clear label claims for intended use, and manufacturer instructions for use must be followed.

## **Supportive technologies and equipment list:**

Carrington College uses technologies and equipment to support the learning process, such as venipuncture chairs/stations, EKG machines, exam tables, microscopes, incubators, autoclaves, eyewash stations, stethoscopes, blood pressure cuffs, urine, blood, and hematocrit centrifuge.

# MEDICAL BILLING AND CODING

The medical billing and coding field employs professionals who are responsible for the organization and accurate maintenance of patient medical records. These files track data about patients' symptoms, medical history, X-ray and laboratory test results, diagnoses, and healthcare-related treatment. Medical billing and coding professionals ensure that this information is entered into computerized medical record systems. Additionally, medical billing and coding professionals must regularly communicate with physicians to ensure accuracy, clarify diagnoses and obtain supplementary information to update patients' files. They are often also responsible for the timely and accurate submission of complex insurance documents.

Carrington's Medical Billing and Coding certificate and degree-completion programs prepare students for entry-level employment in a medical or dental office, clinic, or by independent billing companies. Instruction combines theory and practice to meet the competencies needed to be a medical biller and coder. Students learn to prepare various health claim forms using medical billing software. In doing so, they acquire a working knowledge of human anatomy and medical terminology, as well as comprehension of the legal, ethical, and regulatory standards of medical records management. Students learn to accurately interpret medical records, including diagnoses and procedures of health care providers, as well as to document and code the information for submission to insurance companies. The program culminates in a Certificate of Achievement.

## Offered to new students online and at the following locations:

- **Albuquerque**
- **Boise**
- **Glendale Learning Center\***
- **Las Vegas**
- **Mesa**
- **Phoenix**
- **Pleasant Hill**
- **Portland**
- **Reno**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

\*Certificate is awarded from the Phoenix campus.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Billing and Coding program are: Medical Secretaries and Administrative Assistants (43-6013.00), Medical Records Specialists (29-2072.00), Bill and Account Collectors (43-3011.00), and Office Clerks, General (43-9061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.



# MEDICAL BILLING AND CODING

## Program Learning Outcomes

Upon completion of the Medical Billing and Coding program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to perform medical coding and process medical insurance billing and claims within the health care setting.
- Perform clerical functions and communicate with other professionals, patients, and visitors in the health care setting.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

**Program Requirements** –Boise, Citrus Heights, Las Vegas, Mesa, Phoenix, Portland, Sacramento, San Jose, San Leandro, Spokane, and Stockton

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Medical Billing and Coding TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MBC 10	Medical Billing and Coding Theory 1	54	0	0	3.5
MBC 101	Applications 1	23	31	0	2.5
MBC 20	Medical Billing and Coding Theory 2	54	0	0	3.5
MBC 102	Applications 2	23	31	0	2.5
MBC 30	Medical Billing and Coding Theory 3	54	0	0	3.5
MBC 103	Applications 3	23	31	0	2.5
MBC 40	Medical Billing and Coding Theory 4	54	0	0	3.5
MBC 104	Applications 4	23	31	0	2.5
MBC 50	Medical Billing and Coding Theory 5	54	0	0	3.5
MBC 105	Applications 5	23	31	0	2.5
MBC 501	Externship	0	0	180	4
CDV 198.2	* Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course.

<sup>†</sup>750 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL BILLING AND CODING

## Blended

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson.

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Medical Billing and Coding TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
MBC 10.H	* Medical Billing and Coding Theory 1	54	0	0	3.5
MBC 101	Applications 1	23	31	0	2.5
MBC 20.H	* Medical Billing and Coding Theory 2	54	0	0	3.5
MBC 102	Applications 2	23	31	0	2.5
MBC 30.H	* Medical Billing and Coding Theory 3	54	0	0	3.5
MBC 103	Applications 3	23	31	0	2.5
MBC 40.H	* Medical Billing and Coding Theory 4	54	0	0	3.5
MBC 104	Applications 4	23	31	0	2.5
MBC 50.H	* Medical Billing and Coding Theory 5	54	0	0	3.5
MBC 105	Applications 5	23	31	0	2.5
MBC 501	Externship	0	0	180	4
CDV 198.2	† Career Development Seminar	30	0	0	2
Total for Certificate		415	155	180	36‡

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Blended course.

† Online general education course

‡ 750 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL BILLING AND CODING

Online (Program conferred out of the Sacramento campus)

## Program Requirements

Medical Billing and Coding TECHNICAL COURSES		Lecture Hours	Lab Hours	Semester Credit Hours
MBC 10	Medical Billing and Coding Theory 1	54	0	3.5
MBC 101	Applications 1	23	31	2.5
MBC 20	Medical Billing and Coding Theory 2	54	0	3.5
MBC 102	Applications 2	23	31	2.5
MBC 30	Medical Billing and Coding Theory 3	54	0	3.5
MBC 103	Applications 3	23	31	2.5
MBC 40	Medical Billing and Coding Theory 4	54	0	3.5
MBC 104	Applications 4	23	31	2.5
MBC 50	Medical Billing and Coding Theory 5	54	0	3.5
MBC 105	Applications 5	23	31	2.5
MBC 502	Capstone Project – Medical Billing and Coding	45	30	4
CDV 198.2	* Career Development Seminar	30	0	2
Total for Certificate		460	185	36 <sup>†</sup>

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course.

†645 Contact hours.

Note: Course descriptions begin on page 157.

# MEDICAL BILLING AND CODING

Graduates of the Certificate of Achievement program at a Carrington College California campus are eligible to complete the Medical Billing and Coding degree program via the online degree completion\* option shown below.

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Medical Billing and Coding</b> <b>ONLINE GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HUM 250	Introduction to Humanities	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for Degree Completion Coursework		360	0	0	24
Total from Certificate		415	155	180	36
Total for Degree		775	155	180	60

Approximate time to complete degree completion coursework: 30 weeks (not including breaks)

Combined certificate and degree completion option length: 66 weeks (not including breaks)

\*Degree is conferred from the Sacramento campus.

Note: Course descriptions begin on page 157.

# MEDICAL BILLING AND CODING

## Regarding the Medical Billing and Coding program in the state of California:

The Medical Billing and Coding program at campuses in the state of California does not currently possess programmatic accreditation. The lack of programmatic accreditation has no known negative impact on graduate outcomes.

## National Healthcareer Association (NHA) Billing and Coding Specialist Certification (CBCS)

### Certification Eligibility

To be eligible to sit for an NHA certification exam (other than the ExCPT Pharmacy Technician exam) and receive certification, each candidate must:

- A. Possess a high school diploma or the equivalent, such as the General Education Development (GED®- *GED® is a registered trademark of the American Council on Education (ACE).*) test or other equivalency test recognized by the candidate's state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- B. Successfully complete a training program or have relevant work experience as described below:

**Training Program** - Candidates must satisfy at least one of the following criteria: \*

1. Successfully complete a training program in the health field covered by the NHA certification exam offered by an accredited or state-recognized institution or provider; or
2. Successfully complete a formal training program in the health field covered by the NHA certification exam offered by any branch of the U.S. Military.

**Work Experience** - Candidates who have completed at least one (1) year of supervised work experience in the health field covered by the NHA certification exam within the last three (3) years satisfy the work experience requirement.

\* Candidates whose date of graduation or completion from their training program is five (5) years or more prior to the application date must also have the relevant work experience described above.

### Exam Application Fee

Billing and Coding Specialist Certification (CBCS) \$115.00

Obtained from the NHA Candidate Handbook at: <http://www.nhanow.com/docs/default-source/pdfs/handbooks/nha-candidate-handbook4d5de88694956aeb8535ff0f00b0a11e.pdf?sfvrsn=2>

Candidates can apply online at: <http://www.nhanow.com/certifications/billing-coding>

## American Academy of Professional Coders (AAPC)

### Certified Professional Biller (CPB)

#### Certification Requirements:

- AAPC recommends having an associate degree.
- Pay examination fee at the time of application submission.
- Maintain current membership with the AAPC. New members must submit membership payment with examination application.
- Renewing members must have a current membership at the time of submission and when exam results are released.

Candidates can apply online at, and obtained from: <https://www.aapc.com/certification/cpb/>

# MEDICAL RADIOGRAPHY

Radiographers are health care professionals with the knowledge and skills to use diagnostic level radiation and instrumentation to produce medical images of the human body. Supervised by radiologists, radiographers are responsible for proper positioning of patients and ensuring proper exposure for optimum film resolution with the least radiation exposure to the patient. Administration of drugs and preparation of chemical mixtures for the visualization of radiographic structures is also the responsibility of the radiographer. Medical radiographers work in a wide variety of settings, including physician offices, imaging centers, and comprehensive medical centers, to help diagnose trauma or disease.

Graduates of Carrington's Medical Radiography program are eligible to apply to take the national certification exam. The program culminates in an Associate of Occupational Studies Degree.

## THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Radiography program are: Radiologic Technologists and Technicians (29-2034.00) and Magnetic Resonance Imaging Technologists (29-2035.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# MEDICAL RADIOGRAPHY

## Program Learning Outcomes

Upon completion of the Medical Radiography program, graduates will be able to:

- Demonstrate clinical competency.
- Demonstrate effective communication skills and model professionalism.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

Program Requirements – Spokane

Medical Radiography TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MAT 151	* College Algebra	45	0	0	3
RAD 101	Introduction to Imaging	80	0	0	5
RAD 102	Medical Terminology	32	0	0	2
RAD 103	† Anatomy and Physiology I	45	0	0	3
RAD 104	Radiographic Procedures I	80	0	0	5
RAD 106	Imaging Lab I	0	32	0	1
CLT 100	* Computer Literacy	45	0	0	3
RAD 151	Imaging II	80	0	0	5
RAD 154	Radiographic Procedures II	80	0	0	5
RAD 152	† Medical Ethics and the Law	45	0	0	3
RAD 156	Imaging Lab II	0	32	0	1
RAD 153	† Anatomy and Physiology II	45	0	0	3
ENG 101	* English Writing and Composition	45	0	0	3
RAD 181	Imaging III	80	0	0	5
RAD 180	Pathology	48	0	0	3
RAD 182	Quality Control	80	0	0	5
RAD 184	Radiographic Procedures III	80	0	0	5
RAD 186	Imaging Lab III	0	32	0	1
RAD 100	Patient Care	48	0	0	3
RAD 209	Clinical Education I	0	0	640	14
RAD 253	Clinical Education II	0	0	640	14
RAD 283	Clinical Education III	0	0	520	11
RAD 308	Radiography Registry Review	96	0	0	6
Total for Degree		1054	98	1800	109

Approximate time to complete degree program: 96 weeks (not including breaks)

\* Online general education course.

† Applied general education course.

Note: Course descriptions begin on page 157.

# MEDICAL RADIOGRAPHY

## Admission Requirements

The College's standard admission requirements.

## Progression Requirements

All courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses from the previous semester.

Prior to entering direct patient care, students must:

- Provide negative TB test results. If test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required.
- Provide proof of childhood MMR immunization or titer.
- Provide proof of hepatitis B vaccination or written refusal.
- Provide proof of chickenpox immunization (in the absence of a history of having had chickenpox).
- Submit to drug screening and background checks immediately prior to clinical rotations, the results of which could affect eligibility to participate in clinical rotations.
- Students who must repeat a course are subject to space availability in the classroom and/or the clinical setting.
- Students who fail any course in the program twice are withdrawn from the Medical Radiography program.
- A minimum requirement of 75% must be obtained in all technical courses and in all general education courses in order to pass a course.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as a life-sized human skeleton, disarticulated half skeleton, x-ray machine, table and printer, biopsy trays, and IV start kit.



# NURSING BRIDGE

Registered nurses provide some of the most critical health care available to patients. Whether it's taking medical histories, recording vital signs and symptoms, performing diagnostic tests, drawing blood, giving injections, or other tasks, they work in conjunction with other health care professionals to serve the sick or injured. They have a significantly expanded scope of practice, education, and clinical education than do licensed practical nurses.

This program provides theoretical content and clinical experiences in nursing and incorporates knowledge from related disciplines. Graduates of the Nursing Bridge program earn an Associate of Science degree and are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). In addition, the program provides graduates with a foundation for upward mobility into higher levels of nursing education.

## Offered to New Students at:

- **Boise**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Medical Radiography program are: Registered Nurses (29-1141.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# NURSING BRIDGE

## Program Learning Outcomes

*NOTE: Specific terminal course and program objectives are included in individual course syllabi.*

Upon completion of the Nursing Bridge program, graduates will be able to:

- Collaborate with the patient, family, significant others, and members of the healthcare team to provide safe, quality patient-centered care using the nursing process.
- Examine critical thinking and nursing judgment in the delivery of patient-centered care to promote and restore health for patients.
- Evaluate effective communication with patients, families, significant others, and other professionals within the context of the healthcare environment.
- Demonstrate behaviors consistent with the legal and ethical framework of nursing.
- Create an environment that promotes caring and professionalism with consideration for the patient's cultural/societal beliefs and practices.
- Apply scientific and evidence-based knowledge regarding alterations in health to guide actions that promote human flourishing and maintain patient-centered care.
- Integrate commitment, accountability, integrity, and discretionary judgment in their professional nursing role.
- Examine their role in safe healthcare delivery.

## Campus-Based

Program Requirements – Boise

Nursing Bridge TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
NUR 224	Professional Nursing Throughout the Life Span	30	0	0	2
NUR 222	Transition LPN/RN - Professional Nursing	15	30	0	2
AP 103	†Advanced Anatomy and Physiology	45	30	0	4
ENG 101	*English Writing and Composition	45	0	0	3
BIO 205	†Microbiology with Lab	45	30	0	4
NUR 259	Medical-Surgical Nursing III	45	0	90	5
NUR 208	Nutrition	45	0	0	3
NUR 206	Pharmacology	45	0	0	3
PSY 101	*Introduction to Psychology	45	0	0	3
MAT 151	*College Algebra	45	0	0	3
SOC 101	*Introduction to Sociology	45	0	0	3
NUR 263	Medical-Surgical Nursing IV	45	0	90	5
NUR 265	NCLEX-RN Review	0	60	0	2
SPH 205	*Interpersonal Communications	45	0	0	3
Total for Nursing Bridge Coursework		540	150	180	45
Transferred from Practical Nursing Program					27
Total for Degree					72

Approximate time to complete Nursing Bridge coursework: 48 weeks (not including breaks)

\*Online general education course.

† Science-based general education course.

Note: Course descriptions begin on page 157.

# NURSING BRIDGE

## Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Be at least 18 years of age.
- Pass the ATI TEAS Admission Assessment with a combined score of 58%. There is a fee to test, paid directly to ATI. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Have current LPN license in good standing for the State of Idaho.
- Show evidence of at least two month's employment as an LPN at a minimum of 8 hours per week.
- Prior to starting classes, pass a background check, which includes an FBI fingerprint screen and a drug screening (at the applicant's expense).
- Prior to starting classes, submit proof of a current American Heart Association CPR card (Healthcare Provider). Cards obtained through a hybrid of online and hands-on delivery may be acceptable.
- Prior to starting classes, proof of the following immunizations must be provided by students:
  - **Hepatitis B**
    - Proof of 3 doses of vaccine or titer\* showing positive immunity (*note, full immunity with three doses takes approximately 16 weeks*).
  - **Measles, Mumps, and Rubella (MMR)**
    - Proof of 2 doses (separated by 28 days) or titer\* showing positive immunity.
  - **Varicella**
    - Proof of 2 doses, positive titer\*, or healthcare provider documentation of disease history (*note, the total time is approximately four weeks*).
  - **Tetanus/Diphtheria/Pertussis (Tdap)**
    - Proof of 1 dose within the previous ten years.
  - **Tuberculosis (TB)\*\***
    - Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
      - Initial PPD placement.
      - Read in 48-72 hours.
      - If the initial test is negative, repeat the PPD skin test in 7–21 days.
      - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis is required.
    - Or lab results showing interferon globulin results.
  - **Influenza\*\***
    - Proof of annual flu vaccination.

\* A titer is a blood test that measures the presence and amount of antibodies. A blood sample is taken and tested. If the test is positive (above a particular known value), the individual has immunity to that specific disease.

\*\* Must be completed in the current calendar year, and annual follow-up is required while in the program.

# NURSING BRIDGE

## Nursing Progression Requirements (all locations)

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses for the previous semester. A minimum requirement of 75% must be obtained in all courses in general education and nursing in order to pass a course.
- For nursing courses that have a clinical component, students must achieve a satisfactory (passing) final clinical evaluation and a satisfactory (passing) theory grade to progress. Students who do not earn the minimum points to satisfy (pass) the theory component or do not achieve a satisfactory (passing) final clinical evaluation are issued a failing (F) grade; such students must repeat both the theory and clinical components of the class. Students who must repeat a course are subject to seat (space) availability in the classroom and/or the clinical setting.
- Students who withdraw (resulting in the W designator) from the same course twice or fail the same course twice are permanently academically terminated withdrawn from the program.
- Students who withdraw (resulting in the W designator) from the same course twice or fail the same course twice or any combination of withdrawals and fails of the same course that result in two unsuccessful attempts are permanently academically terminated and withdrawn from the program.
- Students may appeal any academic termination from the program in writing to the Dean of Nursing for extenuating circumstances within two weeks of the date of determination.
- Students who cumulatively fail three or more courses, including General Education courses, will be permanently academically terminated and withdrawn from the program.
- Students who fail up to two courses are eligible to repeat the failed course(s) in the following semester based on seat availability.
- Repeating a course is based on the next semester's availability and GPA. If no seats are available, the student will be withdrawn or placed on a leave of absence for a minimum of one semester from the nursing program. If the student has been withdrawn from the program, the student may petition for reentry (less than 180 days from the last date of attendance) or reinstatement (greater than 180 days from the last date of attendance) into the next available semester.
- Seats in Carrington nursing programs are assigned by ranking and prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If students with a previous withdrawal (resulting in the W designator) petition for re-entry and are accepted, then any future course failures or W designators will result in permanent academic termination and withdrawal from the nursing program.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as patient transfer equipment, adult high-fidelity manikins, birthing manikins, child manikins, and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers - anatomical arms for starting IVs, infusion pumps and medication administration models for IM and SQ injections.

# PHARMACY TECHNOLOGY

Pharmacy technicians\* receive and fill prescriptions under the supervision of licensed pharmacists in settings that include hospitals, pharmacies, and drug stores, grocery stores, retail stores, and mail-order pharmacies. Duties related to the daily operation of the pharmacy are often parts of the job, such as answering phones, creating prescription labels, maintaining patient profiles and prescription histories, completing cash register transactions, preparing insurance claim forms and inventory tasks.

The Pharmacy Technology program provides both theory and practical training, which enables technicians, upon licensure, to function as competent entry-level assistant to a licensed pharmacist. Students gain basic knowledge of pharmacy calculations, drug distribution systems, chemical and physical characteristics of drugs, and preparation of sterile dosage forms, as well as a thorough knowledge of pharmaceutical and medical terminology, abbreviations, and symbols used in prescribing, dispensing, and documenting medications. Standards of ethics and law as they pertain to pharmacy practice and drug distribution methods are also included in the curriculum. The program culminates in a Certificate of Achievement. Graduates are eligible and prepared to sit for the Certified Pharmacy Technician (CPhT) national certification exam.

## Offered to New Students at:

- **Albuquerque**
- **Boise**
- **Mesa**
- **Phoenix**
- **Pleasant Hill**
- **Portland**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Spokane**
- **Stockton**
- **Tucson**

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Pharmacy Technology program are: Pharmacy Technicians (29-2052.00) and Pharmacy Aides (31-9095.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment and throughout their careers.

# PHARMACY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Pharmacy Technology program, graduates will be able to:

- Demonstrate the skills and knowledge necessary to function as a competent entry level assistant to a licensed pharmacist.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Pharmacy Technology TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PHM 111 T	Nervous System, Anti-Infectives and Retail Operations Theory	54	0	0	3.5
PHM 111 L	Retail Operations Lab	15	45	0	2.5
PHM 112 T	Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory	54	0	0	3.5
PHM 112 L	Prescription Processing and Pharmacy Calculations Lab	15	45	0	2.5
PHM 113 T	Pharmacy Calculations, Body Systems and Repackaging Theory	54	0	0	3.5
PHM 113 L	Pharmacy Calculations and Unit Dose Lab	15	45	0	2.5
PHM 114 T	Compounding, Pharmacy Calculations and Body Systems Theory	54	0	0	3.5
PHM 114 L	Compounding and Pharmacy Calculations Lab	15	45	0	2.5
PHM 115 T	Hospital Operations and Parenteral Dosage Calculations Theory	54	0	0	3.5
PHM 115 L	Hospital Operations and Parenteral Dosage Calculations Lab	15	45	0	2.5
CDV 198.2	* Career Development Seminar	30	0	0	2
XTP 200	Externship	0	0	240	4
Total for Certificate		375	225	240	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course.

Note: Course descriptions begin on page 157.

# PHARMACY TECHNOLOGY

## Blended

**Program Requirements** – Albuquerque, Boise, Citrus Heights, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Pharmacy Technology TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PHM 111 T.H <sup>†</sup>	Nervous System, Anti-Infectives and Retail Operations Theory	54	0	0	3.5
PHM 111 L	Retail Operations Lab	15	45	0	2.5
PHM 112 T.H <sup>†</sup>	Prescription Processing, Pharmacy Software, and Pharmacy Calculations Theory	54	0	0	3.5
PHM 112 L	Prescription Processing and Pharmacy Calculations Lab	15	45	0	2.5
PHM 113 T.H <sup>†</sup>	Pharmacy Calculations, Body Systems and Repackaging Theory	54	0	0	3.5
PHM 113 L	Pharmacy Calculations and Unit Dose Lab	15	45	0	2.5
PHM 114 T.H <sup>†</sup>	Compounding, Pharmacy Calculations, and Body Systems Theory	54	0	0	3.5
PHM 114 L	Compounding and Pharmacy Calculations Lab	15	45	0	2.5
PHM 115 T.H <sup>†</sup>	Hospital Operations and Parenteral Dosage Calculations Theory	54	0	0	3.5
PHM 115 L	Hospital Operations and Parenteral Dosage Calculations Lab	15	45	0	2.5
CDV 198.2*	Career Development Seminar	30	0	0	2
XTP 200	Externship	0	0	240	4
Total for Certificate		375	225	240	36

Approximate time to complete certificate program: 36 weeks (not including breaks)

<sup>†</sup> Blended course.

\*Online general education course.

Note: Course descriptions begin on page 157.

# PHARMACY TECHNOLOGY

Graduates of the Certificate of Achievement program at a Carrington College California campus are eligible to complete the Pharmacy Technology degree program via the online degree completion option shown below. This program is conferred from the Sacramento Campus.

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Pharmacy Technology</b> <b>ONLINE GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HUM 200	Ethics in Contemporary Society	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SOC 101	Introduction to Sociology	45	0	0	3
SCI 210	Environmental Science	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for Degree Completion Coursework		360	0	0	24
Total from Certificate		375	225	240	36
Total for Degree <sup>†</sup>		735	225	240	60

Approximate time to complete degree completion coursework: 30 weeks (not including breaks)

Combined certificate and degree completion option length: 66 weeks (not including breaks)

\*Degree is conferred from the Sacramento campus.

Note: Course descriptions begin on page 157.



# PHARMACY TECHNOLOGY

## Certification, Licensure, and Practice Information

States vary in terms of certification, licensure, and scope of practice for pharmacy technicians. Generally, students must register with their state's Board to become a pharmacy technician in training. Timeframes for completion vary by state, but all states require that pharmacy technicians attain licensure.

Graduates of the Spokane program are approved to practice in the State of Washington.

## California State Licensing Requirements:

To be licensed as a Pharmacy Technician in California, you must qualify under A, B, or C and meet the additional requirements listed below.

**Affidavit of Completed Coursework or Graduation:** The program director, school registrar, or pharmacist must complete and sign the affidavit on the California State Board of Pharmacy – Pharmacy Technician application. Copies or stamped signatures are not accepted. The school seal must be embossed on the affidavit, and/or you must attach a pharmacist's business card with the license number. An affidavit is required for one of the following:

- A. An Associate Degree in Pharmacy Technology;
- B. Any other course that provides a minimum of 240 hours of instruction as required;
- C. A training course accredited by the American Society of Health-System Pharmacists (ASHP); or

Graduation from a school of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE).

If you are certified by the Pharmacy Technician Certification Board (PTCB), you must submit a true certified copy of your PTCB certificate or the original certificate with your application. (A true certified copy is a copy that has been notarized as a true copy).

For additional details from the PTCB, visit <http://www.ptcb.org/get-certified/apply#.VeYzd03wsdU>

If you are qualifying by training provided by a branch of the federal armed services, you must submit a copy of your DD214 documenting evidence of your pharmacy technician training with your application.

## Additional requirements:

- Be a high school graduate or possess a General Educational Development (GED® - *GED® is a registered trademark of the American Council on Education (ACE).*) certificate:
- Self-Query Report from the National Practitioner Data Bank (NPDB), dated within 60 days of filing the application.
- Self-Query Report from the National Practitioner Data Bank (NPDB), dated within 60 days of filing the application.

## Reference Links:

- California State Board of Pharmacy: <http://www.pharmacy.ca.gov/>

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as cash register, crash cart, medication cart, med dispense, set of compounding supplies, balance/scale, beakers, Rx bottles, labels, and pill counting trays.

# PHLEBOTOMY TECHNICIAN

Phlebotomists are vital to the contribution of high-quality patient care. As an essential part of a health care team, phlebotomists procure blood samples for laboratory analysis. Through direct patient interaction, a phlebotomist must be knowledgeable in areas such as body system anatomy and function and proper selection of equipment. They are skilled professionals that understand their role is crucial to patient care and the assurance of quality laboratory reports.

Phlebotomists typically do the following:

- Draw blood from patients and blood donors.
- Talk with patients and donors to help them feel less nervous about having their blood drawn.
- Verify a patient's or donor's identity to ensure proper labeling of the blood.
- Label the drawn blood for testing or processing.
- Enter patient information into a database.
- Assemble and maintain medical instruments such as needles, test tubes, and blood vials.

The Phlebotomy Technician course culminates in a Certificate of Completion. The Phlebotomy Technician course prepares students to sit for the National Healthcareer Association Phlebotomy Technician Certification (CPT) exam\*.

## Offered to New Students at:

- **Reno**
- **Spokane**

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing to attain occupational licensure/certification or employment, and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Pharmacy Technology program are: Phlebotomists (31-9097.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

\*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the course. Credential preparation varies by location.

# PHLEBOTOMY TECHNICIAN

## Program Learning Outcomes

Upon successful completion of the Phlebotomy Technician course, graduates will be able to:

- Competently collect, transport, and process blood specimens from various types of patients. (Practical but applied theory).
- Practice accepted standards for infection control, safety, and disposal of biological waste as mandated by OSHA and other agencies. (Practical but applied theory).
- Demonstrate professional conduct and interpersonal communication skills with other health care personnel and the public.

**Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements located on page 218.**

## Progression Requirements

Required documentation must be submitted to the instructor no later than the completion of Week Two of instruction.

- Must present proof of current CPR.
- Must be 18 years old upon course start date.
- Proof of the following immunizations must be provided by students:
  - Negative 2-step PPD test results (positive 2-step PPD test results require documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis.
  - Measles, mumps, and rubella (MMR) immunization records of MMR booster per CDC guidelines or positive titer.
  - Hepatitis B vaccination or positive titer.
  - Varicella immunization or positive titer.
  - Tetanus/diphtheria/pertussis (Tdap) booster (within the previous ten years).

## Blended

### Course Requirements –Reno and Spokane

Phlebotomy Technician TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
PHL 12	† Basic and Advanced Procedures in Phlebotomy with lab	40	10	50	0
Total for Certificate		40	10	50	0

Course length: 12 weeks (not including breaks)

† Lecture hours are completed online, and lab hours and clinical are completed on site.

Note: Course descriptions begin on page 157.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as syringes, tourniquets, blood glucose strips, butterfly needles, draw station chairs, Coban wraps, and simulated arms.

# PHYSICAL THERAPIST ASSISTANT

Physical therapist assistants work under the supervision of physical therapists to help patients whose ability to move is impaired and provide practical assistance to the elderly, injured athletes, children, and countless others in hospitals, home care agencies, rehabilitation facilities, outpatient clinics, and nursing homes.

Carrington's Physical Therapist Assistant (PTA) program prepares students to function as entry-level practitioners under the supervision of a physical therapist. The program concludes with offsite clinical experiences during which students practice physical therapy interventions on patients in a variety of health care settings. Students who successfully complete the Physical Therapist Assistant program are eligible to take the National Physical Therapy Examination (NPTE) for PTAs. To work as a physical therapist assistant in California, graduates must also pass the California Law Examination (CLE), which relates to the practice of physical therapy.

This program culminates in an Associate of Science degree.

## Offered to New Students at:

- **Boise**
- **Las Vegas**
- **Mesa**
- **Pleasant Hill**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Physical Therapist Assistant program are: Physical Therapist Assistants (31-2021.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# PHYSICAL THERAPIST ASSISTANT

## Program Learning Outcomes

Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate ability to document data collection, interventions, and patient/client responses.
- Interact skillfully with patients, families, and other health care providers while promoting optimal outcomes.
- Differentiate the appropriate actions to employ in emergency situations.
- Distinguish the appropriate skills to perform routine entry-level physical therapist assisting in a professional setting.
- Demonstrate ethical behavior consistent with valuing the differences among patients, families, and other healthcare providers.

## Campus-Based

**Program Requirements** – Boise, Las Vegas, Mesa, Pleasant Hill

Physical Therapist Assistant TECHNICAL AND GENERAL EDUCATION COURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG 101	†	English Writing and Composition	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
BIO 107**	*	Human Anatomy and Physiology I	45	30	0	4
SPH 205	†	Interpersonal Communications	45	0	0	3
BIO 207	*	Human Anatomy and Physiology II	45	30	0	4
SOC 101	†	Introduction to Sociology (Boise, Mesa, and Pleasant Hill only)	45	0	0	3
PHY 222	†	Physics	45	0	0	3
GOV 141	†	Nevada and US Constitutions (Las Vegas only)	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
BIO 222**	*	Clinical Kinesiology	45	30	0	4
PTA 112		Fundamentals of Physical Therapist Assisting	30	30	0	3
PTA 224		Physical Therapy Data Collection and Documentation	30	30	0	3
PTA 189		Pathophysiology for the PTA	45	0	0	3
PTA 153.1		Physical Agents and Soft Tissue Mobilization	30	30	0	3
PTA 177		Management of Orthopedic Disorders	45	30	0	4
PTA 210		Management of Neurologic Disorders	45	30	0	4
PTA 240		Ethics and Jurisprudence	30	0	0	2
PTA 199		Clinical Education I	0	0	90	2
PTA 223		Advanced Concepts for PTA	45	30	0	4
PTA 230		Clinical Applications Across the Lifespan	30	0	0	2
PTA 259		Clinical Education II	0	0	280	6
PTA 298		Licensure Review	30	0	0	2
PTA 289		Clinical Education III	0	0	320	6
Total for Degree			765	270	690	74

Approximate time to complete degree program: 80 weeks (not including breaks)

Technical courses must be taken in the sequence listed.

\* Science-based general education course

\*\* BIO 107 and BIO 222 will not be eligible for transfer credits and must be taken at Carrington.

† Online General education course; these may be taken in any order except when determined by prerequisite.

General education courses must be completed for progression into the technical portion of the PTA program.

Note: Course descriptions begin on page 157.

# PHYSICAL THERAPIST ASSISTANT

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Attend a mandatory information session.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please refer to the specific requirements as located in the Nevada Immunization Requirements section of this catalog.
- Be able to lift 50 lbs.
- Undergo a background check and drug screening (Las Vegas and Pleasant Hill only), the results of which could affect enrollment in the program.

Applicants meeting all program requirements will be selected using points earned from the following:

- Entrance exam score.
- Work or volunteer-related experience in a physical therapy facility.
- The previous degree earned.

## Progression Requirements

Students who do not receive appropriate clearance or meet the clinical progression requirements may be unable to complete the required clinical experiences, will be unable to complete the requirements for the PTA program, and will be withdrawn. The following are additional requirements for this program prior to students participating in clinical education:

- Hold a current American Heart Association Basic Life Support (BLS) CPR for the health care provider card.
- Students may be required to undergo a physical exam.
- Proof of health insurance.
- Provide proof of current immunizations or titers showing immunity as follows:
  - MMR (Measles Mumps and Rubella) series.
  - Varicella zoster series.
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). If applicants have a history of a positive TB test, a chest X-ray is required.
  - Tetanus, diphtheria, pertussis.
  - Hepatitis B series vaccination or signed declination.  
(Signed declination could affect eligibility to participate in clinical rotations).
- Students must submit to drug screening and background checks (Boise and Mesa).
- Students should note that they may be subject to additional immunization, background check, and drug screening requirements in accordance with facility requirements.
- Students are financially responsible for all costs related to the background check, drug screenings, physical exams, and immunizations. There may be an additional requirement for a Department of Public Safety fingerprint clearance card, depending upon clinical site requirements in semesters four and five (please see your Program Director or Director of Clinical Education for detailed information).

## Standards of Progression

In addition to the College's Standards of Progression and the PTA Clinical Progression Requirements, PTA students must meet the following academic standards in each PTA core course. PTA courses must be taken in sequence due to the progressive and hierarchical nature of the curriculum. Inability to meet these standards will result in withdrawal from the program.

Course Level (Failure to meet any of the standards below will result in an 'F' grade for the entire course.)

- Minimum average grade of 70% on written examination.
- Minimum average grade of 70% on written quizzes and assignments.

# PHYSICAL THERAPIST ASSISTANT

- Successfully pass the practical examination(s) in each lab class. (See Skill Competency and Practical Exam Policy in the PTA program handbook).
- Minimum grade of 70% in all PTA technical and science-based general education courses.
- A 'Pass' grade in all clinical education courses.

Program Level (Failure to meet the standards below will result in withdrawal from the program.)

- Minimum term GPA 2.0.
- Demonstrates an ability to consistently meet academic and professional standards.
- Refusing to participate as a student practitioner on human subjects will prevent the student from successfully completing the program.

Students may also be withdrawn from the PTA program for the following reasons:

- Failure to complete the PTA program within 150% of the normal time frame: five terms or 80 weeks.
- Unprofessional conduct in the clinical area, including but not limited to unsafe clinical practice.
- Failure to comply with the rules and regulations of the PTA program, Carrington College, or an affiliating agency.
- Failure to comply with professional behavior as outlined in the Carrington College Student Handbook or PTA program handbook.
- The final decision for dismissal will be made by the Program Director after consultation with the faculty.
- A course grade can only be assigned once the completed Skills Competency Checklist has been submitted and all practical examinations and competency testing has been successfully passed.
- Students must achieve a "Pass" grade for Clinical Education I in order to progress to Clinical Education II and a "Pass" Grade in Clinical Education II in order to progress to Clinical Education III. The Academic Coordinator of Clinical Education (ACCE) or Director of Clinical Education (DCE) is responsible for grading all clinical education courses).
- Demonstrates an ability to consistently meet academic and professional standards.
- Students who fail a course may not be able to progress in the program, and seat and class availability may vary.

## Re-Enrollment in the PTA Program:

Students who are withdrawn will be given one opportunity to re-enter/re-enroll into the PTA program. PTA students are required to speak with the PTA Program Director in the event they wish to re-enter/re-enroll into the PTA program. Re-entry/re-enrollment is contingent upon several criterion program capacity, student readiness, and student resolution of documented behavioral or disciplinary issues.

Re-entry/re-enrollment is contingent upon the availability of clinical/class and lab resources to accommodate returning students is the first criterion considered. If the appropriate resources are present, students requesting re-entry/re-enrollment will then be assessed for their readiness to return.

In addition to the institution's policy on re-entry/re-enrollment (Assessment of Clinical Skills for Re-Entry/Re-Enrollment), returning students to the PTA program will be required to prove theoretical knowledge, and skill competency in all PTA coursework passed prior to the time of their failure to progress. This may be achieved by either of the following:

1. Competency may be tested by PTA faculty both in a written and practical format for all PTA coursework passed prior to the time of their failure to progress prior to re-enrollment. The student must pass each assessment for re-enrollment in the program (70% for written, grade of 80% or higher on lab practical examinations).

# PHYSICAL THERAPIST ASSISTANT

2. Competency may be tested by auditing all PTA coursework passed prior to the time of their failure to progress. The student will be required to follow the Audit Policy and PTA standards of progression requirements.

The final criterion is if there is documentation of student behavioral or disciplinary issues at the program or campus levels, the student will be asked to address these issues.

## California Licensing Requirements:

To be licensed as a physical therapist assistant (PTA) in California, applicants must meet the following requirements:

- Have graduated from a Commission on Accreditation in Physical Therapy Education (CAPTE) accredited PTA program.
- Pass the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE).

*Note: Individuals seeking approval as a Physical Therapist Assistant must submit their completed application to the Physical Therapy Board of California (PTBC) for approval to sit for the National Physical Therapy Exam (NPTE) and the California Law Exam (CLE).*

*Before applying to the PTBC, you must have graduated from an accredited PTA program and have in your possession a completed Certificate of Completion Form (P1E). The P1E form must remain in a sealed envelope and be submitted with the application. Applications received without the P1E will not be considered.*

*Additional requirements for applying to take the exams include payment of fees and fingerprinting.*

- Be over the age of 18.
- Not be addicted to alcohol or any controlled substance.
- Not have committed acts or crimes constituting grounds for denial of approval under the California Business & Professions Code Section 480.

## Reference Links:

- National Physical Therapy Exam for PTAs (NPTE): <https://www.fsbpt.org/>
- California Law Examination (CLE): <https://www.fsbpt.org/ExamCandidates/JurisprudenceExam.aspx>
- Physical Therapy Board of California (PTBC): [http://www.ptbc.ca.gov/applicants/how\\_to\\_apply.shtml](http://www.ptbc.ca.gov/applicants/how_to_apply.shtml)

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as upright bicycle, treadmill, whirlpool tub, transportable ultrasound units, crutches, walkers, canes, model skeletons, and anatomical charts.



# PHYSICAL THERAPY TECHNOLOGY

Students in the Physical Therapy Technology program practice a range of skills that encompass anatomy and physiology, pathologies, medical terminology, therapeutic exercises, and a wide range of modality applications that would include ultrasound, electrical stimulation, therapeutic exercises, hydrotherapy, and others. The program includes classroom lectures, laboratory exercises, and practice and clinical training in an off-campus professional environment.

Graduates are prepared for entry-level positions to provide support to physical therapists in a variety of settings to patients who are recovering from an injury, adapting to trauma or disability. This program culminates in a Certificate of Achievement.

## Offered to new students at:

- **Mesa**
- **Tucson**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Physical Therapy Technology program are: Physical Therapist Aides (31-2022.00). More information on this career may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# PHYSICAL THERAPY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Physical Therapy Technology program, graduates will be able to:

- Demonstrate the skills and knowledge to assist with various therapeutic techniques.
- Demonstrate skills required to complete a patient treatment session safely.
- Establish foundational knowledge of anatomy and physiology in relation to patient care.

## Campus-Based

Program Requirements – Mesa and Tucson

PHYSICAL THERAPY TECHNOLOGY TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
PTT 121 T	Fundamentals of Physical Therapy Technology Theory	48	0	0	3
PTT 121 L	Fundamentals of Physical Therapy Technology Application	0	48	0	1.5
PTT 122 T	Exercise and Wellness Theory	48	0	0	3
PTT 122 L	Exercise and Wellness Application	0	48	0	1.5
PTT 123 T	Kinesiology Basics Theory	48	0	0	3
PTT 123 L	Kinesiology Basics Application	0	48	0	1.5
PTT 114 T	Physical Agents Theory	48	0	0	3
PTT 114 L	Physical Agents Application	0	48	0	1.5
PTT 125 T	Introduction to Stretching Theory	48	0	0	3
PTT 125 L	Introduction to Stretching Application	0	48	0	1.5
CDV 198.2	* Career Development Seminar	30	0	0	2
PTT 200	Externship	0	0	180	4
Total for Certificate		270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

\*Online general education course.

Note: Course descriptions begin on page 157.

# PHYSICAL THERAPY TECHNOLOGY

## Blended

Program Requirements – Mesa and Tucson

PHYSICAL THERAPY TECHNOLOGY			Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
TECHNICAL COURSES						
PTT 121 T.H	*	Fundamentals of Physical Therapy Technology Theory	48	0	0	3
PTT 121 L		Fundamentals of Physical Therapy Technology Application	0	48	0	1.5
PTT 122 T.H	*	Exercise and Wellness Theory	48	0	0	3
PTT 122 L		Exercise and Wellness Application	0	48	0	1.5
PTT 123 T.H	*	Kinesiology Basics Theory	48	0	0	3
PTT 123 L		Kinesiology Basics Application	0	48	0	1.5
PTT 114 T.H	*	Physical Agents Theory	48	0	0	3
PTT 114 L		Physical Agents Application	0	48	0	1.5
PTT 125 T.H	*	Introduction to Stretching Theory	48	0	0	3
PTT 125 L		Introduction to Stretching Application	0	48	0	1.5
CDV 198.2	**	Career Development Seminar	30	0	0	2
PTT 200		Externship	0	0	180	4
Total for Certificate			270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

\* Blended course

\*\*Online general education course.

Note: Course descriptions begin on page 157.

## Additional Admission Requirement

Applicants who meet all program admission requirements must also be able to lift 50 lbs.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as exercise balls, anatomical charts, upright bicycle, treadmill, extremity whirlpool, patient lift, transportable ultrasound unit, skeletal models, massage tables, and braces or slings.

# PRACTICAL NURSING

Practical nurses are generalists who care for patients and work in many health care areas. They provide basic bedside care, measure and record patients' vital signs, and assist with bathing, dressing, and personal hygiene in nursing homes, physicians' offices, or in patients' homes. In nursing care facilities, practical nurses can help evaluate residents' needs, develop care plans, and supervise the care provided by nursing aides. In doctors' offices and clinics, their range of responsibilities may include office-related duties. In the home health care setting, practical nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks.

Carrington's Practical Nursing certificate program prepares students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of health care delivery settings.

Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a practical nurse. The program's combined academic and clinical training prepares students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

## Offered to New Students at:

- **Albuquerque**
- **Boise**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical to attain occupational licensure/certification or employment and throughout their careers.

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Practical Nursing program are: Licensed Practical and Licensed Vocational Nurses (29-2061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# PRACTICAL NURSING

## Program Outcomes

Upon completion of the Practical Nursing program, graduates will be able to:

- Implement the nursing process in providing care for patients in a variety of clinical settings.
- Demonstrate academic preparedness to take the NCLEX-PN examination for licensure as a practical nurse.
- Demonstrate the ability to apply critical thinking.
- Demonstrate the ability to work collaboratively, communicate clearly, and act professionally.

## Campus-Based

### Program Requirements – Albuquerque

Practical Nursing TECHNICAL AND GENERAL EDUCATION COURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
AP 100	†	Basic Anatomy and Physiology	45	0	0	3
MATH 104	*	Math for Dosage Calculations	15	0	0	1
MEDT 120	*	Medical Terminology	15	0	0	1
NUR 122		Medication Administration	15	30	0	2
NUR 107.1		Fundamentals and Medical-Surgical Nursing	60	0	135	7
NUR 108.1		Fundamentals and Medical-Surgical Nursing–Lab	0	60	0	2
NUR 157.A		Maternal Child Nursing	30	0	45	3
NUR 165.A		Pediatric Nursing	30	0	45	3
NUR 158.1		Community and Mental Health Nursing	45	0	45	4
NUR 159.1		Nursing Care of Specialized Populations Lab	0	30	0	1
VN 203.A		Concepts in Clinical Pharmacology	45	0	0	3
NUR 215.A		Medical-Surgical Nursing	60	0	225	9
NUR 232		NCLEX-PN Review	0	60	0	2
NUR 234		Manager of Care for PN	15	0	0	1
NUR 217.1		Medical-Surgical Nursing-Lab	0	30	0	1
Total for Certificate			375	210	495	43

Approximate time to complete certificate program: 48 weeks (not including breaks)

\* General education course

† Science-based general education course

Note: Course descriptions begin on page 157.

# PRACTICAL NURSING

## Campus-Based

### Program Requirements – Boise

<b>Practical Nursing</b> <b>TECHNICAL AND GENERAL EDUCATION COURSES</b>			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
AP 100	†	Basic Anatomy and Physiology	45	0	0	3
MATH 104	*	Math for Dosage Calculations	15	0	0	1
MEDT 120	*	Medical Terminology	15	0	0	1
NUR 122		Medication Administration	15	30	0	2
NUR 107.1		Fundamentals and Medical-Surgical Nursing	60	0	135	7
NUR 108.1		Fundamentals and Medical-Surgical Nursing – Lab	0	60	0	2
NUR 157.1		Maternal Child Nursing	30	0	45	3.5
NUR 165.1		Pediatric Nursing	30	0	45	3.5
NUR 158.1		Community and Mental Health Nursing	45	0	45	4
NUR 159.1		Nursing Care of Specialized Populations – Lab	0	30	0	1
NUR 215.1		Medical-Surgical Nursing	60	0	200	9
NUR 232		NCLEX-PN Review	0	60	0	2
NUR 234		Manager of Care for PN	15	0	0	1
NUR 217.1		Medical-Surgical Nursing-Lab	0	30	0	1
Total for Certificate			330	210	470	41

Approximate time to complete certificate program: 48 weeks (not including breaks)

\*General education course.

† Science-based general education course.

Note: Course descriptions begin on page 157.

# PRACTICAL NURSING

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Pass the ATI TEAS Admission Assessment with a combined score of 53%. There is a fee to test, paid directly to ATI.
- A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- The candidate must be 18 years of age.

A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.

- Prior to starting classes, pass a background check, which includes a New Mexico Caregivers screening and a drug screening (at the applicant's expense).
- Prior to starting classes, submit proof of a current American Heart Association CPR card (Healthcare Provider). Cards obtained through a hybrid of online and hands-on delivery may be acceptable.
- Prior to starting classes, proof of the following immunizations must be provided by students:

### Hepatitis B

- Proof of 3 doses of vaccine or titer\* showing positive immunity (*note, full immunity with three doses takes approximately 16 weeks*)

### Measles, Mumps, and Rubella (MMR)

- Proof of 2 doses (separated by 28 days) or titer\* showing positive immunity.

### Varicella

- Proof of 2 doses, positive titer\*, or healthcare provider documentation of disease history (*note, the total time is approximately four weeks*)

### Tetanus/Diphtheria/Pertussis (Tdap)

- Proof of 1 dose within the previous ten years

### Tuberculosis (TB)\*\*

- Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
  - Initial PPD placement
  - Read in 48-72 hours
  - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.
  - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis is required.
- Or lab results showing interferon globulin results

### Influenza\*\*

- Proof of annual flu vaccination

\* A titer is a blood test that measures the presence and amount of antibodies. A blood sample is taken and tested. If the test is positive (above a particular known value), the individual has immunity to that specific disease.

\*\* Must be completed in the current calendar year, and annual follow-up is required while in the program.

# PRACTICAL NURSING

## Progression Requirements

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses for the previous semester. A minimum requirement of 75% must be obtained in all courses.
- For nursing courses that have theory, lab, and clinical components, students must pass the theory, lab, and clinical components in order to progress. Students who do not achieve a satisfactory/passing final clinical evaluation will be issued an F grade for the course. Students who must repeat a course are subject to seat and clinical availability.
- Grades of W in any two courses are equivalent to one F grade. Students who withdraw from two different courses earning a W grade, including General Education courses, are equivalent to one failure for the purpose of progression in the nursing program. Students who withdraw from the same course twice or fail the same course twice or any combination of withdrawals and fails of the same course that result in two unsuccessful attempts are academically terminated and withdrawn from the program.
- Students who cumulatively fail three or more courses, including General Education courses, will be academically terminated and permanently withdrawn from the program.
- Students may appeal any academic termination from the program in writing to the Dean of Nursing for extenuating circumstances within two weeks of the date of determination.
- Repeating a course is based on the next semester's availability and GPA. If no seats are available, the student will be withdrawn a minimum of one semester from the nursing program, and the student may petition for re-entry into the next available semester. Seats in Carrington nursing programs are assigned by ranking and prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If a student with a previous withdrawal petitions for re-entry and is accepted, then any future course failures or W grades will result in academic termination and permanent withdrawal from the nursing program.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as patient transfer equipment, adult high-fidelity manikins, birthing manikins, child and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, and an AED machine.



# LVN TO ADN

Many health care professionals begin their careers as licensed vocational nurses (LVNs) and later complete the requirements for becoming registered nurses (RNs). LVNs provide direct care to patients, usually working under the supervision of a physician or RN. While LVNs and RNs have many overlapping tasks, RNs' job descriptions are filled with many more complicated activities such as devising patient care plans, dispensing certain types of medications, and starting IV drips – the types of things generally requiring more training and education than LVNs receive.

The LVN to ADN program enables licensed vocational nurses to advance their skills and knowledge to become registered nurses (RNs). LVNs build on the credit received for coursework completed during licensed practical or licensed vocational nursing training. The LVN to ADN program, which culminates in an Associate of Science degree, prepares nurses with a firm conceptual and technical foundation, intuitive and insightful client interactions, advanced skills and attitudes, and solid personal and professional ethics. A 30-semester hour Certificate of Achievement option for California licensed vocational nurses is also available. See page 125 for details. Upon completion of the California Board of Registered Nursing approved program, the students are prepared to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Because this is a rigorous program that can be completed in as few as eight months, it is recommended that students not work more than 20-hours per week and maintain a flexible schedule to accommodate varying course and clinical time requirements.

## Offered to New Students at:

- **Sacramento**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the LVN to ADN program are: Registered Nurses\* (29-1141.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical to attain occupational licensure/certification or employment and throughout their careers.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as patient transfer equipment, adult high-fidelity manikins, high fidelity birthing manikins, high fidelity child manikins, and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, AED machine, task trainers -anatomical arms for starting IVs and medication administration models for IM and SQ injections.

# LVN TO ADN

## Program Learning Outcomes

Upon completion of the LVN to ADN program, graduates will be able to:

- Demonstrate the skills and knowledge to utilize the nursing process to provide care to clients in a variety of clinical settings.
- Demonstrate academic preparedness to take the NCLEX-RN examination.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

Program Requirements – Sacramento

LVN to ADN TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
RN 150	LVN to RN Transition – Theory	15	0	0	1
RN 155	LVN to RN Transition – Lab	0	22.5	0	0.5
RN 221	Advanced Medical/Surgical Nursing 1 – Theory	45	0	0	3
RN 225	Advanced Medical/Surgical Nursing 1 – Clinical	0	0	90	2
RN 210	Psychiatric and Mental Health Nursing – Theory	22.5	0	0	1.5
RN 215	Psychiatric and Mental Health Nursing – Clinical	0	0	90	2
RN 202	Leadership Management 1	15	0	0	1
RN 231	Advanced Medical/Surgical Nursing 2 – Theory	30	0	0	2
RN 241	Advanced Medical/Surgical Nursing: Care of the Older Adult – Theory	22.5	0	0	1.5
RN 245	Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical	0	0	135	3
RN 250	Leadership Management 2	15	0	0	1
RN 305	Leadership Management 3 – Preceptorship	0	0	135	3
Total for Degree		165	22.5	450	21.5

Approximate time to complete degree program: 32 weeks (not including breaks).

Note: Course descriptions begin on page 157.

# LVN TO ADN

## Admission Requirements

In addition to meeting the College's standard admission requirements, prior to enrollment, candidates must:

- Hold a current unencumbered LVN license.
- Show proof of work experience as an LVN within the previous five years.
- Have a minimum cumulative grade point average (CGPA) of 3.0.
- Have a minimum 3.0 GPA in the following prerequisite courses:

Course/Subject Area	Credit Hours
Human Anatomy with Lab†	4
General Psychology	3
English Writing and Composition	3
Human Physiology with Lab†	4
Psychology (Developmental/Lifespan)	3
Speech (Interpersonal Communication)	3
General Microbiology with Lab†	4
Sociology (Cultural Diversity)	3
Intermediate Algebra	3

†Science courses must have been completed within the previous seven years.

- Pass the ATI TEAS Admission Assessment with a combined score of 58%. There is a fee to test, paid directly to ATI. A second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Pass a criminal background check and drug screening (at the applicant's expense).
- Submit proof of a current American Heart Association CPR card (Healthcare Provider 2-year card).
- Undergo a physical examination.
- Submit proof of the following immunizations (must be provided by students):

### Hepatitis B

- Proof of 3 doses of vaccine or titer\* showing positive immunity (*note, full immunity with three doses takes approximately 16 weeks*).
- Measles, Mumps, and Rubella (MMR) Proof of 2 doses (separated by 28 days) or titer\* showing positive immunity.

### Varicella

- Proof of 2 doses, positive titer\*, or healthcare provider documentation of disease history (*note the total time is approximately four weeks*).

### Tetanus/Diphtheria/Pertussis (Tdap)

- Proof of 1 dose within the previous ten years.

### Tuberculosis (TB)\*\*

- Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
  - Initial PPD placement.
  - Read in 48-72 hours.
  - If the initial test is negative, repeat the PPD skin test in 7 – 21 days.
  - If one skin test is positive, a follow-up chest x-ray is required to look for active disease. Documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis is required.
- Or lab results showing interferon globulin results.

### Influenza\*\*

- Proof of annual flu vaccination.

# LVN TO ADN

*\* A titer is a blood test that measures the presence and amount of antibodies. A blood sample is taken and tested. If the test is positive (above a particular known value), the individual has immunity to that specific disease. \*\* Must be completed in the current calendar year, and annual follow-up is required while in the program.*

## Nursing Progression Requirements (all locations)

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester. A minimum passing score of 75% must be obtained in all courses.
- For nursing courses that have theory, lab, and clinical components, students must pass the theory, lab, and clinical components in order to progress. Students who do not achieve a satisfactory/passing final clinical evaluation will be issued an F grade for the course. Students who must repeat a course are subject to seat and clinical availability.
- Grades of W in any two courses are equivalent to one F grade. Students who withdraw from two different courses earning a W grade, including General Education courses, are equivalent to one failure for the purpose of progression in the nursing program. Students who withdraw from the same course twice or fail the same course twice or any combination of withdrawals and fails of the same course that result in two unsuccessful attempts are permanently academically terminated and withdrawn from the program.
- Students who cumulatively fail three or more courses, including General Education courses, will be permanently academically terminated and permanently withdrawn from the program.
- Students may appeal any academic termination from the program in writing to the Dean of Nursing for extenuating circumstances within two weeks of the date of determination.
- Repeating a course is based on the next semester's availability and GPA. If no seats are available, the student will be withdrawn or placed on a leave of absence for a minimum of one semester from the nursing program if eligible. If the student has been withdrawn from the program, the student may petition for reentry (less than 180 days from the last date of attendance) or reinstatement (greater than 180 days from the last date of attendance) into the next available semester. Seats in the programs are assigned by ranking and prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If a student with a previous withdrawal petition for re-entry and is accepted, then any future course failures or W designators will result in academic termination and permanent withdrawal from the nursing program.
- Prior to entering the first semester of nursing instruction, students must also attend a clinical nursing orientation session.

## California Licensing Requirements:

- Have a high school diploma, high school equivalency diploma, or equivalent.
- Have successfully completed the courses of instruction prescribed by the board for licensure in a program in this state accredited by the board for training registered nurses, or have successfully completed courses of instruction in a nursing school outside of this state which, in the opinion of the board at the time the application is filed with the Board of Registered Nursing, are equivalent to the minimum requirements of the board for licensure established for an accredited program in this state.
- Submit an application to the California State Board of Registered Nursing (BRN) at least 6-8 weeks before graduation.
- Have your school send the BRN your transcripts.
- Complete a fingerprint and background check.
- Take and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The exam is computerized and given continuously six days a week. (New graduates are advised to take the exam soon after graduation because research has shown there is a higher success rate for early test-takers compared with those who wait several months).
- Not be subject to denial of licensure under California Business & Professional Code § 2736, Section 480 (regarding crimes, false statements, and other dishonest acts).

## Reference links

- Board of Registered Nursing: <http://www.rn.ca.gov/applicants/lic-exam.shtml>
- National Council of State Boards of Nursing (NCSBN): <https://www.ncsbn.org/index.htm>

# LVN TO ADN

## Certificate of Achievement

### 30- SEMESTER HOUR OPTION FOR CALIFORNIA LICENSED VOCATIONAL NURSES ADMISSION REQUIREMENTS

LVNs seeking an RN license without earning an associate degree must:

- Discuss the 30-semester hour option with the Program Director (by appointment) AFTER submission of the application package.

Applicants to the 30-semester hour option must:

- Hold an active and current California VN License.
- Pass a criminal background check and drug screenings.
- Provide a current immunization record and physical exam results.
- Hold current health care provider CPR certification.

Completion of the 30-semester hour option prepares LVNs to apply for licensure as a registered nurse as a non-graduate of Carrington's LVN to ADN Associate Degree program. Non-graduate status provides eligibility to take the National Council Licensure Examination (NCLEX) RN licensing exam in California only. This option will limit licensure to California without the possibility of RN licensure by endorsement in other U.S. states and territories.

Admission to the 30-semester hour option in the LVN to ADN program is dependent on space availability.

Program length: 32 weeks (not including breaks).

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

Practicing under the direction of a physician, respiratory therapists perform therapeutic respiratory treatments and diagnostic procedures. They are required to exercise considerable, independent clinical judgment in the care of patients with breathing or other cardiopulmonary disorders. They consult with physicians and other health care professionals to help develop and modify patient care plans.

The Associate of Science degree in Respiratory Care is a three-academic-year (80 weeks) program that prepares graduates for advanced-level respiratory care. The program covers knowledge of anatomy and physiology of cardiac and respiratory systems and biochemical and cellular functions of the human body, as well as knowledge of the general principles of pharmacology and cardiopulmonary drugs, including knowledge of indications, doses, calculations, mechanisms of action, and adverse effects. Skill in patient examination, assessment, intervention, and treatment planning, especially in relation to the pathophysiology of cardiopulmonary diseases, knowledge, and skills in the principles and applications of emergency medicine, resuscitation equipment, intubation, airway clearance, chest tubes, and tracheostomy care. Students who successfully complete the RC program are eligible for the National Board for Respiratory Care (NBRC) credentialing exams, such as the Therapist Multiple-Choice (TMC) exam and the Clinical Simulation Examination (CSE).

## Offered to New Students at:

- Las Vegas
- Phoenix
- Pleasant Hill

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Respiratory Care program are: Respiratory Therapists (29-1126.00) and Health Technologists and Technicians, All Other (29-2099.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinical rotations to attain occupational licensure/certification or employment and throughout their careers.

# RESPIRATORY CARE

## Program Learning Outcomes

Upon completion of the Respiratory Care program, graduates will be able to:

- Differentiate the skills and knowledge to perform entry-level respiratory care therapy.
- Utilize appropriate communication strategies to support data collection, intervention, and patient/client response.
- Distinguish the appropriate skills and knowledge of interventions to employ in emergency situations.
- Demonstrate the ability to use technology and electronic forms of communication.

## Program Goal

The goal of Carrington College's Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

## Campus-Based

Program Requirements – Las Vegas

Respiratory Care TECHNICAL AND GENERAL EDUCATIONCOURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
GOV 141	†	Nevada and US Constitutions	45	0	0	3
BIO 108	†	Anatomy and Physiology	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
RC 111		Introduction to Respiratory Care	75	30	0	6
RC 110		Pharmacology	45	0	0	3
ENG 101	†	English Writing and Composition	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
RC 120		Clinical Laboratory Practice	0	60	0	2
RC 121		Fundamentals of Respiratory Care	45	30	0	4
RC 122		Respiratory Care Pathophysiology	45	0	0	3
RC 130		Ventilatory Principles of Respiratory Care	30	90	0	5
RC 300		Clinical Practice I	0	0	135	3
RC 310		Clinical Practice II	0	0	135	3
RC 140		Critical Care Principles of Respiratory Care	30	30	0	3
RC 141		Neonatal and Pediatric Respiratory Care	60	90	0	7
RC 142		Specialized Respiratory Care	60	30	0	5
RC 151		NBRC Review	30	0	0	2
RC 150		Advanced Respiratory Care	60	90	0	7
RC 500		Clinical Practice III	0	0	270	6
Total for Degree			705	450	540	74

Approximate time to complete degree program: 80 weeks (not including breaks)

† Online general education course

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

## Campus-Based

Program Requirements – Las Vegas

**THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Respiratory Care TECHNICAL AND GENERAL EDUCATION COURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG 101	†	English Writing and Composition	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
SPH 205	†	Interpersonal Communications	45	0	0	3
BIO 105	*	Human Anatomy & Physiology I	45	30	0	4
GOV 141	†	Nevada and US Constitutions	45	0	0	3
RC 170		Applied Sciences	55	0	0	3.5
RC 171		Microbiology/Infection Control	35	0	0	2
RC 172		Cardiopulmonary Anatomy & Physiology	45	0	0	3
RC 173		General Pharmacology	55	0	0	3.5
RC 174		Cardiopulmonary Diseases	55	0	0	3.5
RC 175		Patient Assessment	25	10	0	2
RC 176		Medical Gases & Oxygen Therapy	30	5	0	2
RC 177		Humidity & Aerosol Therapy	20	5	0	1
RC 178		Airway Management & Emergency Care	35	5	0	2.5
RC 179		Bronchial Hygiene & Chest Physiotherapy	20	5	0	1
RC 180		Hyperinflation Therapy	25	5	0	1.5
RC 190		Clinical Practice	0	0	144	3
RC 270		Management, Supervision, Therapist Driven Protocols	20	0	0	1
Continued on next page						

†Online General education course

\*Science-based general education course.



# RESPIRATORY CARE

## Campus-Based

Program Requirements – Las Vegas

(Continued from the previous page)

	<b>Respiratory Care TECHNICAL COURSES</b>	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
RC 271	Cardiopulmonary Diagnostics	65	20	0	5
RC 272	Advanced Emergency Care	45	15	0	3.5
RC 273	Home Care, Rehabilitation, Patient Education	40	0	0	2.5
RC 274	Pediatrics & Perinatal Care	80	20	0	6
RC 275	Advanced Cardiopulmonary A&P	60	0	0	4
RC 276	Cardiovascular & Hemo Assessment	40	20	0	3
RC 277	Mechanical Ventilation: Concepts & Apps	60	40	0	5
RC 278	Neonatal-Pediatric Mechanical Ventilation	45	15	0	3.5
RC 279	Adult & Pediatric Case Analysis and Management	15	20	0	1.5
RC 280	Clinical Practice II	0	0	432	9.5
RC 290	RRT Credentialing Examination Series Training	80	0	0	5
Total for Degree		1220	215	576	97

Approximate time to complete degree program: 96 weeks (not including breaks)

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

## Campus-Based

Program Requirements – Phoenix

Respiratory Care TECHNICAL AND GENERAL EDUCATIONCOURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIO 108	†	Anatomy and Physiology	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
RC 111		Introduction to Respiratory Care	75	30	0	6
RC 110		Pharmacology	45	0	0	3
ENG 101	†	English Writing and Composition	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
RC 120		Clinical Laboratory Practice	0	60	0	2
RC 121		Fundamentals of Respiratory Care	45	30	0	4
RC 122		Respiratory Care Pathophysiology	45	0	0	3
SOC 101	†	Introduction to Sociology	45	0	0	3
RC 130		Ventilatory Principles of Respiratory Care	30	90	0	5
RC 300		Clinical Practice I	0	0	135	3
RC 310		Clinical Practice II	0	0	135	3
RC 140		Critical Care Principles of Respiratory Care	30	30	0	3
RC 141		Neonatal and Pediatric Respiratory Care	60	90	0	7
RC 142		Specialized Respiratory Care	60	30	0	5
RC 151		NBRC Review	30	0	0	2
RC 150		Advanced Respiratory Care	60	90	0	7
RC 500		Clinical Practice III	0	0	270	6
Total for Degree			705	450	540	74

Approximate time to complete degree program: 80 weeks (not including breaks)

† Online general education course

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

## Campus-Based

Program Requirements – Pleasant Hill

Respiratory Care TECHNICAL AND GENERAL EDUCATION COURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIO 108	†	Anatomy and Physiology	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
RC 111		Introduction to Respiratory Care	75	30	0	6
RC 110		Pharmacology	45	0	0	3
ENG 101	†	English Writing and Composition	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
RC 120		Clinical Laboratory Practice	0	60	0	2
RC 121		Fundamentals of Respiratory Care	45	30	0	4
RC 122		Respiratory Care Pathophysiology	45	0	0	3
SOC 101	†	Introduction to Sociology	45	0	0	3
RC 130		Ventilatory Principles of Respiratory Care	30	90	0	5
RC 300		Clinical Practice I	0	0	135	3
RC 310		Clinical Practice II	0	0	135	3
RC 140		Critical Care Principles of Respiratory Care	30	30	0	3
RC 141		Neonatal and Pediatric Respiratory Care	60	90	0	7
RC 142		Specialized Respiratory Care	60	30	0	5
RC 151		NBRC Review	30	0	0	2
RC 150		Advanced Respiratory Care	60	90	0	7
RC 500		Clinical Practice III	0	0	270	6
Total for Degree			705	450	540	74

Approximate time to complete degree program: 80 weeks (not including breaks)

† Online general education course

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS

## Campus-Based

Program Requirements – Pleasant Hill

Respiratory Care TECHNICAL AND GENERAL EDUCATION COURSES			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG 101	†	English Writing and Composition	45	0	0	3
SOC 101	†	Introduction to Sociology	45	0	0	3
MAT 101	†	Principles of Mathematics	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
SPH 205	†	Interpersonal Communication	45	0	0	3
BIO 105	*	Human Anatomy & Physiology I	45	30	0	4
RC 170		Applied Sciences	55	0	0	3.5
RC 171		Microbiology/Infection Control	35	0	0	2
RC 172		Cardiopulmonary Anatomy & Physiology	45	0	0	3
RC 173		General Pharmacology	55	0	0	3.5
RC 174		Cardiopulmonary Diseases	55	0	0	3.5
RC 175		Patient Assessment	25	10	0	2
RC 176		Medical Gases & Oxygen Therapy	30	5	0	2
RC 177		Humidity & Aerosol Therapy	20	5	0	1
RC 178		Airway Management & Emergency Care (BLS Cert)	35	5	0	2.5
RC 179		Bronchial Hygiene & ChestPhysiotherapy	20	5	0	1
RC 180		Hyperinflation Therapy	25	5	0	1.5
RC 190		Clinical Practice	0	0	144	3
RC 270		Management, Supervision, TherapistDriven Protocols	20	0	0	1
RC 271		Cardiopulmonary Diagnostics	65	20	0	5
RC 272		Advanced Emergency Care (ACLS Cert)	45	15	0	3.5
RC 273		Home Care, Rehabilitation, Patient Education	40	0	0	2.5
RC 274		Pediatrics & Perinatal Care (PALS Cert)	80	20	0	6
RC 275		Advanced Cardiopulmonary A&P	60	0	0	4
RC 276		Cardiovascular & Hemo Assessment	40	20	0	3
RC 277		Mechanical Ventilation: Concepts & Apps	60	40	0	5
RC 278		Neonatal-Pediatric MechanicalVentilation (NRP Cert)	45	15	0	3.5
RC 279		Adult & Pediatric Case Analysis and Management	15	20	0	1.5
RC 280		Clinical Practice II	0	0	432	9.5
RC 290		RRT Credentialing Examination SeriesTraining	80	0	0	5
Total for Degree			1220	215	576	97

Approximate time to complete degree program: 96 weeks (not including breaks)

Note: Course descriptions begin on page 157.

# RESPIRATORY CARE

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Undergo and pass a drug screening urinalysis.
- Undergo and pass a criminal background check for felonies.
- Applicants in Pleasant Hill will need to provide medical clearance from a physician attesting to good physical and mental health.
- Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of immunization prior to attending courses on campus. Please see the Nevada Immunization Requirements section of this catalog for additional details.

## Program Technical Standards

To meet program objectives and perform job duties required in the profession, RC students must:

- Possess motor, hearing, and visual skills that enable the student to meet program objectives and perform job duties required in the profession.

## Selection Criteria:

Applicants who have met all of the program admission requirements will be selected using points earned from the following:

- Entrance examination score.
- Work or volunteer-related experience in a health care facility.

## Progression Requirements

- Courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses in the previous semester.
- Pass ENG 101 with a grade of 'C' or higher in order to progress in the program.
- Students who fail the same course twice are academically terminated from the program.
- Submit to drug screening and background checks, the results of which could affect eligibility to participate in clinical rotations.
- Proof of health insurance (Las Vegas only).
- The following are additional requirements for this program prior to entering direct patient care; students must provide proof of current immunizations and/or titers showing immunity as follows:
  - MMR (Measles Mumps and Rubella) series.
  - Varicella zoster series
  - Negative TB test results (if test results are more than 12 months old, they must be from a two-step test). The QuantiFERON blood test is also a valid test.
    - If applicants have a history of a positive TB test, a chest X-ray is required.
  - Tetanus, diphtheria, pertussis
  - Polio
  - Hepatitis B series vaccination or signed declination.

## California Licensing Requirements:

An applicant for licensure in the State of California shall not receive a license without first successfully passing both of the following:

- Therapist Multiple-Choice Examination (TMC), at the higher cut score
- Clinical Simulation Examination (CSE) provided by the NBRC

All applicants for licensure shall have completed an education program for respiratory care that is accredited by the Commission on Accreditation for Respiratory Care (CoARC) or its successor and been awarded a minimum of an associate degree from an institution or university accredited by a regional accreditation agency or association recognized by the United States Department of Education.

# RESPIRATORY CARE

Satisfactory evidence as to educational qualifications shall take the form of certified transcripts of the applicant's college record mailed directly to the board from the educational institution. However, the board may require an evaluation of educational credentials by an evaluation service approved by the board.

- Submit completed application and fee to the Respiratory Care Board (RCB) of California.
- Undergo fingerprinting and background checks.
- Complete a 3-hour Board-approved Law and Professional Ethics course.

*Note: The RCB has approved two law and professional ethics courses, developed independently by the California Society for Respiratory Care (CSRC) and the American Association for Respiratory Care (AARC). Only ONE law and professional ethics course are required to be completed prior to licensure (either the CSRC's or AARC's course).*

Submit completed application, including fee and DMV driving history report.

## Reference Links:

- Respiratory Care Board of California (RCB): <http://www.rcb.ca.gov/>
- National Board for Respiratory Care (NBRC): <https://www.nbrc.org/>
- California Society for Respiratory Care (CSRC): <http://www.csrc.org/>
- American Association for Respiratory Care (AARC): <https://www.aarc.org/>

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process such as bedside table, IV poles, emergency cart and simulator w/laptop, nebulizers, arterial arm stick kit, blood pressure cuffs, molecule model sets, articulated skeleton, incubator, and emergency carts.

# SURGICAL TECHNOLOGY

Surgical technologists assist in surgical operations under the supervision of surgeons, registered nurses, or other surgical personnel. They are members of operating room teams, which are usually also made up of surgeons, anesthesiologists, and circulating nurses.

Prior to surgery, surgical technologists help prepare the operating room by setting up instruments, equipment, and sterile drapes. They also get patients ready by preparing incision sites and help the surgical team put on sterile gowns and gloves. During surgery, technologists pass instruments and other sterile supplies to surgeons and surgical assistants and help prepare specimens for laboratory analysis.

Carrington College's Surgical Technology program includes the academic and clinical instruction necessary to perform the duties of a surgical technologist. The program comprises the study of microbiology, anatomy, physiology, pharmacology, surgical procedures, instrumentation and techniques, preoperative and post-operative routines, and care of surgical patients. Students are expected to participate in a minimum of 120 surgical cases by the end of the program, which culminates in an Associate of Science degree in Surgical Technology.

## Offered to New Students at:

- **San Jose**
- **Phoenix**

Employment positions determined to be in field, to calculate the graduate employment rates required by the state of California, for graduates of the Surgical Technology program are: Surgical Technologists (29-2055.00) and Surgical Assistants (29-9093.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

At this time, the Surgical Technology program offered at the Phoenix location is not programmatically accredited, and future such accreditation is not guaranteed; the graduates of this location's program are thus, currently ineligible to apply for the National Certification Exam for Surgical Technologists.

# SURGICAL TECHNOLOGY

## Program Goals

The goal of the Surgical Technology program is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Surgical Technology program provides students with the opportunity to develop the knowledge and skills necessary for employment as entry-level surgical technologists. This is accomplished by meeting the criteria of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA) and by maintaining a curriculum that ensures achievement and is true to Carrington College's institutional program and course student learning outcomes.

## Program Learning Outcomes

Upon completion of the Surgical Technology program, graduates will be able to:

### Cognitive (Knowledge)

- Explain the eligibility criteria required to successfully complete the National Certification Exam for Surgical Technologists.
- Apply the knowledge of human anatomy and physiology, microbiology, and pharmacology as it relates to a variety of surgical procedures.

### Psychomotor (Skills)

- Practice the correct solutions in applying aseptic techniques in a variety of clinical environments.
- Apply safe practice techniques with the handling of instruments, surgical supplies, and direct patient care in the surgical and sterile processing environment.
- Demonstrate the consistent application of surgical consciousness in the clinical setting.

### Affective (Behavior)

- Explain the value of accountability, competence, and character in a surgical technologist in the health care environment.
- Demonstrate the importance of critical thinking and communication in the surgical setting as a member of the health care team.
- Connect the impact of social competence, professionalism, and ethical values to display respect and advocacy for the surgical patient, health care team, and the college as expected from entry-level health care professionals.



# SURGICAL TECHNOLOGY

## Blended

Program Requirements – Phoenix and San Jose

		<b>Surgical Technology TECHNICAL AND GENERAL EDUCATION COURSES</b>	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
APMT1.H		Anatomy & Physiology with Medical Terminology	60	0	0	4
MAT 101	†	Principles of Mathematics	45	0	0	3
STT11.H		Introduction to Surgical Technology	60	0	0	4
STT12.H		Surgical Case Management	45	0	0	3
STL1		Surgical Case Management Lab	0	60	0	2
ENG 101	†	English Writing and Composition	45	0	0	3
STT22.H		Basic Surgical Procedures	105	0	0	7
STL2		Basic Surgical Procedures Lab	0	150	0	5
SPH 205	†	Interpersonal Communication	45	0	0	3
PSY 101	†	Introduction to Psychology	45	0	0	3
STT33.H		Advanced Surgical Procedures	75	30	0	5
STC3		Clinical Experience 1	0	0	225	5
STT44.H		Professional Development	90	0	0	6
STC4		Clinical Experience 2	0	0	315	7
Total for Degree			615	240	540	60

Approximate time to complete degree program: 64 weeks (not including breaks)

†Online general education course.

Note: Course descriptions begin on page 157.

# SURGICAL TECHNOLOGY

Graduates of the Certificate of Achievement program at a Carrington College California campus are eligible to complete the Associate of Science degree program via the online degree-completion\* option shown below:

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Surgical Technology ONLINE GENERAL EDUCATION COURSES</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENG 101	English Writing and Composition	45	0	0	3
MAT 101	Principles of Mathematics	45	0	0	3
MAT 151	College Algebra	45	0	0	3
HUM 200	Ethics in Contemporary Society	45	0	0	3
PSY 101	Introduction to Psychology	45	0	0	3
SPH 205	Interpersonal Communication	45	0	0	3
CLT 100	Computer Literacy	45	0	0	3
Total for degree completion coursework		315	0	0	21
Total from Certificate		450	450	640	59
Total for Degree		765	450	640	80

Approximate time to complete degree completion coursework: 18 weeks (not including breaks)

Combined certificate and degree completion option length: 82 weeks (not including breaks)

\*Degree is conferred from the Sacramento campus.

Note: Course descriptions begin on page 157.

## Campus-Based

Program Requirements –San Jose

**THIS PROGRAM VERSION IS NOT CURRENTLY ENROLLING NEW STUDENTS**

<b>Surgical Technology TECHNICAL COURSES</b>		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ST 1	Surgical Technology Theory 1	150	0	0	10
ST 150	Surgical Technology Lab 1	0	150	0	5
ST 2	Surgical Technology Theory 2	150	0	0	10
ST 250	Surgical Technology Lab 2	0	150	0	5
ST 3	Surgical Technology Theory 3	150	0	0	10
ST 350	Surgical Technology Lab 3	0	150	0	5
ST 450	Clinical Rotations	0	0	640	14
Total for Certificate		450	450	640	59

# SURGICAL TECHNOLOGY

## Additional Admission Requirements

In addition to meeting the College's standard admission requirements, candidates must:

- Complete a criminal background check prior to the start of the program.

Applicants meeting all program admission requirements will be selected using points earned from the following:

- Personal goal statement.
- Attendance at a general information seminar.
- Two professional letters of recommendation.
- Entrance examination score.

## Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution in the capacity of a surgical technologist.

## Course Curriculum

The Surgical Technology program consists of classroom instruction of surgical technology theory and principles along with lab instruction for the practice of surgical technology skills. The clinical experience courses provide students the ability to practice skills and theory in an actual clinical-site operating room. Surgical Technology courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required courses from the previous semester.

## Progression Requirements:

Surgical Technology courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required Surgical Technology courses from the previous semester.

## Clinical Education Progression Requirements:

Students who do not receive appropriate clearance or meet the clinical progression requirements may be unable to complete the required clinical experiences and will be unable to complete the requirements for the ST program and will be withdrawn.

The following are additional requirements for this program prior to students participating in clinical experiences:

- Submit drug screening results that could affect eligibility to participate at a clinical site.
- Provide proof of immunizations or titers showing immunity as follows:
  - o Negative TB test results. If test results are more than 12 months old, they must be from a two-step test. If applicants have a history of a positive TB test, a chest X-ray is required.
  - o MMR (Measles Mumps and Rubella) series.
  - o Hepatitis B series vaccination or signed declination. (Signed declination could affect eligibility to participate in clinical experiences).
  - o Varicella zoster series
  - o Tetanus, diphtheria, pertussis (proof of 1 dose within the previous ten years).
  - o Students should note that they may be subject to additional immunization, background check, and drug screening requirements in accordance with facility requirements.

## Re-enrollment in the ST program:

- Students who must repeat a course are subject to space availability.
- Students who have two failed attempts in the same surgical technology course resulting in an FW or F grade are withdrawn from the Surgical Technology program permanently.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as: fully functional O.R. table and scrub sink, IV poles, anesthesia machines, transportation gurney, manikins for mock surgery, prep trays, syringes, needles, and electrocautery knives.

# SURGICAL TECHNOLOGY

Surgical Technology Certification options to CA program graduates:

- **National Board of Surgical Technology and Surgical Assisting (NBSTSA)**
- **Certified Surgical Technologist (CST)**

## Establishing Eligibility to Test

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility.

Before testing, individuals must first establish eligibility by submitting the appropriate examination application form along with the correct fees. NBSTSA does not refund processing fees for ineligible candidates.

NBSTSA accepts all properly completed applications from qualified applicants regardless of the applicant's age, sex, race, religion, marital status, disability, or national origin.

For a list of Commission on Accreditation of Allied Health Education Programs (CAAHEP) approved surgical technology programs go to [www.caahep.org](http://www.caahep.org) or call 727 210 2350. For a list of Accrediting Bureau of Health Education Schools (ABHES) approved surgical technology programs go to [www.abhes.org](http://www.abhes.org) or call 703-917-9503.

## Certified Surgical Technologist Eligibility Requirements

For graduates of a Surgical Technology program accredited by CAAHEP or ABHES during their enrollment. Provide ONE of the following documents:

- A notarized letter (on institutional letterhead) from the Program Director which states your name, date of graduation, and type of degree awarded.
- A copy of your graduation certificate.
- Transcript (Transcripts do not have to be official; however, NBSTSA reserves the right to request an official transcript).

Obtained from: <https://www.nbstsa.org/cst-first-timeretake-applicants>

# VETERINARY ASSISTING

Veterinary assistants typically work under the supervision of a licensed veterinarian doing clinical work, such as performing various diagnostic tests and medical treatments. They also assist with dental care, prepare tissue samples and assist veterinarians in a variety of exams and procedures. Veterinary assistants work in all phases of animal care, including hospital sanitation and equipment maintenance, medical and surgical assisting, laboratory diagnostics, and office administration. Employment opportunities include positions in veterinary clinics or hospitals, biomedical research institutions, and pharmaceutical and pet care industries.

The curriculum, which may be delivered in a traditional or blended format, provides students with education in the clinical, laboratory, and administrative duties of a veterinary assistant. Courses cover animal anatomy and physiology, nursing skills, animal surgical assisting, pharmaceutical chemistry and application, animal restraint and patient services, and front office skills, such as computer basics, telephone communication requirements, and appointment scheduling. The program includes an externship that allows students to practice skills in an actual veterinary health care setting. This program culminates in a Certificate of Achievement.

## Offered to New Students at:

- Mesa
- Phoenix Education Center
- Portland
- Spokane
- Tucson

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Veterinary Assisting program are: Veterinary Assistants and Laboratory Animal Caretakers (31-9096.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

# VETERINARY ASSISTING

## Program Learning Outcomes

Upon completion of the Veterinary Assisting program, graduates will be able to:

- Perform a variety of administrative, clinical, nursing, and surgical assisting procedures in veterinary medical settings.
- Perform as an integral member of a veterinary health care team while adhering to professional and ethical standards.

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as model animals, anesthesia machines, autoclaves, blood pressure equipment, cardiac monitor, microchip scanner, microscopes, scales, stethoscopes, and examination tables.

## Campus-Based

**Program Requirements** – Mesa, Phoenix Education Center, Portland, Spokane, and Tucson

Veterinary Assisting TECHNICAL COURSES		Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
VAC 111 T	Introduction to the Veterinary Hospital	48	0	0	3
VAC 111 L	Hospital Practices	0	48	0	1.5
VAC 112 T	The Veterinary Laboratory	48	0	0	3
VAC 112 L	Laboratory Procedures	0	48	0	1.5
VAC 113 T	Animal Nursing and Care	48	0	0	3
VAC 113 L	Veterinary Assisting Techniques	0	48	0	1.5
VAC 114 T	Surgical Nursing and Specialty Care	48	0	0	3
VAC 114 L	Surgical and Specialty Procedures	0	48	0	1.5
VAC 115 T	Pharmacy and Pharmacology Calculations	48	0	0	3
VAC 115 L	Pharmacy Practice	0	48	0	1.5
CDV 198.2	† Career Development Seminar	30	0	0	2
VAC 180	Veterinary Assisting Externship	0	0	180	4
Total for Certificate		270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

†Online general education course

Note: Course descriptions begin on page 157.

# VETERINARY ASSISTING

## Blended

**Program Requirements** Mesa, Phoenix Education Center, Portland, Spokane, and Tucson

Veterinary Assisting TECHNICAL COURSES			Lecture Hours	Lab Hours	Extern Hours	Semester Credit Hours
VAC 111 T.H	*	Introduction to the Veterinary Hospital	48	0	0	3
VAC 111 L		Hospital Practices	0	48	0	1.5
VAC 112 T.H	*	The Veterinary Laboratory	48	0	0	3
VAC 112 L		Laboratory Procedures	0	48	0	1.5
VAC 113 T.H	*	Animal Nursing and Care	48	0	0	3
VAC 113 L		Veterinary Assisting Techniques	0	48	0	1.5
VAC 114 T.H	*	Surgical Nursing and Specialty Care	48	0	0	3
VAC 114 L		Surgical and Specialty Procedures	0	48	0	1.5
VAC 115 T.H	*	Pharmacy and Pharmacology Calculations	48	0	0	3
VAC 115 L		Pharmacy Practice	0	48	0	1.5
CDV 198.2	†	Career Development Seminar	30	0	0	2
VAC 180		Veterinary Assisting Externship	0	0	180	4
Total for Certificate			270	240	180	28.5

Approximate time to complete certificate program: 36 weeks (not including breaks)

†Online general education course

\*Blended course.

Note: Course descriptions begin on page 157.

# VETERINARY TECHNOLOGY

Veterinary technicians typically work under the supervision of a licensed veterinarian doing clinical work such as performing various medical tests and treating medical conditions and diseases in animals. They also perform laboratory tests and take blood samples, assist with dental care, prepare tissue samples and assist veterinarians in a variety of other diagnostic tests and procedures. Veterinary technicians work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, biomedical research institutions, and the pharmaceutical and pet-care industries.

The program, which culminates in an Associate of Science degree in Veterinary Technology, prepares students with the basic knowledge and practical training necessary to function as an entry-level employees in a veterinary medical setting. The Veterinary Technology (VT) program is a balanced mix of theory and practical instruction, including clinical rotation and field experience during an externship. Fundamentals of mathematics, terminology, and anatomy, and physiology are emphasized. This program prepares graduates to sit for the Veterinary Technician National Examination. The VT program has a companion animal emphasis and is not intended as a pre-veterinary program.

The mission of the Veterinary Technology program is to provide local and global veterinary communities with ethical graduates committed to lifelong learning and professional development. Graduates will have the entry-level skills and knowledge required for contemporary veterinary practice. The core program focus is companion animal practice, but all facets of veterinary medicine, including large animal medicine, biomedical research, and industry-related topics are emphasized.

## Offered to New Students at:

- **Pleasant Hill**
- **Sacramento**
- **San Jose**
- **San Leandro**
- **Stockton**

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Veterinary Technology program are: Veterinary Technologists and Technicians (29-2056.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.



# VETERINARY TECHNOLOGY

## Program Learning Outcomes

Upon completion of the Veterinary Technology program, graduates will be able to:

- Demonstrate entry-level competency in the necessary knowledge, skills, and abilities required for the practice of veterinary technology in a wide range of practice settings.
- Demonstrate entry-level clinical skills competency in accordance with accreditation requirements.
- Differentiate the appropriate functions to employ to maintain a safe work environment for clients, animals, and staff.

## Campus-Based

**Program Requirements** – Citrus Heights, Pleasant Hill, Sacramento, San Jose, San Leandro, and Stockton

**THE CITRUS HEIGHTS CAMPUS IS NOT CURRENTLY ENROLLING NEW STUDENTS**

Veterinary Technology TECHNICAL AND GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
AS 110	Introduction to the Veterinary Hospital	32	32	0	3
AS 111	Basic Anatomy and Physiology	32	32	0	3
CLT100*	Computer Literacy	45	0	0	3
ENG 101*	English Writing and Composition	45	0	0	3
MAT 101*	Principles of Mathematics	45	0	0	3
VT 122	Clinical Procedures 1	0	96	0	3
VT 123	Clinical Rotation	0	0	32	0.5
VT 120	Veterinary Applied Sciences	48	0	0	3
VT 121	Companion Animal Diseases	48	0	0	3
SPH 205*	Interpersonal Communications	45	0	0	3
MAT 151*	College Algebra	45	0	0	3
VT 132	Clinical Procedures 2	0	96	0	3
VT 133	Clinical Rotation	0	0	48	1
VT 130	Surgical Assisting	48	0	0	3
VT 131	Anesthesia for Veterinary Technicians	48	0	0	3
NUT 200*	Principles of Nutrition	45	0	0	3
VT 142	Advanced Clinical Procedures and Surgery	24	104	0	4
VT 143	Clinical Rotation	0	0	48	1
VT 140	Large Animal Medicine	48	16	0	3.5
VT 141	Veterinary Technology Specialties	48	16	0	3.5
VT150	Licensure Exam Comprehensive Review	64	0	0	4
VT105	VT Externship	0	0	200	4
Total for Degree		710	392	328	63.5

Approximate time to complete degree program: 80 weeks (not including breaks)

\*Online general education course.

Note: Course descriptions begin on page 157.

# VETERINARY TECHNOLOGY

## Additional Admission Requirement

In addition to meeting the College's standard admission requirements, candidates must be at least 18 years old on the first day of class.

## Progression Requirements:

- Veterinary Technology core courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required discipline specific courses from the previous semester.
- Students who fail the same core course twice are academically terminated from the program.

## Licensing Requirements:

All registered veterinary technician candidates must pass the Veterinary Technician National Examination (VTNE) within 60 months (the 60-month timeframe begins once a candidate passes their first examination) in order to become licensed in California. It is the candidate's responsibility to meet all requirements for examination.

### VTNE:

- California candidates: If you have graduated from an AVMA accredited veterinary technology program, the American Association of Veterinary State Boards (AAVSB) will review and determine your VTNE eligibility.

## Application Link:

- Veterinary Technician National Examination (VTNE): <https://www.aavsb.org/vtneoverview>

## Supportive technologies and equipment list:

Carrington College uses technologies and equipment to support the learning process, such as small and large animal skeletons, anesthesia machines, animal gurney or stretcher, cardiac monitor, blood pressure monitoring equipment, electrosurgical equipment, emergency crash kit, and restraint equipment.

# VOCATIONAL NURSING

Vocational nurses are generalists who care for patients in many ways and work in many health care areas. They provide basic bedside care, measure and record patients' vital signs, assist with bathing, dressing, and personal hygiene, administer medications and perform a variety of nursing skills in various healthcare settings. In nursing care facilities, vocational nurses can help evaluate residents' needs, assist in the development of care plans, and supervise the care provided by nursing assistants. In doctors' offices and clinics, their range of responsibilities may include office-related duties. In the home health care setting, vocational nurses often prepare meals, assist in feeding patients and teach family members simple nursing tasks.

Carrington's Vocational Nursing degree and certificate programs prepare students for entry-level employment under the guidance of a registered nurse or licensed physician/dentist in a variety of health care settings. Graduates are able to provide nursing care for clients experiencing common, well-defined health problems. It provides a foundation for the continued learning necessary for success as a vocational nurse. The program, which culminates in a Certificate of Achievement or Associate of Science degree in Vocational Nursing, combines academic and clinical training to prepare students to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

To be eligible for entrance into the Associate of Science (non-science or science emphasis) degree program in Vocational Nursing, applicants must have earned a Certificate of Achievement in Vocational Nursing from an accredited program.

## Offered at:

- **Sacramento**
- **San Jose**

Carrington College provides students with the knowledge and skills to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or will be certified or licensed as a result of completing the program. Completion of the Vocational Nursing Associate of Science degree requirements does not guarantee acceptance into the Carrington LVN to ADN program.

Employment positions determined to be in field, to calculate the graduate employment rates required by the State of California, for graduates of the Vocational Nursing program are: Licensed Practical and Licensed Vocational Nurses (29-2061.00). More information on these careers may be found at <https://www.onetonline.org/crosswalk/> using the career title or the Standard Occupational Classification (SOC) number.

Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to clinicals to attain occupational licensure/certification or employment and throughout their careers.

# VOCATIONAL NURSING

## Program Learning Outcomes

Upon completion of the Vocational Nursing program, graduates will be able to:

- Implement the nursing process in providing care for patients in a variety of clinical settings.
- Demonstrate academic preparedness to take the NCLEX-PN examination for licensure as a vocational nurse.
- Demonstrate the ability to apply critical thinking, collaboration, communication, and professionalism.

## Campus-Based

**Program Requirements** – Sacramento and San Jose

Vocational Nursing TECHNICAL COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
VN 101	Introduction to Anatomy and Physiology	52	0	0	3
VN 102	Foundations of Nursing 1	66	50	48	5
VN 103	Foundations of Nursing 2	66	80	144	8
VN 104	Mental Health Nursing Care	35	0	0	2
VN 201	Medical Surgical Nursing 1	96	32	240	12
VN 202	Health Data Collection	50	48	0	3
VN 203	Concepts in Clinical Pharmacology	54	0	0	3
VN 301	Introduction to Maternity and Pediatric Nursing	44	48	40	5
VN 302	Medical Surgical Nursing 2	113	80	144	11
VN 303	NCLEX-PN Review	30	0	0	2
Total for Certificate		606	338	616	54 †

Approximate time to complete certificate program: 48 weeks (not including breaks)

†1560 Contact hours.

Note: Course descriptions begin on page 157.

# VOCATIONAL NURSING

Graduates of a Certificate of Achievement program at a Carrington College California campus are eligible to complete the Vocational Nursing degree program via the online degree completion option shown below. Degree is conferred from the Sacramento campus.

**THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS**

OPTION 1	Vocational Nursing (non-science emphasis) ONLINE GENERAL EDUCATION COURSES		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
	ENG 101	English Writing and Composition	45	0	0	3
	MAT 101	Principles of Mathematics	45	0	0	3
	MAT 151	College Algebra	45	0	0	3
	HUM 250	Introduction to Humanities	45	0	0	3
	PSY 101	Introduction to Psychology	45	0	0	3
	SOC 101	Introduction to Sociology	45	0	0	3
	CLT 100	Computer Literacy	45	0	0	3
	Total for degree completion coursework		315	0	0	21
	Total from Certificate		606	338	616	54*
	Total for Non-Science Emphasis Degree		921	338	616	75

Approximate time to complete degree completion coursework: 24 weeks (not including breaks)

Combined certificate and degree completion option length: 72 weeks (not including breaks)

\* Completion of an approved certificate may range in credit and will be transferred in as block credit to the Vocational Nursing Non-Science Emphasis Degree program to meet the minimum requirements for completion of an Associate Degree. Students must complete at least 25% of the program requirements at Carrington College.

Note: Course descriptions begin on page 157.

# VOCATIONAL NURSING

Graduates of a Certificate of Achievement program at a Carrington College California campus are eligible to complete the Vocational Nursing degree program via the degree completion option shown below at the following campuses: Sacramento and San Jose.

OPTION 2	Vocational Nursing (science emphasis*)			Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
	GENERAL EDUCATION COURSES						
	BIO 14	†	Microbiology with Lab	45	30	0	4
	BIO 25	†	Human Anatomy and Physiology 1 with Lab	45	30	0	4
	BIO 26	†	Human Anatomy and Physiology 2 with Lab	45	30	0	4
	CHEM 6	†	Inorganic Chemistry with Lab	45	30	0	4
	ENG 101	* *	English Writing and Composition	45	0	0	3
	MAT 101	* *	Principles of Mathematics	45	0	0	3
	MAT 151	* *	College Algebra	45	0	0	3
	MAT 201	* *	Intermediate College Algebra	45	0	0	3
	PSY 101	* *	Introduction to Psychology	45	0	0	3
	PSY 155	* *	Human Development across the Lifespan 1	45	0	0	3
	SPH 205	* *	Interpersonal Communication	45	0	0	3
	SOC 101	* *	Introduction to Sociology	45	0	0	3
	CLT 100	* *	Computer Literacy	45	0	0	3
Total for degree completion coursework				585	120	0	43
Total from Certificate				606	338	616	54***
Total for Science Emphasis Degree				1191	458	616	97

Approximate time to complete degree completion coursework: 64 weeks (not including breaks)

Combined certificate and degree completion option length: 112 weeks (not including breaks)

\*This curriculum fulfills course prerequisites for application to Carrington College's LVN to ADN program.

\*\*Online general education course.

\*\*\* Completion of an approved certificate may range in credit and will be transferred in as block credit to the Vocational Nursing Science Emphasis Degree program to meet the minimum requirements for completion of an Associate Degree. Students must complete at least 25% of the program requirements at Carrington College.

† Science-based general education courses are held on campus

Note: Course descriptions begin on page 157.

# VOCATIONAL NURSING

## Additional admission requirements-certificate program only

In addition to meeting the College's standard admission requirements, candidates must:

- Provide evidence of good physical and mental health as determined by a medical exam prior to enrollment.
- Undergo a background check and pass a drug screen prior to program start.
- Pass the ATI TEAS Admission Assessment with a combined score of 53%. There is a fee to test, paid directly to ATIA second attempt is allowed seven days following the first attempt. A third attempt is allowed 30 days following the second attempt. After failing the third attempt, the waiting period is six months. At this point in time, a candidate may start the above process over again.
- Submit two letters of recommendation from former employers or professors.
- Carrington College will evaluate prior CNA education for transfer credit eligibility. Please contact the campus Dean of Nursing with any questions.
- Submit proof of a current American Heart Association CPR card (Healthcare Provider 2-year card).
- Transfer coursework must have been completed within the previous five years.
- Prior to starting classes, proof of the following immunizations must be provided by students:

### Hepatitis B

- Proof of 3 doses of vaccine or titer\* showing positive immunity (*note, full immunity with three doses take approximately 16 weeks*)

### Measles, Mumps and Rubella (MMR)

- Proof of 2 doses (separated by 28 days) or titer\* showing positive immunity.

### Varicella

- Proof of 2 doses, or positive titer\*, or healthcare provider documentation of disease history (*note, the total time is approximately 4 weeks*)

### Tetanus/Diphtheria/Pertussis (Tdap)

- Proof of 1 dose within the previous ten years.

### Tuberculosis (TB)\*\*

- Negative 2-step Purified Protein Derivative (PPD) skin test (process below)
  - Initial PPD placement.
  - Read in 48-72 hours.
  - If the initial test is negative, repeat the PPD skin test in 7 – 21days.
  - If one skin test is positive, follow up chest x-ray is required to look for active disease. Documentation of a negative chest X-ray and physician follow-up documenting no evidence of active tuberculosis or lab results showing interferon globulin results is required.

### Influenza\*\*

- Proof of annual flu vaccination

\* A titer is a blood test that measures the presence and amount of antibodies. A blood sample is taken and tested. If the test is positive (above a particular known value), the individual has immunity to that specific disease.

\*\* Must be completed in the current calendar year, and annual follow up is required while in the program.

# VOCATIONAL NURSING

## Progression Requirements (Vocational Nursing Certificate Program)

- Nursing courses must be taken in the prescribed sequence. Students cannot progress to the next semester until they successfully complete all required nursing courses from the previous semester. A minimum passing score of 75% must be obtained in all courses.
- For nursing courses that have a theory, lab, and clinical components, students must pass the theory, lab, and clinical components in order to progress. Students who do not achieve a satisfactory/passing final clinical evaluation will be issued an F grade for the course. Students who must repeat a course are subject to seat and clinical availability.
- Grades of W in any two courses are equivalent to one F grade. Students who withdraw from two different courses earning a W grade, including General Education courses, are equivalent to one failure for the purpose of progression in the nursing program. Students who withdraw from the same course twice or fail the same course twice or any combination of withdrawals and fails of the same course that result in two unsuccessful attempts are academically terminated and withdrawn from the program.
- Students who cumulatively fail three or more courses, including General Education courses, will be academically terminated and permanently withdrawn from the program.
- Students may appeal any academic termination from the program in writing to the Dean of Nursing for extenuating circumstances within two weeks of the date of determination.
- Repeating a course is based on the next semester's availability and GPA. If no seats are available, the student will be withdrawn or placed on a leave of absence for a minimum of one semester from the nursing program if eligible. If the student has been withdrawn from the program, the student may petition for reentry (less than 180 days from the last date of attendance) or reinstatement (greater than 180 days from the last date of attendance) into the next available semester. Seats in the programs are assigned by ranking and prospective re-entry students by GPA; students with the highest GPAs receive preference for available seats. If a student with a previous withdrawal petition for re-entry and is accepted, then any future course failures or W designators will result in academic termination and permanent withdrawal from the nursing program.
- Prior to entering the first semester of nursing instruction, students must also attend a clinical nursing orientation session.

## Board of Vocational Nursing and Psychiatric Technicians (BVNPT) Licensing Requirements:

1. Minimum Age - 17 years old.
2. Completion of High School 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) background check and fingerprints (note: A license will not be issued until the Board receives the background information from DOJ).
6. Attach the appropriate non-refundable fee made payable to the "BVNPT."
7. Successful completion of a written examination titled the National Council Licensure Examination for Practical (Vocational) Nursing (NCLEX-PN).
8. When the requirements of Steps 1-7 have been met, the Board will advise students of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process a license.
9. Successful completion of a California Approved Vocational Nursing Program.

## Reference Links:

- Board of Vocational Nursing and Psychiatric Technicians (BVNPT): <http://www.bvnpt.ca.gov/>
- National Council of State Boards of Nursing (NCSBN): <https://www.ncsbn.org/index.htm>



# VOCATIONAL NURSING

## **Supportive technologies and equipment list:**

Carrington College uses technologies and equipment to support the learning process, such as Patient transfer equipment, adult high fidelity manikins, birthing manikins, child and infant manikins, wound care supplies and models, tracheostomy supplies, EKG machine, and an AED machine.

# GENERAL EDUCATION AND TRAINING COURSES

## GENERAL EDUCATION FOR NON-DEGREE SEEKING STUDENTS

**General Education options for non-degree-seeking students have been added as set forth below:** Carrington College offers the following General Education courses to students seeking to complete prerequisites to enroll in a Carrington College program or to apply to a program at another institution.

Completion of a program's general education requirements at Carrington College does not guarantee entry into any of the programs. If you intend to transfer Carrington College courses to another institution, you must contact that institution directly to determine the transferability of units. Accepting transfer credits is always and only up to the receiving institution.

### Prerequisite courses

Prerequisite courses or "prereqs" are courses that must be completed prior to enrolling in specific Carrington College programs or programs at another institution. Not all Carrington College programs have prerequisites, and prerequisite courses may vary by program\*. Some general education (GE) courses may also be available online.

Enrollment in standalone GE prerequisite courses is independent of any Carrington College program enrollment and will be treated separately. The cost for GE prerequisite courses is not eligible for financial aid. Payment is the sole responsibility of the student, and payments must be made as agreed upon in the student's Retail Installment Contract. See tables for the cost of individual courses.

### Science Courses

**Science courses are offered as standalone courses and are sixteen weeks in length at the Sacramento campus. Please see the program description of interest for information regarding prerequisites.** Note: Course descriptions begin on page 157.

Science Emphasis on Campus General Education Courses				
Courses		Course Length	Credits	Course Total
BIO 14	Microbiology with Lab	16 Weeks	4.0	\$3,106
BIO 25	Human Anatomy and Physiology 1 with Lab	16 Weeks	4.0	\$2,876
BIO 26	Human Anatomy and Physiology 2 with Lab	16 Weeks	4.0	\$2,876
CHEM 6	Inorganic Chemistry with Lab	16 Weeks	4.0	\$3,106
CHEM 8.1	Organic and Biological Chemistry with Lab	16 Weeks	4.0	\$3,106

### Dates for science emphasis general education courses

#### Sacramento

November 29, 2021 – March 25, 2022  
 January 31, 2022 – March 11, 2022  
 March 14, 2022 – April 22, 2022  
 April 25, 2022 – June 3, 2022  
 June 6, 2022 – July 15, 2022  
 July 18, 2022 – August 26, 2022  
 August 29, 2022 – October 7, 2022  
 October 10, 2022 – November 18, 2022  
 November 21, 2022 – December 30, 2022

# GENERAL EDUCATION AND TRAINING COURSES

## Online General Education Courses

Online General Education courses are six weeks in length and are offered online at the Sacramento campus.

Online General Education Courses				
Courses		Course Length	Credits	Course Total
CLT 100	Computer Literacy	6 Weeks	3.0	\$1,425
COL 105	Critical Thinking	6 Weeks	3.0	\$1,425
ENG 101	English Writing and Composition	6 Weeks	3.0	\$1,425
HIS 150	US Government	6 Weeks	3.0	\$1,425
HUM 200	Ethics in Contemporary Society	6 Weeks	3.0	\$1,425
HUM 250	Introduction to Humanities	6 Weeks	3.0	\$1,425
MAT101	Principles of Mathematics	6 Weeks	3.0	\$1,425
MAT151	College Algebra	6 Weeks	3.0	\$1,425
MAT 201	Intermediate College Algebra	6 Weeks	3.0	\$1,425
NUT 200	Principles of Nutrition	6 Weeks	3.0	\$1,425
PSY 101	Introduction to Psychology	6 Weeks	3.0	\$1,425
PSY 155	Human Development Across the Lifespan	6 Weeks	3.0	\$1,425
SCI 210	Environmental Science	6 Weeks	3.0	\$1,425
SOC 101	Introduction to Sociology	6 Weeks	3.0	\$1,425
SPH 205	Interpersonal Communication	6 Weeks	3.0	\$1,425

## Dates for general education courses

*Online course conferred from Sacramento*

January 31, 2022 – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

# GENERAL EDUCATION AND TRAINING COURSES

## General Education Requirements

General education coursework is integral to Carrington College's degree-granting curricula and extends the range of learning while providing a context for specialized study. To this end, communication skills, social sciences, and math and science courses are included in the Associate of Science curricula to help broaden students' perspectives. Such courses also help develop skills and competencies that enhance students' academic success, as well as graduates' personal and professional potential.

Upon completion of General Education coursework, students will be able to:

- Apply critical thinking skills in a variety of situations.
- Use appropriate technology to acquire, organize, analyze, and communicate information.
- Define personal values and ethics.
- Communicate thoughts, ideas, information, and messages in written and oral formats.
- Demonstrate knowledge of and sensitivity to a variety of cultural values and awareness of global issues
- Respect the rights, work, and contributions of others.

Semester credit hours they awarded and prerequisites and co-requisites when applicable are noted after each course description. Courses may be taken only by students admitted to the program in which the courses are offered.

Course prerequisites are subject to change based on industry standards. Students should contact the program director or Campus Academic Dean for additional information regarding prerequisites and co-requisites.

### Disclaimer

Completion of the program's general education requirements at Carrington College does not guarantee entry into any of the programs. If you intend to transfer Carrington College courses to another institution, you must contact that institution directly to determine the transferability of units. Accepting transfer credits is always and only up to the receiving institution.

Campus-Based and Degree Completion Programs. Carrington College integrates a strong general education with a basic emphasis on specialty studies. To ensure that students benefit from both areas of learning, Carrington's general education is oriented toward challenges and issues of the contemporary world. General education courses provide the fundamental principles and skills of their fields but freely use applications drawn from students' career-related interests. Technical courses, in turn, reinforce general education competencies through assignments requiring applied research, teamwork, written and oral communication, and consideration of ethics. This well-rounded education prepares Carrington graduates to live full and satisfying lives and to participate meaningfully as citizens in a diverse and dynamic society.

# COURSE DESCRIPTIONS

## **AP 100 Basic Anatomy and Physiology**

This course examines basic anatomical structures and physiological functions of the human body. Basic principles of biology, chemistry, and microbiology are also introduced. The course serves as a foundation on which students build physical assessment skills, assessment being the first step of the nursing process. *3 Credit Hours*

## **AP 103 Advanced Anatomy and Physiology**

With an emphasis on body systems, this course examines anatomical structures and physiological functions of the human body. Body systems are presented through comparison of physiological mechanisms in both health and disease. Coursework addresses how the human body functions to maintain homeostasis. *4 Credit Hours*

## **APMT 1.H Anatomy & Physiology with Medical Terminology**

This course provides an overview of medical terminology including basic word construction, abbreviations and symbols used in the profession. An extensive study of the human body includes basic chemistry, organization, cells, tissues, membranes and human diseases. Emphasis is placed on the integumentary, skeletal, muscular, nervous, sensory, endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems. This is a blended course. *4 Credit Hours*

## **AS 110 Introduction to the Veterinary Hospital**

This course introduces basic concepts pertaining to the veterinary hospital including, safety, terminology, and basic math. Students apply this knowledge to practice in breed identification, animal handling and restraint, animal behavior, client communication, law and ethics, and preventive medicine are covered. *3 Credit Hours*

## **AS 111 Basic Anatomy and Physiology**

This course introduces students to the basic sciences including chemistry and biology. In addition, anatomy and physiology and terminology of the integumentary, skeletal, muscular, cardiovascular, digestive, reproductive, endocrine, urinary, and nervous systems. Students will also discuss concepts associated with these systems that include nutrition and metabolism, genetics, pregnancy, development, and lactation, as well as the sense organs that include sight, smell, taste, hearing, and equilibrium. *3 Credit Hours*

## **BIO 14 Microbiology with Lab**

This course introduces concepts of microbiology. Microbes are studied with emphasis on morphology, physiology, genetics, taxonomy, ecology, growth and cell specialization. Relationships among bacteria, fungi, molds, protozoans and arthropods are also examined in a medical context such as immunology and control of microbial growth and their relationship to disease in humans and other animals. Prerequisite: CHEM 8.1. *4 Credit Hours*

## **BIO 25 Human Anatomy and Physiology 1 with Lab**

This course is the first half of the two-semester sequence that covers the major systems of the human body. It introduces such topics as body organization, general and biochemical principles, cells and tissues and the integumentary, skeletal, muscular, and nervous systems. This is a science-based general education course. *4 Credit Hours*

## **BIO 26 Human Anatomy and Physiology 2 with Lab**

This course is the second part of the two-semester sequence and covers the gross and microscopic structure and function of the cardiovascular, respiratory, renal and digestive systems. Also emphasized are integration and homeostatic control mechanisms. Prerequisite: BIO 25. *4 Credit Hours*

## **BIO 105 Human Anatomy and Physiology I**

This course is the first of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **BIO 107 Human Anatomy and Physiology I**

This course is the first of a two-part series. This course begins with the concepts of cellular organization of the body, the chemical structure and function of the body, and homeostasis. Course work addresses basic anatomy and physiology of body systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. The body systems included in this course are integumentary, musculoskeletal, and nervous. Lessons are supported by required lab exercises. *4 Credit Hours*

## **BIO 108 Anatomy and Physiology**

This course begins with the concepts of cellular organization of the body, the chemical structure and function of the body, and homeostasis. Course work addresses basic anatomy and physiology of the body systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. All body systems are included in this course. This is an online course. *3 Credit Hours*

## **BIO 121 Human Anatomy and Physiology I with Lab**

Students in this course study structure and function of the human body. Topics include cells, tissues and integumentary, skeletal, muscular and nervous systems. Lectures are supported by required lab exercises. *4 Credit Hours*

## **BIO 124 Human Anatomy and Physiology II with Lab**

Students in this course study structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems, and fluid and electrolyte balance. Lectures are supported by required lab exercises. Prerequisite: BIO 121 *4 Credit Hours*

## **BIO 205 Microbiology with Lab**

This course provides students with a foundation in basic microbiology, emphasizing form and function. Topics include methods for studying microorganisms, microbial and viral morphology physiology, metabolism and genetics, classification of microorganisms and viruses, physical and chemical control of microorganisms and viruses, infection and disease, immunization, microbial and viral diseases of medical and dental importance and AIDS. Lectures are supported by required laboratory experiences. *4 Credit Hours*

## **BIO 206 Human Anatomy and Physiology II**

This course is the second of a two-semester unit. Coursework addresses basic anatomy and physiology of body systems and lays the groundwork for understanding how the human body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO 105 *4 Credit Hours*

## **BIO 207 Human Anatomy and Physiology II**

This course is the second of a two-part series. Coursework primarily focuses on the anatomy and physiology of systems, such as the endocrine, circulatory, immune, respiratory, digestive, urinary, and reproductive systems, the medical terminology associated with those systems, and lays the groundwork for understanding how the body functions in both health and disease. Lectures are supported by required lab exercises. Prerequisite: BIO 107 *4 Credit Hours*

## **BIO 222 Clinical Kinesiology**

This course introduces the science of human movement from a rehabilitative physical therapy perspective. Students assess biomechanical forces on the body, as well as the concepts of locomotion, forces, and levers. Foundations in therapeutic exercise, including stretching and strengthening of key muscular motions throughout the human body, are set forth. Detailed exploration on osteokinematic and arthrokinematic motions are also covered at each major joint in the human body. Topics include origins, insertions, innervations, and actions of prime movers of the musculoskeletal system in lecture and extensive surface and deep ligamentous, tendinous, and musculoskeletal palpations in laboratory. Lectures are supported by required lab exercises. Prerequisites: BIO 107 and PHY 222 *4 Credit Hours*

# COURSE DESCRIPTIONS

## **BIO 270 Pathophysiology**

Students develop a foundational knowledge of the pathogenesis and clinical manifestation of disease in order to work effectively with health data and communicate with healthcare providers. Medical terminology, anatomy and physiology, and mechanisms of human disease are integrated at a basic level of understanding. Students apply knowledge to examples and practice scenarios involving the classification and analysis of disease states. This is an online course. *3 Credit Hours*

## **BIO 275 Pharmacology and Medical Treatment**

This course surveys indications for the use of commonly prescribed pharmaceutical treatments. Terminology and classifications of drugs and their effects on human body systems are reviewed. Students apply knowledge gained to practice examples. This is an online course. *3 Credit Hours*

## **BIO 305 Microbiology with Lab**

Students in this course study microorganisms, with emphasis on their structure, development, physiology, classification, and identification. Lab exercises include culturing, identifying, and controlling microorganisms, as well as provide study of the role of microorganisms in infectious disease. *4 Credit Hours*

## **C 120 Chemistry with Lab**

This course presents basic principles of inorganic and organic chemistry and biochemistry in health and disease. Lectures are supported by laboratory exercises. *4 Credit Hours*

## **CDV 198.2 Career Development Seminar**

In this course, students assess personal strengths and identify areas of opportunity using specific self-assessment and goal-setting tools as they prepare for professional employment. In addition, they develop resume writing skills, create cover letters, participate in mock interviews, and apply research, evaluation and networking skills to execute job searches and enhance their general financial awareness. This is an online course. Prerequisite: Successful completion of all technical coursework. *2 Credit Hours*

## **CHE 110 Chemistry for Health Care Professionals**

This course builds the foundational chemistry knowledge to enable students to integrate concepts taught in physiology and microbiology and bridge that knowledge into pathophysiology and pharmacology. The focus is on application in the allied health fields and understanding of medical laboratory results. Essential principles of inorganic, organic and biochemistry will be covered. *2 Credit Hours*

## **CHEM 6 Inorganic Chemistry with Lab**

This is an introductory chemistry course. Topics include physical and chemical changes, energy, atomic structure, bonding, nomenclature, chemical calculations, and reactions (including solubility, neutralization, and oxidation-reduction), gas laws, solutions, equilibrium and nuclear chemistry. Laboratory exercises support the topics above including both qualitative and quantitative experiments and analysis of data. Recommended: Completion of MAT 201 or co-requisite. This is a science-based general education course. *4 Credit Hours*

## **CHEM 8.1 Organic and Biological Chemistry with Lab**

This continuation of CHEM 6 is a course in introductory organic chemistry. Topics include the structure, properties, composition, reactions and preparation of carbon-based compounds, hydrocarbons, and their derivatives. Emphasis is on the specific functional groups found in carbohydrates, proteins, lipids, and nucleic acids and the reactions they undergo related to human physiology and health. Laboratory work involves basic techniques of preparation, separation, identification, isolation, purification, and synthesis. This is a science-based general education course. Prerequisite: CHEM 6 *4 Credit Hours*

## **CJ 4 Criminal Law**

This course explores the historical development of state law. In addition, this course defines and classifies a variety of crimes, such as crimes against persons, property, and the state. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **CJ 14 Juvenile Law**

This course identifies techniques for handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral procedures for juveniles, and the organization of community resources. Juvenile law and juvenile court procedures will also be covered. *3 Credit Hours*

## **CJ 60A Corrections Officer Basic Academy**

This course meets the training requirement as set forth by the California Board of Corrections, Section 179 and 1020 of Title XV, California Administrative Code, and fulfills the mandatory training requirements for Corrections/Custodial Officers who are assigned to custody positions in city/county/private jails or facilities. The content is job related and is certified by Standards and Training for Corrections. Training in first aid and CPR is included. *15 Credit Hours*

## **CJ 63 BSIS Security Officer Academy**

This course meets the requirements of AB2880 training for private security professionals as mandated for licensed security guards in California Business and Professions Code §7585-7585.20 and California Code of Regulations. Topics include powers to arrest, terrorism and weapons of mass destruction, exposed firearms, baton and chemical agents, concepts of arrest, communications, search, report writing, courtroom procedures, testimony, criminal and civil law, and public and community customer relations. Upon successful completion, the student will receive a BSIS course certification for the Guard Card and Exposed Firearms, Baton and Chemical agents permits with applications submitted to BSIS for their Guard card license and Firearms permit license; Firearms permit approval pending the outcome of the BSIS Firearms Personality testing. This course further provides the certification for the 32 hours of additional BSIS mandated training, 16 hours of mandated subjects and 16 hours of elective subjects for a licensed security professional. *5 Credit Hours*

## **CLT 100 Computer Literacy**

This course introduces basic concepts and principles of widely used productivity tools such as word processors, spreadsheets, e-mail, and web browsers. Students also learn basic computer terminology and concepts. This is an online course. *3 Credit Hours*

## **CO 2 Introduction to Administration of Justice**

This course covers the history and philosophy of justice as it has evolved throughout the world. This course offers an in-depth study of the American system and the various sub-systems, roles, and role expectations of criminal justice agents and their interrelationship with society; concepts of crime causation; punishment and rehabilitation; ethics; and education and training relating to professionalism in the social system. *3 Credit Hours*

## **CO 3 Criminal Procedures**

This course examines the legal processes of search warrants, reasonable cause for detention of a person, probable cause for arrest, criminal trials, procedural hearings, and sentencing. This course offers a review of the history of case and common law, conceptual interpretations of law as reflected in court decisions, a study of case law methodology and case research, and how the decisions impact the procedures of the justice system. Students will also be introduced to the legal aspects of evidence. *3 Credit Hours*

## **CO 5 Community and Human Relations**

This course explores the roles of administration of justice practitioners and their agencies. Through interaction and study, the student becomes aware of the interrelationships and role expectations between the various members of the system and the public. Professional development and employment skills including résumé writing, interview techniques, and personalized job search planning will also be covered in this class. The final grade in this class includes projects and assignments related to professional development and employment skills. *3 Credit Hours*

## **CO 8 Introduction to Investigations**

The fundamentals of investigation are introduced in this course through the following topics: techniques of crime scene search and recording, collection and preservation of physical evidence, modus operandi, sources of information, interview and interrogation, and follow-up investigation. *3 Credit Hours*



# COURSE DESCRIPTIONS

## **CO 10 Writing for Criminal Justice**

This course focuses on the techniques of communicating facts, information, and ideas effectively in a simple, clear, and logical manner using the various types of criminal justice terminology. The use of factual information and organization in report writing are also included. *3 Credit Hours*

## **CO 20A Introduction to Corrections**

This course examines a survey of the field of correctional science through historical development, current concepts, ethics and practice, and explanations of criminal behavior. The functions and objectives of the criminal justice system concerned with institutional, probation, and parole processes as they modify the offender's behavior are also covered. A survey of professional career opportunities in public and private agencies will be introduced. *3 Credit Hours*

## **COL 105 Critical Thinking**

This course provides instruction and practice in the areas of critical thinking, problem solving and use of research as a problem-solving tool. Course objectives are addressed through problem-solving methodologies, critical analysis of information, cooperative learning, and research strategies. The course also assists students in identifying and articulating the skills necessary to be successful academically and professionally. Ethical and values considerations are included within the critical-thinking and problem-solving framework. This is an online course. *3 Credit Hours*

## **DA 21.3 Dental Science**

Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operator, dental materials and instrumentation, as well as dental restorative procedures are also covered. *4 Credit Hours*

## **DA 21.3.H Dental Science**

Anatomy of the head and neck, tooth morphology, oral examinations and charting and the study of hard and soft tissues of the oral cavity are the focus of this course. Body systems, dental anesthesia, dental operator, dental materials and instrumentation, as well as dental restorative procedures are also covered. This course is a blended course. *4 Credit Hours*

## **DA 22.3 Dental Office Protocols**

Concepts and principles of microbiology and asepsis, sterilization, and proper methods of infection control, including Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, HIPAA, ethics, jurisprudence, and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. *4 Credit Hours*

## **DA 22.3.H Dental Office Protocols**

Concepts and principles of microbiology and asepsis, sterilization, and proper methods of infection control, including Occupational Safety and Health Administration (OSHA) regulations, material safety data sheet (MSDS) information and the handling of controlled substances are examined in this course. Patient records, HIPAA, ethics, jurisprudence and patient psychology are also covered, as are basic laboratory procedures and prosthodontics. This is a blended course. *4 Credit Hours*

## **DA 23.3 Dental Radiology**

This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. *4 Credit Hours*

## **DA 23.3.H Dental Radiology**

This course presents the fundamentals of dental radiology and its terminology, anatomy for radiography and anatomic landmarks, safety, precautions, characteristics and effects of exposure and protection and monitoring. Students learn digital and inter- and extra-oral x-ray techniques used in a variety of dental specialties. Office medical emergencies and vital signs are other topics explored in this course. This is a blended course. *4 Credit Hours*

# COURSE DESCRIPTIONS

## **DA 24.3 Preventive Dentistry**

Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. *4 Credit Hours*

## **DA 24.3.H Preventive Dentistry**

Principles and practices of preventing and controlling dental disease are presented with emphasis on nutrition and plaque control. Coronal polishing and pit and fissure theory and procedures are introduced. Periodontics theory and practice are addressed in this course. This is a blended course. *4 Credit Hours*

## **DA 25.3 Dental Specialties**

This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics, and the associated dental assistant duties allowable by state are explored. *4 Credit Hours*

## **DA 25.3.H Dental Specialties**

This course introduces the practice and procedures of dental specialties and dental assistant duties in specialty dental practice. Oral surgery, endodontics, pediatric dentistry, orthodontics, periodontics, prosthodontics, and the associated dental assistant duties allowable by state are explored. This is a blended course. *4 Credit Hours*

## **DA 201.3 Dental Assisting Procedures 1**

This course addresses the daily operation of the dental office and explores basic chair-side assisting, charting, infection control and OSHA regulations. Students are introduced to dental office equipment and principles of four-handed dentistry, including materials and instrumentation. Emphasis is placed on step-by-step procedures and the function and care of the dental operator. *2 Credit Hours*

## **DA 202.3 Dental Assisting Procedures 2**

This course focuses on infection control and laboratory procedures, temporary restorations, and other lab procedures. *2 Credit Hours*

## **DA 203.3 Dental Assisting Procedures 3**

Dental radiography (x-ray) techniques, including safety practices and darkroom procedures, are the emphasis of this course. Students learn about exposing, processing, mounting, and evaluating dental films and practice specialized techniques used in dental practices. *2 Credit Hours*

## **DA 204.3 Dental Assisting Procedures 4**

The emphasis of this class is the practice of coronal polishing techniques and pit and fissure sealant placement on manikins and clinical patients. *2 Credit Hours*

## **DA 205.3 Dental Assisting Procedures 5**

Dental specialty procedures performed by dental assistants are practiced in this class. *2 Credit Hours*

## **DA 502.3 Externship**

Students gain experience in a dental office or clinic under direct supervision of a dentist, professional office manager or clinical director. Students are required to return to campus once weekly to submit completed hours and evaluations. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *4 Credit Hours*

## **DACA 160.1 Anatomy, Physiology and Radiography Lecture**

This course provides basic study of oral histology and embryology, physiology, head and neck anatomy, tooth morphology and dental charting. Principles of dental radiology, including terminology, characteristics and effects of exposure, safety precautions, protection and monitoring are presented. Students learn special X-ray techniques used in various dental specialties and acquire the expertise to expose X-rays. *3.5 Credit Hours*

# COURSE DESCRIPTIONS

## **DACA 162.1 Radiography with Lab**

This course presents principles of dental radiology including terminology, characteristics, effects of exposure, safety precautions and protection and monitoring. Theory and procedures related to aiding in administration of nitrous oxide and oxygen are introduced. Upon meeting written and performance competencies, students receive a certificate allowing them to monitor dental patients under administration of nitrous oxide. This is an expanded function in the State of Idaho. 2.5

*Credit Hours*

## **DACA 170.1 Dental Specialties Lecture**

This course presents practice and procedures of dental specialties and duties performed in specialty dental practice. Specialties addressed include oral surgery, endodontics, prosthodontics, periodontics, pediatric dentistry and orthodontics. 3.5 *Credit Hours*

## **DACA 172.1 Dental Specialties and Pit and Fissure Sealants Expanded Function with Lab**

This course introduces dental specialty practice procedures. Students are presented an overview of common procedures performed by dental assistants in the six common specialty offices and practice performing these procedures on a typodont model. The course emphasizes practice on manikin and human patient pit and fissure techniques. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho.

2.5 *Credit Hours*

## **DACA 180.1 Front Office, Laws and Ethics, Pharmacology and Pain Control Lecture**

This course introduces dental practice management including scheduling appointments, telephone techniques, insurance procedures, dental records, written correspondence, and inventory management. The dental health team, ethics and expected levels of professionalism are introduced as are licensure, registration, certification, and professional organizations. Patient psychology and stress management, handling common medical emergencies, vital signs and pharmacology are addressed. 3.5 *Credit Hours*

## **DACA 182.1 Front Office, Patient Screening, Administration and Monitoring Nitrous Oxide Expanded Function with Lab**

This course emphasizes basic functions and skills of dental assistants and auxiliary personnel. Students complete ongoing dental assisting procedures assigned throughout the Dental Assisting program. 2.5 *Credit Hours*

## **DACA 190.1 Oral and Systemic Health and Disease Lecture**

This course examines principles and practices of preventing and controlling dental disease with emphasis on oral health, nutrition, and plaque control. Basics of microbiology, oral pathology and body systems are introduced. Also addressed are infection control and proper sterilization procedures. 3.5 *Credit Hours*

## **DACA 192.1 First Aid, OSHA Standards and Coronal Polishing Expanded Function with Lab**

This course introduces and provides practice in coronal polish theory and procedures. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho.

2.5 *Credit Hours*

## **DACA 196.1 Instrumentation, Chairside and Dental Materials Lecture**

This course introduces chairside dentistry and principles of four-handed dentistry, including materials and instrumentation. Step-by-step procedures and function use and care of dental equipment and the operatory are emphasized. Specific restorations addressed are amalgams, composites, veneers, crowns/bridges, and removable prosthetics. 3.5 *Credit Hours*

## **DACA 198.1 Instrumentation, Chairside, Dental Materials and Temporary Crown Expanded Function with Lab**

This course addresses hand piece maintenance, rotary classifications and review of dental materials. Dental lab procedures including impression materials and dental cements are introduced. Four-handed chairside assisting techniques are reviewed and practiced for various restorative procedures, including amalgam and composite restorations as well as fixed and removable prosthetics. Crown and bridge theory and procedures are introduced, and students learn

# COURSE DESCRIPTIONS

to fabricate. Upon meeting written and performance competencies, students receive a certificate. This is an expanded function in the State of Idaho. *2.5 Credit Hours*

## **DH 10 Introduction to Clinical Dental Hygiene**

This course introduces students to the dental hygiene process of care, including the principles underlying the phases of patient assessment, problem identification, planning of dental hygiene care, implementation of preventive and therapeutic procedures and evaluation of dental hygiene care and goal attainment. Topics include risk assessment, medical history assessment, the principles of disease transmission, infection control, examination and charting of extraoral and intraoral conditions, prevention and management of common medical emergencies, theory of basic instrumentation procedures and techniques of instrument sharpening, polishing and fluoride application. *2 Credit Hours*

## **DH 11 Oral Radiology**

Fundamentals of radiology as applied to the study of teeth and surrounding structures are presented. The radiographic appearance of normal and abnormal features of the oral cavity is covered, as are contemporary alternative imaging modalities. *2 Credit Hours*

## **DH 12 Oral Biology**

This course presents the development, structure, and function of dental and periodontal tissues, with emphasis on their relationship to the clinical practice of dental hygiene care. Included is the application of oral microbiology to etiology and pathogenesis of caries and gingival and periodontal diseases. *2 Credit Hours*

## **DH 13 Head and Neck Anatomy**

Students in this course learn about the gross anatomical structures and function of the human head and neck, including the bones, muscles, nerves, glands, and vasculature of the orofacial region. Laboratory exercises and discussion relate structures to clinical practice. *3 Credit Hours*

## **DH 14.1 Dental Morphology**

This course is an in-depth study of the morphologic features of crowns and roots of individual primary and permanent dentitions, emphasizing aspects related to dental hygiene care such as root morphology. Also included are such topics as tooth and arch alignments and intercuspal relationships. *2 Credit Hours*

## **DH 15 Preventive Dentistry**

Basic concepts of prevention of oral diseases are addressed, with emphasis on mechanical and chemical methods of plaque control, the mechanism of action of chemotherapeutic agents, especially fluoride and dietary counseling. Also covered is the application of preventive regimes to caries management. *2 Credit Hours*

## **DH 20.1 Clinical Dental Hygiene Seminar**

This course examines preventive procedures, such as the placement of sealants, tobacco cessation counseling and nutritional assessment and counseling. In addition, it provides a forum for discussion of patient care responsibilities and clinic policies and procedures. *2 Credit Hours*

## **DH 21.1 Local Anesthesia**

In this course, students learn about the anatomical, physiological and pharmacological aspects of the administration of local anesthetics and nitrous oxide-oxygen sedation, including the prevention and management of emergencies. Laboratory and pre-clinical activities emphasize injection techniques. *3 Credit Hours*

## **DH 22 General and Oral Pathology**

The pathological processes of inflammation, wound healing, repair, regeneration, immunological responses and neoplasia are introduced. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity and commonly encountered diseases and disorders of the head and neck are covered, with emphasis on the recognition of deviations from normal. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **DH 23 Periodontics**

This course provides in-depth study of the clinical features, etiology, pathogenesis, classification and epidemiology of periodontal diseases and the role of genetics, tobacco use and systemic diseases. Also covered are principles of periodontal therapy, including the biological basis and rationale of non-surgical and surgical treatment. *3 Credit Hours*

## **DH 24 Dental Hygiene Care for Patients with Special Needs**

Methods of providing dental hygiene to patients with medical, physical, and psychological conditions are explored. Included are discussions of modifications in the areas of communication and appointment planning, as well as environmental considerations, individualized home care and safety precautions in treatment. *2 Credit Hours*

## **DH 25 Behavioral Foundations of Dental Hygiene Care**

Students learn to apply behavioral principles to patient education at various stages of human development and within diverse cultural environments. Emphasis is placed on communication techniques, listening skills and theories of learning and motivation. *1 Credit Hour*

## **DH 30 Advanced Clinical Dental Hygiene Seminar**

Study of advanced principles of clinical dental hygiene care is the focus of this course. Advanced instrumentation techniques, ultrasonic instrumentation, soft tissue curettage, air-power polishing, gingival irrigation, local application of antimicrobial and desensitizing agents, placement of periodontal dressings and implant care are covered. *2 Credit Hours*

## **DH 31 Dental Materials**

This course introduces the physical, chemical and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. *1 Credit Hour*

## **DH 32 Pharmacology**

This course provides an overview of the physical and chemical properties of drugs used in dental practice, as well as modes of administration, therapeutic/adverse effects, and drug actions/interactions. *3 Credit Hours*

## **DHM 32 General and Oral Pathology**

This course introduces pathological processes of inflammation, wound healing, repair, regeneration, immunological responses, and neoplasia. Oral manifestations of systemic diseases, developmental anomalies of the oral cavity and commonly encountered diseases and disorders of the head and neck are covered. *3 Credit Hours*

## **DH 33 Community Oral Health**

Principles and issues in community health and their relationship to the delivery of dental care to the public sector are explored. Topics also include utilization of health care services, health care financing, government regulations and epidemiology of oral diseases. Also examined is the role of the dental hygienist as an innovator of, and an educator in, community disease prevention and health promotion activities. *2 Credit Hours*

## **DHM 33 Periodontology**

This course offers in-depth study of clinical features, etiology, pathogenesis, classification and epidemiology of periodontal diseases and the role of genetics, tobacco use and systemic diseases. Also covered are principles of periodontal therapy including the biological basis and rationale of non-surgical and surgical treatment. *3 Credit Hours*

## **DH 34 Dental Specialties**

Students learn about various dental specialties such as cosmetic dentistry, endodontics, forensic dentistry, implant dentistry, oral and maxillofacial surgery, orthodontics, pediatric dentistry, prosthodontics, public health dentistry and veterinary dentistry. Craniofacial anomalies, endodontics, oral facial pain, oral medicine, and temporomandibular disorders are also covered. Emphasis is placed on current trends in treatment. *2 Credit Hours*

## **DH 37 Local Anesthesia**

The anatomical, physiological, and pharmacological aspects of local anesthetics are presented in this class. In the lab portion, students gain experience with injection techniques and nitrous oxide sedation. Prerequisites: DHM 120, DH 150  
*3 Credit Hours*

# COURSE DESCRIPTIONS

## **DH 40 Advanced Clinical Dental Hygiene Seminar**

Analysis and discussion of patient preventive and treatment needs are presented through case studies from clinical practice. Students give class presentations and participate in discussions of patients' specific problems. *2 Credit Hours*

## **DH 41 Pharmacology**

This course addresses physical and chemical properties of drugs, modes of administration, therapeutic and adverse effects and drug actions and interactions. Emphasized are drugs used in dental practice as well as those that are medically prescribed and require dental treatment modification. Prerequisite: C 120 *3 Credit Hours*

## **DH 41.1 Community Oral Health Practicum**

Students gain practical experience in the development, implementation, and evaluation of dental health programs in a variety of community settings. *2 Credit Hours*

## **DH 42 Scientific Methods**

This course introduces students to the fundamental concepts and skills needed to understand, interpret, and critique professional literature. Study areas include types of research, research methods and design and statistical analysis. *1 Credit Hour*

## **DH 43 Ethics, Jurisprudence and Dental Hygiene Practice**

Ethical and legal considerations of dental hygiene practice are presented, including the factors addressed in each state's Dental Practice Act and the code of ethics of the American Dental Hygienists' Association. Also covered are child abuse legislature, elements of practice management, employment opportunities and strategies and the professional organization. Students also participate in ethical decision-making exercises. *3 Credit Hours*

## **DH 44 Dental Hygiene Review**

This course provides a review of all material in the dental hygiene curriculum in preparation for the Dental Hygiene National Board Examination. *2 Credit Hours*

## **DH 68 Dental Hygiene National Board Preparation**

This course provides students with a comprehensive review of program content to prepare students to take the Dental Hygiene National Board Examination. *2 Credit Hours*

## **DH 100 Introduction to Clinical Dental Hygiene**

This course presents a historical perspective of principles and application of dental hygiene procedures and basic instrumentation. Clinical sessions familiarize students with instruments, charting and total patient care. *4 Credit Hours*

## **DH 100.1 Introduction to Clinical Dental Hygiene Lab**

Students apply concepts presented in DH 10 in laboratory and pre-clinical settings, with emphasis on development of basic instrumentation skills. *2 Credit Hours*

## **DH 110 Oral Radiology Lab**

Students apply concepts presented in DH 11, gaining pre-clinical lab and clinical experiences in the exposure, processing, mounting, evaluating, and interpreting dental radiographs. *1 Credit Hour*

## **DHB 110 Introduction to Principles and Procedures of Dental Hygiene**

This course examines dental hygiene procedures as well as basic instrumentation. Coursework addresses history and scope of the dental hygiene and dental assisting professions and provides a perspective on these professionals' role on the dental team. In clinical sessions, students gain proficiency in using dental hygiene instruments, dental charting, and total patient care. Additional topics include professionalism, ethics, infection control, equipment maintenance, patient assessment, dental emergencies, patient/clinician positioning, oral health, preventive dentistry theory, retraction, four-handed dentistry, tobacco cessation and oral prophylactic procedures. *4 Credit Hours*

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## **DH 120 Head and Neck Anatomy**

Students in this course examine structure and function of the head and neck. Coursework includes study of the orofacial region's bones, muscles and vascular and nervous systems. *2 Credit Hours*

## **DH 130 Oral Anatomy, Embryology and Histology**

This course examines external and internal morphology of the primary and permanent dentition, provides a comprehensive study of embryonic, fetal and postnatal development and addresses microanatomy of cells and tissues that comprise the head, neck and oral cavity. *3 Credit Hours*

## **DH 150 Clinical Dental Hygiene I**

This course builds on content from DH 100, emphasizing oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application, dietary counseling, and tobacco cessation programs. Ultrasonic instrumentation and air polishing are introduced, as is periodontal treatment and use of chemotherapeutics. Techniques taught are implemented in the clinic setting. Prerequisite: DH 100 *4 Credit Hours*

## **DH 151 Dental Hygiene I**

This course builds on knowledge gained in the introductory dental hygiene course, DH 110. Emphasis is placed on basic instrumentation, comprehensive patient care, professionalism, oral prophylaxis, oral inspection of soft and hard tissues, treatment planning and basic preventive measures. Students gain experience in a pre-clinical setting, as well as by practicing on manikins and student patients. Prerequisite: DH 110 *4 Credit Hours*

## **DH 160 Dental Materials**

This course enhances students' ability to make clinical judgments regarding use and care of dental materials based on how materials react in the oral environment. Addressed are dental material standards and properties, gypsum products, mouth guards, whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct and indirect restorative materials, dental restoration polishing procedures, removable prostheses, sealants, and implants. In the lab, students apply pit and fissure sealants, insert restorative materials, polish, take alginate impressions and pour and trim study models. *2 Credit Hours*

## **DH 170 Dental Radiography**

This course provides fundamental knowledge of the nature, physical behavior, and biological effects of radiation to maximize understanding of proper safety procedures in exposing, processing, mounting, and interpreting diagnostic radiographs of teeth and their surrounding structures. Lectures address radiation physics, biology and safety, infection control, radiographic need, quality assurance and interpretation, imaging theory, principles of digital radiography and legal issues of dental radiography. In the lab, students operate X-ray units and digital sensors and expose, process, mount and interpret radiographs. *4 Credit Hours*

## **DH 180 Periodontology**

This course examines periodontology principles pertinent to dental hygiene practice. Topics include periodontium tissues, epidemiology and etiology of periodontal diseases, classification of periodontal disease, disease prevention, treatment and management, drug therapy, immunology and host defense mechanisms, microorganisms associated with periodontology, surgical and non-surgical treatment, implantology and maintenance and periodontal/endodontic emergencies. *3 Credit Hours*

## **DH 200 Clinical Dental Hygiene Care**

Students engage in clinical application of the dental hygiene process for providing patient-centered care. The course provides them with an opportunity to refine skills associated with oral assessments, radiographic techniques, plaque control instructions, scaling, polishing, fluoride application and dietary counseling. *2 Credit Hours*

## **DH 205 Dental Hygiene II**

This course advances students' dental hygiene skills and builds on knowledge gained in previous coursework. Students practice on patients in a clinical setting, focusing on instrumentation, prophylaxis techniques, oral health education and patient assessment and treatment. Further experience is gained in the dental treatment plan. Students adhere to ethical,



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professional, and compassionate patient care, developing a sense of responsibility in the clinical setting. Prerequisites: DH 151 and DH 110 *5 Credit Hours*

## **DH 210 General and Oral Pathology**

This course addresses principles of general pathology in relation to diseases of the teeth, soft tissue and supporting structures of the oral cavity, as well as general pathologic conditions affecting the head and neck. Topics include terminology, diagnostic procedures, abnormal conditions, benign conditions of unknown cause, inflammation and repair, caries and pulpal pathology, immune response, oral diseases with immunological pathogenesis, autoimmune and infectious diseases, embryology of the head and neck, developmental disorders of the soft tissues and teeth, developmental cysts, neoplasia, odontogenic and other oral structure tumors, genetics, genetic syndromes and diseases of the head and neck, general pathologic conditions affecting oral structures, temporomandibular disorders and dental implants. *3 Credit Hours*

## **DH 230 Dental Materials with Lab**

Students in this course are introduced to the physical, chemical, and mechanical properties of dental materials and their indications and contraindications for use in dental procedures. Lab exercises familiarize students with manipulation of the various materials used in general and preventive dentistry. *2 Credit Hours*

## **DH 234 Legal and Ethical Aspects**

This course examines basic dental ethical and legal terms and concepts. Students gain understanding and appreciation of the history of Western philosophical thought and its relevance in modern dental, ethical and legal concepts, and applications. Students apply their knowledge in various scenarios. *1 Credit Hour*

## **DH 236 Pain Management**

This course addresses theory and technique of administering local anesthetic and nitrous oxide sedation, as well as recognition and early treatment of medical emergencies in the dental office. Prerequisite: All previous semester coursework. *2 Credit Hours*

## **DH 247 Dental Hygiene III**

This course introduces dental hygiene treatment of patients with special needs as well as case-based learning tools. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional, and state client-care-focused examinations. Prerequisites: DH 110, DH 151, and DH 205 *6 Credit Hours*

## **DH 250 Community Dental Health Lecture**

This course examines basic dental public-health procedures and dental health instruction as they apply in clinical and community settings. Topics include bio-statistics, epidemiological methods, structure, planning and operation of community dental health programs, teaching methods and education media. Also addressed are communication skills and motivation techniques related to oral health education. *2 Credit Hours*

## **DH 251 Community Dental Health Lab**

This course prepares students to promote oral health and prevent oral disease in the community. Students gain hands-on understanding of the health care system and develop an objective view of the significant social, political, cultural, and economic forces driving the system. Students apply topics addressed in Community Dental Health Lecture to community dental health services. Prerequisite: DH 250 *1 Credit Hour*

## **DH 270 Nutritional and Biochemical Foundations for Dental Hygienists**

This course examines biochemical aspects of nutrition as well as organic chemistry as applied to the practice of dentistry. Addressed are basic principles of nutrition, nutritional and biochemical aspects of carbohydrates, proteins, lipids, DNA, RNA, vitamins, minerals and water, nutrients in foods and their use by the body, nutritional counseling, control of nutritional disorders in the oral cavity and nutritional needs at various stages in the human lifecycle. Prerequisite: All previous semester coursework. *2 Credit Hours*



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## **DH 275 Advanced Clinical Dental Hygiene**

This course continues the study of dental hygiene treatment including special needs patients. Additional topics familiarize students with administrative aspects of dental office employment and prepare them for job-seeking. Students will continue to develop clinical skills in preparation for board exams. Prerequisite: DHM 250 *6 Credit Hours*

## **DH 289 Dental Hygiene IV**

This course continues study of dental hygiene treatment of patients with special needs. Case studies help link basic knowledge to evidence-based, client-centered dental hygiene care. Case studies also help students prepare for national, regional and state client-care-focused examinations. Additional topics include business administration, digital and manual management of schedules, appointments, records, recall systems, accounts payable and receivable, collection and payment plans and inventory control, dental insurance, CDT codes, electronic filing, purchasing, résumé-writing and interview and job preparation. Prerequisites: DH 110, DH 151, DH 204, and DH 247 *6 Credit Hours*

## **DH 290 Dental Pharmacology**

This course introduces principles of basic pharmacology as they pertain to dentistry and dental hygiene. Coursework emphasizes actions and reactions of medications commonly used by dental patients. Topics include terminology, pharmaceutical references, prescriptions, abbreviations, pharmacokinetics, drugs used in dentistry and their pharmacokinetics, drugs that may alter dental treatment and their pharmacokinetics, drugs used in dental emergencies and drug abuse. Prerequisite: All previous semester coursework. *3 Credit Hours*

## **DH 298 Senior Seminar**

This course reviews material relevant to the National Board Dental Hygiene Examination. Coursework provides students with a comprehensive review of dental hygiene courses completed throughout the program. This is a credit/no credit course. Prerequisite: All didactic and lab/clinical coursework. *2 Credit Hours*

## **DH 300 Advanced Clinical Dental Hygiene Care**

Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control and prevention and treatment of oral diseases. *4 Credit Hours*

## **DH 310 Dental Materials Lab**

Students gain laboratory experience with course material presented in DH 31 by the manipulating various materials used in restorative and preventive dentistry. *1 Credit Hour*

## **DH 400 Advanced Clinical Dental Hygiene Care**

Students gain clinical experience in providing comprehensive patient-centered dental hygiene care to a wide range of patients with different medical and dental needs. Emphasis is placed on non-surgical periodontal therapy, pain control and prevention of oral diseases. *5 Credit Hours*

## **DHM 21 Oral Biology**

A detailed study of the external and internal morphology of primary and permanent dentition and microanatomy of the cells and tissues that comprise the head, neck and oral cavity is presented in this course. *3 Credit Hours*

## **DHM 54 Ethics, Jurisprudence and Dental Hygiene Practice**

This course provides students with an understanding of basic dental ethical, legal terms and concepts. Students will learn to apply their knowledge of modern dental ethical/legal concepts to a variety of relevant situations and scenarios. *1 Credit Hour*

## **DHM 61 Community Oral Health**

This course integrates basic dental public-health procedures and dental-health instruction as they apply in clinical and community settings. Topics include biostatistics, epidemiological methods, the structure, planning and operation of community dental health programs and methods of teaching and educational media. The course also covers communication skills and motivational techniques. Prerequisite: SPH 205. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **DHM 62 Community Dental Services**

This course provides students with enrichment experiences providing pediatric, adolescent, adult and geriatric patients with oral health education. Prerequisite: DHM 61. *1 Credit Hour*

## **DHM 110 Oral Radiology with Lab**

This course provides an overview of diagnostic radiographic procedures of teeth and their surrounding structures. Lectures are supported by lab experience in operating X-ray units and digital sensors, exposing, processing, mounting, and interpreting diagnostically acceptable radiographs. Prerequisite: DHM 120 *3 Credit Hours*

## **DHM 120 Head and Neck Anatomy**

This course presents the structure and function of the head and neck focusing on the bones, muscles, vascular system, nervous system, glandular system, lymphatics and spaces and fascia of the orofacial region. *2 Credit Hours*

## **DHM 200 Intermediate Clinical Dental Hygiene I**

In this course, students practice on patients in a clinical setting with focus on instrumentation, prophylaxis technique, oral health education, patient assessment and treatment. Prerequisites: DH 33, DH 150 and DH 100 *5 Credit Hours*

## **DHM 250 Intermediate Clinical Dental Hygiene II**

This course introduces students to dental hygiene treatment of special-needs patients via case studies. In addition, students are prepared to take national, regional, and state examinations with a client-care focus. Prerequisites: DHM 37, DHM 200 *6 Credit Hours*

## **ENG 101 English Writing and Composition**

This course strengthens reading and writing skills of students entering the writing sequence and enrolling in other standard Carrington courses. An integrated approach links reading with writing and addresses basic matters as they arise from assignments. This is an online course. *3 Credit Hours*

## **ENG 151 Technical Writing**

This course provides a foundation for the planning, writing, and editing of technical documents in scientific and technical fields. Students in this course will learn effective strategies in documenting design, written collaboration, document selection and editing, and effectively using graphics. Students will learn the basics to create technical communication that has a clear purpose and specific audience. This is an online course. *3 Credit Hours*

## **ET 100 OSHA Standards for the Construction Industry**

This course covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA 30 Hour Construction Outreach Training Completion Card. Students will be trained in CPR and First Aid. *3 Credit Hours*

## **ET 110 Electrical Conduit Bending**

This course is a study of how to properly calculate, layout, and bend Electrical Metallic Tubing (EMT) and Rigid Metal Conduit (RMC) per industry and National Electrical Code standards. This course utilizes both hand bending tools and the use of mechanical and machine-type bending equipment. *2 Credit Hours*

## **ET 120 Blueprint Reading for Electricians**

This course is designed to introduce students to architectural plans utilized in the construction industry for residential and commercial construction with a focus on the electrical trade. Students will develop the skills needed to interpret information conveyed on blueprints and apply these skills in subsequent coursework. *5 Credit Hours*

## **ET 130 Technical Math and Electric Circuits**

This course is a study of mathematics used in the electrical trade with an application of direct and alternating current. *10 Credit Hours*

# COURSE DESCRIPTIONS

## **ET 200 Commercial Wiring**

This course covers the theory and application of commercial electrical buildings inclusive of general wiring, electrical systems, alternating current motors, transformers, lighting systems and load calculations, all in adherence to the requirements of the National Electrical Code. Prerequisite: ET 100, ET 110, ET 120, ET 130 *5 Credit Hours*

## **ET 210 Industrial Wiring**

This course covers the theory and application of industrial electrical buildings inclusive of general wiring, electrical systems, alternating current motors, transformers, lighting systems and load calculations, all in adherence to the requirements of the National Electrical Code. Prerequisite: ET 100, ET 110, ET 120, ET 130 *5 Credit Hours*

## **ET 220 Residential Wiring**

This course introduces the student to the elements of residential-type construction with an emphasis on wiring principles and basic residential design. This course also allows the student to perform a “hands-on” component of wiring a basic residential structure. Both components of this course are completed in strict accordance with the requirements of the National Electrical Code. Prerequisite: ET 100, ET 110, ET 120, ET 130 *5 Credit Hours*

## **ET 230 Programmable Logic Controllers/Industrial Electronics**

This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications, and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. Prerequisite: ET 100, ET 110, ET 120, ET 130 *5 Credit Hours*

## **EXT 100 Externship**

This externship provides students with field experience in general practice setting, providing opportunity for student to practice under direct supervision. Prerequisite: Completion of all technical coursework. *2 Credit Hours*

## **EXT 200 Externship**

This externship provides students with field experience in a general or combination of general and specialty practice settings, providing opportunity for students to practice skills under direct supervision. Prerequisite: Successful completion of all technical coursework and a 2.0 GPA. *4 Credit Hours*

## **GOV 141 Nevada and US Constitutions**

This course introduces the constitutions of Nevada and the United States with additional attention to principles and current problems of government. The course satisfies the Nevada Constitution Associate requirement. This is an online course. *3 Credit Hours*

## **HIS 150 US Government**

This course explores American government with a particular focus on the institutions and processes of national government. Taught from both a historical and a social perspective, students learn the principles and problems that American government was designed to address, enabling them to better understand how our government functions and ways in which it has changed over time. This is an online course. *3 Credit Hours*

## **HIT 141 Health Information Processes**

This course introduces health information functions such as content and format of records; retention and storage requirements; indexes and registries; and forms design. Relationships among departments and clinical providers within a healthcare system are explored, and management concepts are introduced. Hardware, software, and communication technology are used to complete health information processes. Fundamentals of database management are applied to health information examples. Practice exercises support learning. This is an online course. *3 Credit Hours*

## **HIT 203 International Classification of Diseases Coding**

International Classification of Diseases, Tenth Revision, Procedure Coding System (ICD-10-PCS) is the procedural portion of the ICD-10 system. Principles, guidelines, definitions, and coding conventions for using ICD-10-PCS to code procedures in an inpatient setting are introduced. Students will be provided with the comprehensive training necessary to accurately dissect operative reports and build codes in ICD-10-PCS. This course will include detailed discussion of the anatomy and code

# COURSE DESCRIPTIONS

structure for each of the body systems and related sections of ICD-10-PCS. Health records, manual and computerized coding methods, and coding references will be utilized in the coding process. This is an online course. *3 Credit Hours*

## **HIT 211 Current Procedural Terminology Coding**

Knowledge of clinical classification systems is expanded through presentation of principles of Current Procedural Terminology (CPT), used to code procedures performed by healthcare providers. Through practice exercises, students assign procedure codes and apply guidelines for assignment of Evaluation and Management (E/M) codes and modifiers to case examples. The purpose and use of the Healthcare Common Procedure Coding System (HCPCS) are reviewed. Application of coding principles to an electronic record system is explored. This is an online course. *3 Credit Hours*

## **HIT 226 Data Applications and Healthcare Quality**

In the context of quality assessment, students explore use of information technologies for data search and access. Principles of clinical quality, utilization review, and risk management are introduced, as are organizational approaches, and regulatory and accreditation implications of quality assessment activities. Methods, tools, and procedures for analyzing data for variations and deficiencies are examined and used. Research techniques and statistical methods are applied to transform data into effective information displays and reports to support a quality improvement program. Case studies and projects reinforce learning. This is an online course. *3 Credit Hours*

## **HIT 230 Legal and Regulatory Issues in Health Information**

Legal and regulatory issues in healthcare are examined, with an emphasis on their application to healthcare information services and documentation of care. Students explore the rights and responsibilities of providers, employees, payers, and patients in a healthcare context. Legal terminology pertaining to civil liability and the judicial and legislative processes is covered. Laws and regulations addressing release of information and retention of records are examined, as are the legal and regulatory issues surrounding confidentiality of information. This is an online course. *2 Credit Hours*

## **HIT 272 Health Information Practicum**

This course provides supervised practical experience in a clinical setting at an approved external site. A minimum of 90 clock hours is required at a site. Skills in areas such as data abstraction and analysis are practiced, and knowledge of record retention and release of information is applied. Application of coding skills, and observation of supervisory and planning activities, are documented. This course is graded on a Pass/No Pass basis. Prerequisite: Successful completion of all technical coursework and a 2.0 GPA. *2 Credit Hours*

## **HIT 272L Coding Review**

By completing practice exams, including a final exam, students will demonstrate competency in the following areas: data analysis and management, coding, compliance, information technology, quality, legal standards and regulations and revenue cycle. Students will self-assess and identify areas where additional study may be required in order to be successful in the field. This course is graded on a Pass/No Pass basis. Prerequisite: Successful completion of all technical coursework. This is an online course. *0 Credit Hours*

## **HIT 280.1 Health information Technology Capstone**

This capstone course is for students in the Health Information Technology program. The course is designed to allow students to engage in real world project opportunities relating to the Health Information Technology sector utilizing knowledge and concepts presented in prior HIT courses. Students will use their research and develop a detailed project proposal with multiple assignments delivered throughout the course. The final proposal is presented at the end of the course. This is an online course. *2 Credit Hours*

## **HUM 200 Ethics in Contemporary Society**

This course examines the problems of ethics and the nature of ethical decisions and solutions. Emphasis is placed on the application of ethical theory and contemporary social issues. Moral issues such as abortion, euthanasia, discrimination, and animal rights are addressed. Where appropriate, career-specific issues are examined. This course is equivalent to the prior version course code PHIL2. This is an online course. *3 Credit Hours*

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## **HUM 250 Introduction to Humanities**

This course introduces areas of the humanities such as history, philosophy, literature and the visual and performing arts. Students analyze and evaluate cultural artifacts such as paintings, poetry, music, dance, film and architecture and develop connections among these works and their historical and philosophical contexts. Discussions, writings, oral presentations, and group activities prepare students for more advanced inquiry in subsequent courses. This is an online course. *3 Credit Hours*

## **HVACR 100 Theory and Application of Air Conditioning**

This course introduces, discusses, and demonstrates the practical applications of the physical properties of air, (psychometrics), blueprint interpretation, floor plan layout, calculating building heat loads, air distribution systems, types of air conditioning equipment and systems, codes, and installations. This course also introduces various heating systems and EPA, Section 608. *5 Credit Hours*

## **HVACR 101 Theory and Applications of Refrigeration**

This course introduces, discusses, and practices the physical laws of matter, heat transfer, gas laws and equations, pressure and temperature conversions, refrigerants and refrigerant recovery-recycle-reclaim methods and equipment. The refrigeration cycle, basic refrigerating systems and applications, codes, installation, safety practices, and EPA information are topics covered in this course. This course discusses and applies the principles of theory and fundamentals to problem analysis and diagnostics for residential, light commercial, and commercial refrigeration systems. Students will practice the basics of brazing. *5 Credit Hours*

## **HVACR 102 Theory and Applications of Electricity**

This course introduces, discusses, and applies electron flow theory, magnetism, electrical generation and power distribution, conductors, insulators, fuses, DC and AC electricity and circuits, motors and motor circuits, air conditioning and refrigerating system components and circuits. This course identifies and discusses the control devices used in refrigeration and air conditioning systems, practices electrical drafting skills, interpretation of pictorial and ladder wiring diagrams, and problem analysis, using various diagnostic techniques for domestic and light-commercial ventilation, refrigeration, and air conditioning systems. *10 Credit Hours*

## **HVACR 103 Advanced Air Conditioning**

This course applies pictorial and schematic wiring diagrams, interpretation and various techniques for problem analysis and troubleshooting of air conditioning and heating units. Students will work with gas and propane furnaces, refrigerant recovery/recycle practices, proper evacuation procedures, major component replacement and brazing techniques, leak testing methods, system charging procedures, system performance analysis, problem analysis, diagnostics and repair procedures for heating and air conditioning systems including heat pumps. *5 Credit Hours*

## **HVACR 104 Advanced Refrigeration**

This course applies the principles of theory and fundamentals to problem analysis and diagnostics for light commercial refrigeration systems. Students will describe typical commercial refrigeration problems and the possible factors that make the problems occur. Both self-contained and remote refrigeration systems are analyzed under proper performance and typical running conditions and compared to systems with air-flow problems, undercharge conditions, overcharge conditions and box temperature controls (both pressure and temperature) along with system safety switches and flow controls. *5 Credit Hours*

## **HVACR 105 Advanced Electricity**

This course applies pictorial and schematic wiring diagrams, interpretation, problem analysis and the application of diagnostic troubleshooting techniques for domestic and light commercial refrigeration and air conditioning circuits. *5 Credit Hours*

## **HVACR 106 Air Distribution Systems**

This course identifies and discusses the diagnostic and analysis of residential and commercial air distribution issues. Students will take basic air pressure measurements measuring air quantities and be able to identify and describe all different types of air-measuring devices. Students will be able to determine adequate duct sizing and placement to properly condition a given space. *5 Credit Hours*

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## **IT 101 Basic Industrial Electricity**

This seven-part course discusses the elements and applications of electricity that are common to any industrial facility. In strict accordance with the National Electric Code, this course will introduce students to electrical theory with an emphasis in those energy sources developed for commercial and manufacturing use. *10 Credit Hours*

## **IT 110 Power Transmission**

This course includes the operation, maintenance, safety, and troubleshooting of machinery, industrial bearings, industrial drive gears and gear systems, shaft joining and coupling devices. *5 Credit Hours*

## **IT 120 Fluid Power**

This course presents basic concepts and operation of fluid power, demonstrating knowledge in maintenance, safety, and troubleshooting. Students will perform fluid power operation in the use of hydraulic power systems, symbols and schematic interpretation, industrial hydraulics, pressure control valves, directional control valves, check valves, flow control valves, actuators, pumps, oil conditioners and measuring instruments. *5 Credit Hours*

## **IT 201 Programmable Logic Controllers**

This course presents basic concepts and applications of PLCs such as the PLC language, performing installation and diagnostic functions, using program tools, basic communications, and logic operations. The practical instruction of this course is performed with Allen Bradley equipment and RSLogix software, both of which are predominantly used within the manufacturing industry. *10 Credit Hours*

## **MA 10 MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. *3.5 Credit Hours*

## **MA 10.H MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy, physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. This is a blended course. *3.5 Credit Hours*

## **MA 20 MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. *3.5 Credit Hours*

## **MA 20.H MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. This is a blended course. *3.5 Credit Hours*

## **MA 30 MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. *3.5 Credit Hours*

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## **MA 30.H MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. This is a blended course. *3.5 Credit Hours*

## **MA 40 MA Administration Theory 1**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. *3.5 Credit Hours*

## **MA 40.H MA Administration Theory 1**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. This is a blended course. *3.5 Credit Hours*

## **MA 50 MA Administration Theory 2**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. *3.5 Credit Hours*

## **MA 50.H MA Administration Theory 2**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. This is a blended course. *3.5 Credit Hours*

## **MA 101 MA Clinical Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer, and electrocardiography. *2.5 Credit Hours*

## **MA 102 MA Clinical Applications 2**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system and identification of major muscles of the human body. *2.5 Credit Hours*

## **MA 103 MA Clinical Applications 3**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, venipuncture, electrocardiography, administering parenteral medications, administering oral medications, pediatric measuring, growth charts, pediatric and adult immunizations, microbiology testing, community resources and patient care documentation. *2.5 Credit Hours*

## **MA 104 MA Administration Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, telephone techniques, computers, medical correspondence, appointment scheduling, medical records, email, filing, office flyers and alphabetizing, administering parenteral medications, venipuncture, and EKG. *2.5 Credit Hours*



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## **MA 105 Administration Applications 2**

This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, risk management, inventory control, IDC and CPT coding, claim forms, referrals and authorizations, usage of canes, crutches and walkers, bandaging, wound cleaning and suture removal, administering injections, venipuncture and EKG, bookkeeping, banking procedures, petty cash and accounts payable. *2.5 Credit Hours*

## **MA 501 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Student hours are tracked on a weekly time sheet that is submitted to the campus at the end of each week. Prerequisite: Successful completion of all technical coursework and a 2.0 GPA. *4 Credit Hours*

## **MAA 1 Anatomy, Physiology, and Terminology**

The basic structure and function of the numerous systems of the human body are presented in this course. Students learn anatomy and physiology in a systems approach, along with related terminology and associated health office procedures. *3.5 Credit Hours*

## **MAA 1.H Anatomy, Physiology and Terminology**

The basic structure and function of the numerous systems of the human body are presented in this course. Students learn anatomy and physiology in a systems approach, along with related terminology and associated health office procedures. This is a blended course. *3.5 Credit Hours*

## **MAA 2 Computer Operations**

Students are introduced to health-care office management software. Classroom activities familiarize them with computers and word processing applications. *3.5 Credit Hours*

## **MAA 2.H Computer Operations**

Students are introduced to health-care office management software. Classroom activities familiarize them with computers, word processing applications and keyboarding techniques. This is a blended course. *3.5 Credit Hours*

## **MAA 3 Medical and Dental Insurance**

This course presents a historical overview of medical care, including discussions of current controversies and advances. Students learn about medical, surgical, and dental specialties, methods of practice and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD-10), Current Procedural Terminology (CPT) and the Health Care Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy and charting as it pertains to insurance billing and administration. *3.5 Credit Hours*

## **MAA 3.H Medical and Dental Insurance**

This course presents a historical overview of medical care including discussions of current controversies and advances. Students learn about medical, surgical, and dental specialties, methods of practice and related professional associations. The course introduces insurance billing, International Classification of Diseases (ICD), Current Procedural Terminology (CPT) and the Health Care Financing Administration Common Procedure Coding System (HCPCS) used for reimbursement. The course also presents dental terminology, oral anatomy and charting as it pertains to insurance billing and administration. This is a blended course. *2.5 Credit Hours*



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## **MAA 4 Health Care Office Procedures 1**

This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues, and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. *3.5 Credit Hours*

## **MAA 4.H Health Care Office Procedures 1**

This course is an overview of the daily operation of health care offices, including office technology, telephone techniques, scheduling, protocols, legal issues, and interpersonal skills. Students are introduced to operation of general office equipment. An introduction to basic pharmacology is also presented. This is a blended course *3.5 Credit Hours*

## **MAA 5 Health Care Office Procedures 2**

This course introduces documentation, recordkeeping, and office communications. Emphasis is placed on accuracy, confidentiality, and concise written communication. Students create original documents, transcribe patient histories and chart notes and gain proficiency in medical documentation. *3.5 Credit Hours*

## **MAA 5.H Health Care Office Procedures 2**

This course introduces documentation, recordkeeping, and office communications. Emphasis is placed on accuracy, confidentiality, and concise written communication. Students create original documents, transcribe patient histories and chart notes and gain proficiency in medical documentation. This is a blended course *3.5 Credit Hours*

## **MAA 101 Health Care Clinical Applications**

Students learn to take and record vital signs and study about blood-borne pathogens and precautionary techniques. Office emergencies and federal Occupational Safety and Health Administration (OSHA) regulations are presented. *2.5 Credit Hours*

## **MAA 102 Computer Office Applications**

In this course, students engage in workplace-related computer projects using medical management software. *2.5 Credit Hours*

## **MAA 103 Insurance Applications**

In this course, students gain familiarity with various types of health insurance and billing processes. Practice on the completion and submission of typical paperwork for common types of coverage is included. *2.5 Credit Hours*

## **MAA 104 Health Care Office Procedures Applications 1**

This course covers accounting practices involving the recording and analysis of financial data in the health care setting. Students participate in projects related to the daily operations of the health care office. *2.5 Credit Hours*

## **MAA 105 Health Care Office Procedures Applications 2**

Students participate in projects related to the daily operations of the health care office. Written records, scheduling, billing, bookkeeping and patient-related projects are covered. *2.5 Credit Hours*

## **MAA 501 Externship**

In this course, students gain field experience that provides them with an opportunity to practice their professional skills under direct supervision in the workplace. This is a credit/no credit course. Prerequisite: Successful completion of all technical coursework and a 2.0 GPA. *4 Credit Hours*

## **MAA 502 Capstone Project – Medical Administrative Assistant**

Students complete a culminating research project in this course. This is an online course. Prerequisite: Successful completion of all technical coursework and 2.0 CGPA. This is an online course. *4 Credit Hours*

## **MAO 10 MA Clinical Theory 1**

This course provides theory in the following areas: vital signs, electrocardiography, phlebotomy, capillary, puncture, medical asepsis, laboratory testing and safety and urinalysis. In addition, this course provides theory for the following body systems: urinary, nervous, senses, integumentary, lymphatic, immune and cardiovascular. Study includes anatomy,

# COURSE DESCRIPTIONS

physiology, pharmacology, diseases, disorders, and appropriate procedures for each body system listed above. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO 20 MA Clinical Theory 2**

This course provides theory in the following areas: patient history, documentation, preparing patients and assisting with exams, procedures and surgeries and hematology. Additionally, this course provides theory for anatomical structure and the musculoskeletal, digestive, and respiratory systems. Study includes anatomy and physiology related to each system, as well as diseases, disorders, and appropriate procedures for each system. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO 30 MA Clinical Theory 3**

This course provides theory in the following areas: pediatrics, gerontology, obstetrics, gynecology, nutrition, diagnostic imaging, chronic and terminal illness, and basic pharmacology. The course also provides theory relating to the endocrine system and male and female reproductive systems. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *4 Credit Hours.*

## **MAO 40 MA Clinical Theory 4**

This course provides theory in the following areas: telephone techniques, oral communication, verbal follow-up, written follow-up, managing and maintaining the office, computers, appointments, records and filing, patient education, legal issues, and biomedical ethics. This is an online course. Prerequisite: Successful completion of MAO50 and MAO105. *4 Credit Hours.*

## **MAO 50 MA Clinical Theory 5**

This course provides theory in the following areas: professionalism, managing practice finances, accounting practices, medical documents, billing and collections, health insurance, medical coding, psychiatry emergency preparedness and first aid. This is an online course. *4 Credit Hours.*

## **MAO 101 MA Clinical Applications 1**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, lab safety, microscopes, venipuncture, injections (parenteral medications), ABO/RH typing, capillary puncture, hemoglobin, hematocrit, glucose, urinalysis, audiometer, and electrocardiography. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *1.5 Credit Hours.*

## **MAO 102 MA Clinical Applications 2**

This course provides concepts and entry-level skill applications for the following procedures: vitals including height, weight and vision screening, aseptic hand washing, sterile gloving, opening a sterile surgical pack, sanitizing and wrapping instruments for sterilization, sterilizing instruments using an autoclave, instrument identification, tray set ups, patient positioning, obtaining a patient history, assisting with exams, administering parenteral medications, venipuncture, spirometry, EKG, identification of major bones of the human skeletal system and identification of major muscles of the human body. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *1.5 Credit Hours*

## **MAO 103 MA Clinical Applications 3**

This course provides concepts and entry-level skill applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, venipuncture, electrocardiography, administering parenteral medications, administering oral medications, pediatric measuring, growth charts, pediatric and adult immunizations, microbiology testing, community resources and patient care documentation. This is an online course. Prerequisite: Successful completion of MAO50, MAO105, MAO40 and MAO401. *2 Credit Hours.*

## **MAO 105 MA Clinical Applications 5**

This course provides theory along with concepts and entry-level skills and applications for the following procedures: taking vitals including height, weight and vision screening, aseptic hand washing, risk management, inventory control, IDC and CPT coding, claim forms, referrals and authorizations, usage of canes, crutches and walkers, bandaging, wound cleaning and suture removal, administering injections, venipuncture and EKG, bookkeeping, banking procedures, petty cash and accounts payable. This is an online course. *1.5 Credit Hours.*

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## **MAO 401 Externship 1**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Prerequisite: Successful completion of MAO50 and MAO105. *3 Credit Hours.*

## **MAO 501 Externship 2**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other medical facilities. Prerequisite: Successful completion of all technical coursework with a 2.0 CGPA. *4 Credit Hours.*

## **MAT 101 Principles of Mathematics**

This course provides students with critical elements of algebra for linear equations and polynomials. Starting with a foundation of real numbers, the course presents the addition and multiplication rules of solving linear equations. This is an online course. *3 Credit Hours*

## **MAT 151 College Algebra**

This course provides students with the analytical skills necessary to solve a variety of basic algebra problems, focusing on factoring skills and using technology to solve problems. The course includes graphing of linear equations. Students apply their skills to a variety of problems to see the real-world nature of algebra. This is an online course. *3 Credit Hours*

## **MAT 201 Intermediate College Algebra**

Students learn to solve linear equations and graph linear equations. They become familiarized with polynomial operations, positive and negative integer exponents, factoring, systems of linear equations, radical and rational expressions, quadratic equations, evaluating and graphing functions, identifying various functions by their graph and various application problems. This is an online course. *3 Credit Hours*

## **MATH 100 Math for Health Sciences**

This course is for Respiratory Care students. It reviews principles of arithmetic and college algebra and focuses on problems used in cardiopulmonary medicine. This course prepares students for the national board exams and for employment. *3 Credit Hours*

## **MATH 104 Math for Dosage Calculations**

This course focuses on development of the math skills necessary to accurately calculate dosages for medication administration. *1 Credit Hour*

## **MBC 10 Medical Billing and Coding Theory 1**

This course provides an overview of medical insurance, medical ethics, confidentiality practices and the life cycle of an insurance claim. Anatomy, physiology, and terminology units including levels of organization, anatomical position, planes and body cavities and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. *3.5 Credit Hours*

## **MBC 10.H Medical Billing and Coding Theory 1**

This course provides an overview of medical insurance, medical ethics, confidentiality practices and the life cycle of an insurance claim. Anatomy, physiology, and terminology units including levels of organization, anatomical position, planes and body cavities and related medical terminology are presented. An overview of the musculoskeletal system is presented, as are associated coding and medical terminology. This is a blended course. *3.5 Credit Hours*

## **MBC 20 Medical Billing and Coding Theory 2**

This course provides an overview of surgery guidelines, pathology and laboratory and medical procedures performed in the health care field. It also covers an overview of the International Disease Classification, 9th Revision (ICD-9) conversion to the 10th revision (ICD-10), as well as word processing and PowerPoint. An anatomy, physiology and terminology unit is

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presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures, and related coding. *3.5 Credit Hours*

## **MBC 20.H Medical Billing and Coding Theory 2**

This course provides an overview of surgery guidelines, pathology and laboratory and medical procedures performed in the health care field. It also covers an overview of the International Disease Classification, 9th Revision (ICD-9) conversion to the 10th revision (ICD-10), as well as word processing and PowerPoint. An anatomy, physiology and terminology unit is presented on the integumentary system and includes appendages of the skin, pathology, diagnoses, special procedures, and related coding. This is a blended course. *3.5 Credit Hours*

## **MBC 30 Medical Billing and Coding Theory 3**

This course focuses on day-to-day medical financial practices, patient statements, collection techniques and communication skills. It addresses cultural diversity, HIV and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary, and reproductive systems. *3.5 Credit Hours*

## **MBC 30.H Medical Billing and Coding Theory 3**

This course focuses on day-to-day medical financial practices, patient statements, collection techniques and communication skills. It addresses cultural diversity, HIV and AIDS. An anatomy, physiology and terminology unit is presented on the gastrointestinal, genitourinary, and reproductive systems. This is a blended course. *3.5 Credit Hours*

## **MBC 40 Medical Billing and Coding Theory 4**

This course provides students with an understanding of the various models of managed care including Medicare, Medicaid and Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. *3.5 Credit Hours*

## **MBC 40.H Medical Billing and Coding Theory 4**

This course provides students with an understanding of the various models of managed care, including Medicare, Medicaid and Medi-Cal. Topics include federal and state guidelines, eligibility requirements, benefits, managed care implications, participating providers, pre-approval of services guidelines and step-by-step claim form instructions. It includes extensive ICD-10 coding, CPT coding and authorizations and referrals. An anatomy, physiology and terminology unit is presented on the cardiovascular system and related coding and medical terminology. This is a blended course. *3.5 Credit Hours*

## **MBC 50 Medical Billing and Coding Theory 5**

This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding, and written communications. Other topics include disability and worker's compensation programs and claims. *3.5 Credit Hours*

## **MBC 50.H Medical Billing and Coding Theory 5**

This course provides an overview of health information technology in the dental office, covering dental anatomy, terminology, charting, insurance, claim forms, coding, and written communications. Other topics include disability and worker's compensation programs and claims. This is a blended course. *3.5 Credit Hours*

## **MBC 101 Applications 1**

Application of concepts learned in MBC 10 is included in this course. Students practice word processing and gain proficiency in completing and submitting insurance claims. *2.5 Credit Hours*

## **MBC 102 Applications 2**

Application of content learned in MBC 20 is included in this course. Students gain further experience with insurance claims, word processing, and related projects. *2.5 Credit Hours*

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## **MBC 103 Applications 3**

Application of concepts learned in MBC 30 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC 104 Applications 4**

Application of content learned in MBC 40 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC 105 Applications 5**

Application of concepts learned in MBC 50 is included in this course. Students gain further experience with insurance claims, word processing and related projects. *2.5 Credit Hours*

## **MBC 501 Externship**

The externship provides students with field experience in a professional setting. Students practice acquired skills under direct supervision. This is a credit/no credit course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. *4 Credit Hours*

## **MBC 502 Capstone Project – Medical Billing and Coding**

Students complete a culminating research project in this course. Prerequisite: Successful completion of all technical coursework and 2.0 CGPA. This is an online course. *4 Credit Hours*

## **MEDT 120 Medical Terminology**

This course introduces medical terminology commonly utilized in health science disciplines including terms, abbreviations, and symbols. *1 Credit Hour*

## **MT 1.2 Massage Therapy Theory 1**

The anatomy and physiology of the skeletal and muscular systems are presented, as are the bones and major muscles of the back and pelvic and shoulder girdles. Professional development skills, including ethics, self-care and practice management are also covered. *4 Credit Hours*

## **MT 2.2 Massage Therapy Theory 2**

The anatomy and physiology of the respiratory, circulatory and cardiovascular systems are presented, as are the bones and major muscles of the head, face, neck, chest and abdomen. Professional development skills, including ethics, self-care and practice management are also covered. *4 Credit Hours*

## **MT 3.2 Massage Therapy Theory 3**

Sports theory and the anatomy and physiology of the integumentary (skin, hair, and nails) and nervous systems are presented, as are the bones and major muscles of the legs and feet. Professional development skills including ethics, self-care, practice management and success skills are further covered. *4 Credit Hours*

## **MT 4.2 Massage Therapy Theory 4**

The anatomy and physiology of the endocrine, lymphatic and immune systems are presented, as are the bones and major muscles of the arms, forearms, and hands. Professional development skills including ethics, self-care and practice management are explored further this course. *4 Credit Hours*

## **MT 5.2 Massage Therapy Theory 5**

Shiatsu theory and the anatomy and physiology of the digestive, urinary and reproductive systems are presented. Professional development skills, including ethics, self-care, and practice management, are covered. *4 Credit Hours*

## **MT 101.2 Massage Applications and Lab 1**

This course presents elements of Swedish massage as applied to the body. Techniques for special populations also covered. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

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## **MT 102.2 Massage Applications and Lab 2**

This course presents elements of deep-tissue and trigger-point technique as applied to the body. Techniques for special populations are also covered. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT 103.2 Massage Applications and Lab 3**

Sports massage, assessment, core strengthening, and movement therapies are taught in this course. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT 104.2 Massage Applications and Lab 4**

Chair massage and introductory reflexology, aromatherapy and dry room spa techniques are presented during this course. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT 105.2 Massage Applications and Lab 5**

Shiatsu massage is taught in this course. Other eastern modalities are demonstrated and discussed. Student skills are developed through participation, application, and practice of each of these techniques. *2 Credit Hours*

## **MT 502.2 Externship**

Students are assigned to a professional or clinical office that provides work experience in massage therapy. This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Student hours are tracked on a weekly time sheet that is submitted to the campus at the end of each week. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. This is a credit/no credit course. *3 Credit Hours*

## **NUR 107 Fundamentals and Medical-Surgical Nursing**

This course introduces the nursing process and critical thinking and provides a foundation for nursing practice with a focus on health assessment skills using Gordon's Functional Health Patterns. Concepts are examined from historical, educational, ethical, and legal viewpoints. Students consider gender, culture, ethnicity, sexuality, and age in relation to providing nursing care using therapeutic communication skills. Clinical competency is developed in acute-care and community settings by providing holistic adult and geriatric client care. *4 Credit Hours*

## **NUR 107.1 Fundamentals and Medical-Surgical Nursing**

This course introduces the nursing process and critical thinking and provides a foundation for nursing practice with a focus on health assessment skills using Gordon's Functional Health Patterns. Concepts are examined from historical, educational, ethical, and legal viewpoints. Students consider gender, culture, ethnicity, sexuality, and age in relation to providing nursing care using therapeutic communication skills. Clinical competency is developed in acute-care and community settings by providing holistic adult and geriatric client care. *7 Credit Hours*

## **NUR 108 Fundamentals and Medical-Surgical Nursing – Clinical**

This course provides the foundation upon which students build their nursing practice and develop their ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in clinical settings. Students gain clinical experience in the non-acute-care and/or acute-care setting, providing holistic care for adult and geriatric clients with predictable outcomes and are introduced to working collaboratively with members of the interdisciplinary health care team. *5 Credit Hours*

## **NUR 108.1 Fundamentals and Medical-Surgical Nursing – Lab**

This course provides the foundation upon which students build their nursing practice and develop their ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in clinical settings. Students gain clinical experience in the non-acute-care and/or acute-care setting, providing holistic care for adult and geriatric clients with predictable outcomes and are introduced to working collaboratively with members of the interdisciplinary health care team. *2 Credit Hours*

# COURSE DESCRIPTIONS

## **NUR 122 Medication Administration**

The course focuses on development of the knowledge, skills, and attitudes to safely administer medications. Key concepts include therapeutic communication, health teaching, preparation, and administration of medication by the topical, oral, nasogastric, intradermal, subcutaneous and intramuscular routes. Students are introduced to the administration of intravenous fluids and medications within the scope of the Nurse Practice Act. Client monitoring and the legal implication of documenting medication administration are incorporated. Focus is placed on meeting the holistic needs of clients throughout the lifespan. *2 Credit Hours*

## **NUR 130 Fundamentals and Medical-Surgical Nursing I**

This course provides a foundation upon which students build their role as a professional nurse. Nursing concepts are examined from historical, educational, ethical, and legal perspectives. Assessment and basic nursing skills needed to provide care for adults with predictable outcomes in order to promote and restore health are introduced. Critical thinking, nursing process, and nursing judgement are identified as the foundation of professional nursing practice. Geriatric and multicultural considerations are explored in relationship to providing nursing care while utilizing effective communication skills. Course concepts enable students to acquire knowledge, skills, and abilities needed to function within the role of nurse as the professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patientsafety advocate. The course includes theory, lab, and clinical components. *8 Credit Hours*

## **NUR 138 Medication Administration and Basic Pharmacology for Nursing**

This course with theory and lab components provides an introduction and overview of the role of the professional nurse in drug therapy. Content includes drug actions, the principles of drug administration, drug interactions, the impact of drug abuse, over-the-counter drugs and herbal therapy. Emphasis is placed on using the nursing process to meet the holistic needs of the patient as it relates to pharmacology needs. Nursing responsibilities, ethical considerations and legal implications are incorporated throughout the course. *3 Credit Hours*

## **NUR 140 Pharmacology I**

This course provides an introduction and overview of the role of the professional nurse in drug therapy. Content includes drug actions, interactions, the principles of drug administration, impact of drug abuse, over-the-counter drugs, and herbal therapy, while incorporating the math skills necessary to accurately calculate dosages for medication administration. Emphasis is placed on using the nursing process to meet the holistic needs of the patient as it relates to pharmacological administration. Nursing responsibilities, ethical considerations, and legal implications are incorporated throughout the course to facilitate critical thinking and judgment in the use of chemical agents while providing a theoretical base for the knowledge required to administer medications. *3 Credit Hours*

## **NUR 157.1 Maternal Child Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the care of the well childbearing client and her family. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR108.1 *3.5 Credit Hours*

## **NUR 157.A Maternal Child Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the care of the well childbearing client and her family. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Also covered is the acquisition of



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knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR 108.1 3 *Credit Hours*

## **NUR 158.1 Community and Mental Health Nursing**

This course comprises theory and clinical components, incorporating the use of therapeutic communication, cultural aspects, socioeconomic concerns, and critical thinking in the nursing care of patients experiencing mental, psychological and psychiatric disorders. Emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients, prevention and working as a member of an interdisciplinary health care team. Prerequisite: NUR 108 and NUR 122.1 4 *Credit Hours*

## **NUR 159.1 Nursing Care of Specialized Populations –Lab**

This course further develops students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients with increasingly less predictable outcomes or demonstrating a change in health status. Clinical experience is gained in the acute- and non-acute-care and/or community health settings to enhance development of clinical competency in caring for clients. Working collaboratively with other members of interdisciplinary health care teams is emphasized. Prerequisite: NUR 108 1 *Credit Hour*

## **NUR 165.1 Pediatric Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the holistic care of infants, children, adolescents, and their families. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR 108.1 3.5 *Credit Hours*

## **NUR 165.A Pediatric Nursing**

In this course, students learn to apply the nursing process, therapeutic communication, and critical thinking in the holistic care of infants, children, adolescents, and their families. Client teaching and collaboration between the nurse and the client and family members are emphasized, as is utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Also covered is the acquisition of knowledge, skills and attitudes needed in the role of the nurse as a provider of care, member within the discipline and manager of care within the scope of nursing practice. Prerequisite: NUR 108.1 3 *Credit Hours*

## **NUR 204 Community Mental Health Nursing**

This course builds on previously learned concepts and theories with students applying the nursing process, therapeutic communication, and critical thinking in caring for clients and their families experiencing mental, psychological, and psychiatric disorders. Client teaching and collaboration among the nurse, clients and family members are covered. Increased emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of clients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Prerequisite: NUR 210 4 *Credit Hours*

## **NUR 206 Pharmacology**

This course builds on all previously learned concepts and theories in medication dosage and solutions. An overview of the role of the professional nurse in drug therapy is provided. Content includes principal actions, therapeutic uses, and adverse effects of the major classifications of drugs utilized throughout the patient's lifespan. Nursing responsibilities, ethical considerations, legal implications, and dosage calculations are incorporated throughout the course. 3 *Credit Hours*



# COURSE DESCRIPTIONS

## **NUR 208 Nutrition**

This course presents nutrients and their relationship to human growth, development, and maintenance. The structures, types, and metabolism of the six basic nutrients are examined. Practical analyses of nutrient information and application of nutritional knowledge are included, as is the role of ethnicity, culture, and age on nutrition. Emphasis is placed on the role of nutritional support for medical abnormalities. *3 Credit Hours*

## **NUR 209 Community Mental Health Nursing**

This course builds on previously learned concepts and theories, with students applying the nursing process, therapeutic communication, and critical thinking in caring for patients and their families experiencing mental, psychological and psychiatric disorders. Patient teaching and collaboration among the nurse, patients, and family members are covered. Increased emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients with increasingly less predictable outcomes or who demonstrate a change in their health status. Concepts pertaining to working as a member of a professional member of a healthcare team are incorporated. The course has a theory and clinical component. *3 Credit Hours*

## **NUR 210 Fundamentals and Medical-Surgical I**

This course provides the foundation upon which students build their nursing practice. Nursing concepts are examined from historical, educational, ethical, and legal perspectives. Students are introduced to critical thinking and the nursing process as the foundation of evidence-based professional nursing practice. Focus is placed on using Gordon's Functional Health Patterns to organize health assessment skills and basic nursing skills to provide care for clients with predictable outcomes. Multicultural considerations including gender, ethnicity, sexuality, and age are explored in relationship to providing effective nursing care while utilizing therapeutic communication skills. Concepts of this course enable students to acquire knowledge, skills and attitudes needed to function within the role of nurse as the professional provider of care, member within the discipline and manager of care within the scope of nursing practice. *9 Credit Hours*

## **NUR 212 Pharmacology I**

This course focuses on the development of math skills for accurate dosage calculation and dimensional analysis. Students are introduced to pharmacology and concepts necessary to facilitate critical thinking and judgment in the use of chemical agents and to provide a theoretical base for the knowledge required to administer medications. *2 Credit Hours*

## **NUR 215 Medical-Surgical Nursing**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems. Collaboration with members of the multidisciplinary health care team to modify the client's plan of care is incorporated. Prerequisite: NUR 159.1 *4 Credit Hours*

### **NUR 215.1 Medical-Surgical Nursing**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems. Collaboration with members of the multidisciplinary health care team to modify the client's plan of care is incorporated. Prerequisite: NUR 159.1 *9 Credit Hours*

## **NUR 217 Medical-Surgical Nursing – Clinical**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems or who are demonstrating a change in their health status. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisite: NUR 159 *6 Credit Hours*

### **NUR 217.1 Medical-Surgical Nursing – Lab**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan experiencing multiple acute and chronic health problems or who are demonstrating a change in their health

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status. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisite: NUR 159.1 *1 Credit Hour*

## **NUR 222 Transition LPN/RN – Professional Nursing Health Assessment**

In this course, licensed practical nurses (LPNs) acquire knowledge, skills, and attitudes to begin the transition to the role of registered nurse (RN). Key concepts include Gordon's Functional Health Patterns to organize health assessment skills, therapeutic communication, values clarification, principles of adult learning, the nursing process, nursing theory, informatics and trends, evidence-based practice, and legal/ethical issues. This course provides further development of the student nurse as a professional provider of care, professional member within the discipline and professional manager of care within the scope of the nursing practice. In the lab, students develop advanced bedside assessment skills and devise nursing care plans for clients with predictable and unpredictable health care needs. Prerequisites: Current Practical Nursing License. *2 Credit Hours*

## **NUR 224 Professional Nursing Throughout the Lifespan**

This course builds on previously learned concepts and theories to further enhance students' ability to use the nursing process to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner. Teaching/learning concepts, socioeconomic, cultural and community concepts are incorporated. Health promotion based on Gordon's Functional Health Patterns is presented for all ages and all populations. *2 Credit Hours*

## **NUR 232 NCLEX–PN Review**

This course provides a comprehensive review of nursing theory in preparation for the National Council Licensure Examination-Practical Nurse (NCLEX-PN). Students gain experience by taking computerized examinations that simulate the NCLEX-PN test-taking experience. Emphasis is placed on development of test-taking skills and success strategies. *2 Credit Hours*

## **NUR 234 Manager of Care for PN**

This course synthesizes previously learned concepts and theories and provides instruction in leadership, critical thinking, legal-ethical issues, managing a group of clients and role transition. Emphasis is placed on the application of knowledge, skills and attitudes needed as a provider of care member within the discipline and manager of care within the scope of nursing practice. *1 Credit Hour*

## **NUR 240 Pediatric Nursing**

This course incorporates previously learning concepts and theories and principles of nursing judgement in the provision of safe, quality patient centered care for infants, children, and adolescents with increasingly less predictable outcomes. Emphasis is placed on the growth and development of children and the promotion of health and the prevention and management of illness in children. Patient teaching and collaboration among the nurse, health team, patient, and family members is addressed within clinical nursing practice. The course has a theory and clinical component. *3.5 Credit Hours*

## **NUR 241 Pharmacology II**

This course builds on previously learned content on medication dosage and solutions and the role of the professional nurse in drug therapy. Content includes principal actions, therapeutic uses, and adverse effects of the major classifications of drugs used by patients across the lifespan. Nursing responsibilities, ethical considerations, legal implications, and dosage calculations are incorporated throughout the course. Prerequisite: NUR 140. *3 Credit Hours*

## **NUR 242 Maternal Child Nursing**

This course is composed of theory, lab, and clinical experiences. Emphasis is placed on the application of the nursing process, therapeutic communication, and critical thinking in the care of the well childbearing patient experiencing pregnancy and delivery. It includes the care of infants, children, adolescents, and the family. Concepts are expanded to include an emphasis on patient teaching and collaboration among the nurse, the patient and family members. Also covered is utilization of the nursing process to identify and prioritize the multidimensional health care needs of patients who demonstrate changes in their maternal-child health status. Prerequisite: NUR 130. *7 Credit Hours*

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## **NUR 243 Medical-Surgical Nursing II**

In this course, an expanded emphasis is placed on the application of the nursing process, therapeutic communication, critical thinking, and advanced nursing skills in promoting the health of adult and geriatric patients experiencing multiple acute and chronic health problems with predictable outcomes. Collaboration with members of the multidisciplinary health care team to develop the patient's plan of care is incorporated. Nutrition, growth and development, pharmacology and pathophysiology are integrated throughout the course. Experience is gained in the health care setting to enhance the development of clinical competency in promoting the health of patients within a family and community context. Also emphasized is the acquisition of knowledge, skills and abilities needed to function as a professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR 130 5 *Credit Hours*

## **NUR247 Maternal Child Nursing**

This course explores nursing care for women during the prenatal, postpartum, and neonatal periods. Emphasis is placed on the promotion of women's health and management of complications during pregnancy, the birth process, and the neonatal period. Clinical experience allows for the application of nursing skills, knowledge, therapeutic communication, collaboration, and critical thinking necessary for the safe, quality care of the obstetrical and neonatal population within a family context. The course has a theory and clinical component. 3.5 *Credit Hours*

## **NUR 248 Medical-Surgical Nursing II**

Application of acquired concepts, theories, knowledge, and clinical skills is the core component of this course. Students gain experience in rehabilitation, the acute-care setting managing multiple clients with rapidly changing and complex health care needs. Prerequisite: NUR 210 6 *Credit Hours*

## **NUR 251 Medical-Surgical Nursing III**

This course builds on the medical-surgical and pharmacology knowledge. The role of the nurse in making judgements in practice which are substantiated with evidence in provision of safe, quality care is emphasized. Clinical experience allows for early identification and prioritization of interventions for patients who demonstrate changes in health, therapeutic communication, and nursing judgment in promoting the health of adult and geriatric patients experiencing chronic and acute health problems with unpredictable outcomes. Collaboration with members of the health care team to contribute to and integrate nursing science in the provision of care is an area of focus. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR 243 (Arizona students). 5 *Credit Hours*

## **NUR 252 Pharmacology in Nursing II**

This course builds on previously learned concepts and theories in medication dosage and solutions, providing an overview of the role of the professional nurse in drug therapy. Content includes principal actions, therapeutic uses, and adverse effects of the major classifications of drugs used throughout the lifespan. Nursing responsibilities, ethical considerations, legal implications, and dosage calculations are incorporated throughout the course. Prerequisite: NUR 212 or PHM 101 2 *Credit Hours*

## **NUR 253 Community and Mental Health Nursing**

This course is composed of theoretical and clinical components. It incorporates the use of therapeutic communication, cultural aspects, socioeconomic concerns, and critical thinking in the nursing care of patients experiencing mental, psychological and psychiatric disorders. An emphasis is placed on utilizing the nursing process to identify and prioritize the health care needs of patients in community setting. Concepts are incorporated pertaining to health promotion and illness prevention and on working as a member of an interdisciplinary health care team. Prerequisite: NUR 130 3 *Credit Hours*

## **NUR 259 Medical-Surgical Nursing III**

This course builds on the medical-surgical and pharmacology knowledge. The role of the nurse in making judgements in practice which are substantiated with evidence in provision of safe, quality care is emphasized. Clinical experience allows

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for early identification and prioritization of interventions for patients who demonstrate changes in health, therapeutic communication, and nursing judgment in promoting the health of adult and geriatric patients experiencing chronic and acute health problems with unpredictable outcomes. Collaboration with members of the health care team to contribute to and integrate nursing science in the provision of care is an area of focus. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patient safety advocate. The course has a theory and clinical component. Prerequisites: NUR 217 or equivalent (Idaho students) *5 Credit Hours*

## **NUR 261 Medical-Surgical Nursing IV**

This course builds on previously learned concepts and theories to develop students' ability to apply principles of nursing judgement in the provision of safe, quality patient centered care for patients and their families across the lifespan with unpredictable outcomes or who are demonstrating a critical change in health status. Patient teaching and collaboration among the nurse, patients and family members are covered. Experience is gained in acute- care, non-acute-care and/or community health settings to develop clinical competency. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR 251 *5 Credit Hours*

## **NUR 262 Manager of Care**

This course synthesizes information presented within the nursing program into the knowledge, skills, and attitudes needed as an entry level nurse. The course will examine various roles including acting as a professional provider of patient centered care, professional member within the discipline, and professional member of a health care team. The scope and ethics of nursing practice and concepts are expanded upon with regard to leadership, safety, critical thinking, evidence-based knowledge, and legal and ethical issues in nursing. Methods of assessing the workload of the professional nurse, prioritization of patient needs, as well as role transition along with delegation of care will be examined. *2 Credit Hours*

## **NUR 263 Medical-Surgical Nursing IV**

This course builds on previously learned concepts and theories to develop students' ability to apply principles of nursing judgement in the provision of safe, quality patient centered care for patients and their families across the lifespan with unpredictable outcomes or who are demonstrating a critical change in health status. Patient teaching and collaboration among the nurse, patients and family members are covered. Experience is gained in acute- care, non-acute-care and/or community health settings to develop clinical competency. Emphasis is placed on acquisition of knowledge, skills and attitudes related to the role as a professional provider of patient centered care, professional member within the discipline, professional member of a health care team, and patient safety advocate. The course has a theory and clinical component. Prerequisite: NUR 259 *5 Credit Hours*

## **NUR 265 NCLEX-RN Review**

This course provides a comprehensive review of nursing theory to assist students in preparation for the National Council Licensure Examination—Registered Nurse (NCLEX-RN). Students gain experience by taking computerized examinations that simulate the NCLEX-RN test to determine strengths and weaknesses in their knowledge base. Remediation opportunities are presented, as are strategies that increase the likelihood of graduates successfully completing the NCLEX-RN examination. *2 Credit Hours*

## **NUR 266 NCLEX-RN Review**

This course provides a comprehensive review of nursing theory to assist students in preparation for the National Council Licensure Examination—Registered Nurse (NCLEX-RN). Students gain experience by taking computerized examinations that simulate the NCLEX-RN test to determine strengths and weaknesses in their knowledge base. Remediation opportunities are presented, as are strategies that increase the likelihood of graduates successfully completing the NCLEX-RN examination. *2 Credit Hours*

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## **NUR 301 Leadership**

This course synthesizes previously learned concepts and theories and provides instruction in leadership, critical thinking, legal-ethical issues, managing a group of clients and role transition. Emphasis is placed on the application of knowledge, skills and attitudes needed as a provider of care, member within the discipline and manager of care within the scope of nursing practice. *1 Credit Hour*

## **NUR 306 Medical-Surgical Nursing III**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients across the lifespan with multiple acute and chronic health problems. Collaboration with members of the multidisciplinary health care team to modify the client's plan of care is incorporated. Prerequisites: NUR 210 and NUR 248 *6.5 Credit Hours*

## **NUR 312 Maternal Child Nursing**

This course further develops students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills to care for pregnant clients and their families with increasingly less predictable outcomes or who demonstrate a change in their health status. Client teaching and collaboration among the nurse, clients and family members are covered. Concepts of working as a member of an interdisciplinary health care team are incorporated. Prerequisite: NUR 210 *3.5 Credit Hours*

## **NUR 350 Medical-Surgical Nursing IV**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for clients and their families across the lifespan with unpredictable outcomes or who are demonstrating a change in health status. Client teaching and collaboration among the nurse, clients and family members are covered. Experience is gained in acute-care, non-acute-care and/or community health settings to develop clinical competency. Prerequisites: NUR210, NUR 248, and NUR 306 *4.5 Credit Hours*

## **NUR 351 NCLEX-RN Review**

This course provides a comprehensive review of nursing theory to assist students in preparing for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Students gain experience by taking computerized examinations that simulate the NCLEX-RN test-taking experience. Emphasis is placed on development of test-taking skills and success strategies. *3 Credit Hours*

## **NUR 352 Pediatric Nursing**

This course builds on previously learned concepts and theories to develop students' ability to use the nursing process, critical thinking, therapeutic communication, and basic nursing skills in caring for infants, children, adolescents and their families with increasingly less predictable outcomes or who demonstrate a change in their health status. Client teaching and collaboration among the nurse, clients and family members are covered. Concepts pertaining to working as a member of an interdisciplinary health care team are incorporated. Prerequisites: NUR 210 *3.5 Credit Hours*

## **NUT 200 Principles of Nutrition**

This course presents basic scientific principles as they apply to human nutrition in maintaining health and preventing disease. Biochemical functions and interrelationships among nutrients in the body are examined. Contemporary nutritional controversies are evaluated. This is an online course. *3 Credit Hours*

## **PHL 12 Basic and Advanced Procedures in Phlebotomy with Lab**

Introduction to blood specimen collection and processing. Content areas include related body system anatomy and function, site selection, equipment and supplies, anticoagulants, specimen processing, safety, standard precautions, professionalism, ethics, and review of the health care delivery system. Successful completion of lecture and practicum will allow student to sit for a national certification examination. This is a blended course. *0 Credit Hours*

# COURSE DESCRIPTIONS

## **PHM 111 L Retail Operations Lab**

This course provides hands-on lab experience with shelf stocking, ordering systems and retail operations such as pulling and filling medication orders and packaging prescriptions for verification by pharmacists. Students also perform reconstitutions of antibiotics and become proficient in understanding drug labels and equipment used in dosage measurement. Retail pharmacy procedures, calculations and cash register operations are practiced in simulations.

*2.5 Credit Hours*

## **PHM 111 T Nervous System, Anti-Infectives and Retail Operations Theory**

This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases such as epilepsy, Parkinson's disease and Alzheimer's disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. *3.5 Credit Hours*

## **PHM 111 T.H Nervous System, Anti-Infectives and Retail Operations Theory**

This course introduces students to the anatomy and physiology of the nervous system and pharmacological effects of medications and antimicrobial therapies on it. Emphasis is placed on pain management, pharmacology and psychopharmacology as they relate to diseases of the nervous system such as epilepsy, Parkinson's disease and Alzheimer's disease and the medications used in their treatment. Over-the-counter-medications theory and practical use are introduced. This is a blended course. *3.5 Credit Hours*

## **PHM 112 L Prescription Processing and Pharmacy Calculations Lab**

This course provides hands-on lab experiences that allow students to work with software used in a pharmacy setting. Students enter mock patient profiles, prescriptions, and physician information in addition to printing medication labels and filling prescriptions for verification by the pharmacists. Students will also work in a group setting to research the legalities to open a pharmacy, from the type of building required to startup costs. Students will transcribe handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch-typing methods. *2.5 Credit Hours*

## **PHM 112 T Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory**

This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating oral and parenteral drug dosages and medication-days supplies. Also covered are systems of measurement, mathematics, ratio proportions and conversions between the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to the practice of pharmacy. *3.5 Credit Hours*

## **PHM 112 T.H Prescription Processing, Pharmacy Software and Pharmacy Calculations Theory**

This course covers pharmacy-related federal laws and regulations and provides a clear and concise method of calculating oral and parenteral drug dosages and medication-days supplies. Also covered are systems of measurement, mathematics, ratio proportions and conversions between the Metric, US Customary and Apothecary systems of measurement. This course also introduces students to the ratio proportion method of solving mathematical equations related to the practice of pharmacy. This is a blended course. *3.5 Credit Hours*

## **PHM 113 L Pharmacy Calculations and Unit Dose Lab**

This course provides hands-on lab experiences for students to transcribe and process prescriptions on a typical pharmacy computer system. Students practice filling unit-dose and crash carts as well as repackaging bulk medications into unit doses. Also covered is transcription of handwritten paper prescriptions into pharmacy specific computer software using basic keyboarding techniques and 10-key touch-typing methods. *2.5 Credit Hours*

## **PHM 113 T Pharmacy Calculations and Body Systems Theory**

This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal, and endocrine systems. Students gain a working knowledge of the medications



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used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. *3.5 Credit Hours*

## **PHM 113 T.H Pharmacy Calculations and Body Systems Theory**

This course introduces students to basic mathematics, conversions between measurement systems and the use of ratio proportion for pharmaceutical calculations in context. Also provided is an overview of the physiology and pharmacology of the cardiovascular, musculoskeletal, and endocrine systems. Students gain a working knowledge of the medications used to treat common diseases of these systems, including hypertension, stroke, heart attacks and diabetes. Automated medication dispensing systems are introduced. This is a blended course. *3.5 Credit Hours*

## **PHM114 L Compounding and Pharmacy Calculations Lab**

This course provides hands-on lab experience in transcribing and processing prescriptions on a typical pharmacy computer system. Additional hands-on training includes repackaging for long-term care, extemporaneous (non-sterile) compounding technique and law, inventory control and purchasing. *2.5 Credit Hours*

## **PHM 114 T Compounding, Pharmacy Calculations and Body Systems Theory**

This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology, and pharmacological effects of medications on the respiratory, digestive, and renal systems. Students gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions, and dosing considerations. *3.5 Credit Hours*

## **PHM 114 T.H Compounding, Pharmacy Calculations and Body Systems Theory**

This course introduces students to specialized patient dosage calculations, conversions between measurement systems and utilizing ratio proportion for pharmaceutical calculations in context. This course provides an overview of the anatomy, physiology, and pharmacological effects of medications on the respiratory, digestive, and renal systems. Students will gain a working knowledge of the medications used to treat common diseases in all three systems, including mechanisms of action, common interactions and dosing considerations. This is a blended course. *3.5 Credit Hours*

## **PHM115 L Hospital Operations and Parenteral Dosage Calculations Lab**

Students in this course get hands-on lab experience in sterile product preparation under vertical and horizontal laminar flow hoods as well as proper aseptic technique while in a biological safety cabinet. Also studied are pharmaceutical calculations for intravenous drugs, chemotherapy preparation and parenteral dosages. *2.5 Credit Hours*

## **PHM 115 T Hospital Operations and Parenteral Dosage Calculations Theory**

This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. *3.5 Credit Hours*

## **PHM 115 T.H Hospital Operations and Parenteral Dosage Calculations Theory**

This course introduces students to the practice of pharmacy in the hospital environment including hospital policies and formularies. The course covers universal precautions and disease prevention with discussions on HIV and hepatitis. Human relations are also explored with an emphasis on communication styles and problem-solving techniques with patients and co-workers. Additionally, students are introduced to the pharmacological effects of chemotherapy. This is a blended course. *3.5 Credit Hours*

## **PHY 222 Physics**

In this conceptual survey of physics topics, students gain appreciation and understanding of the physical universe via conceptual instruction. The phenomena of motion, force, energy, matter, sound, electricity, magnetism, light, and the atom are covered. This is an online course. Prerequisites: MAT 113 or MAT 101 *3 Credit Hours*

# COURSE DESCRIPTIONS

## **PSY 101 Introduction to Psychology**

This course provides a foundation for understanding, predicting, and directing behavior. Organized within a framework encompassing foundations, general topics and applications, the course provides an understanding of how psychological principles and concepts relate to professional and personal life. Topics include learning, attitude formation, personality, social influence, dynamics of communication, conflict resolution, motivation, leadership and group roles and processes. This is an online course. *3 Credit Hours*

## **PSY 155 Human Development Across the Lifespan 1**

This course focuses on the physical, cognitive, social, and emotional development of humans through all phases of life. Emphasis is placed on the practical application of developmental principles. This is an online course. *3 Credit Hours*

## **PTA 112 Fundamentals of Physical Therapist Assisting**

In this course, students are introduced to the origins of physical therapy and the specific roles of physical medicine and rehabilitation professionals in the health care system. Topics covered are core values of the profession, the role of the physical therapist assistant, laws, regulations and policies, current issues, and the American Physical Therapy Association. In addition, students learn measurement skills, patient care and handling and universal precautions. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA 189 and PTA 224 *3 Credit Hours*

## **PTA 153.1 Physical Agents and Soft Tissue Mobilization**

This course introduces use of evidence-based therapeutic modalities in physical therapy practice. Lectures and lab experience develop problem-solving and critical-thinking skills for use of electrical stimulation, heat, cold, ultrasound, diathermy, laser, and hydrotherapy. The technique of soft tissue mobilization as a therapeutic modality is also presented. Prerequisites: PTA 112 and PTA 224; co-requisite: PTA 177 and PTA 189 *3 Credit Hours*

## **PTA 177 Management of Orthopedic Disorders**

In this course, students are introduced to management of common orthopedic disorders. Lecture and lab experience include instruction on tissue healing, gait training, therapeutic exercise, common orthopedic injuries, and management of surgical cases. Prerequisites: PTA 112 and PTA 224; co-requisite: PTA 153 and PTA 189 *4 Credit Hours*

## **PTA 189 Pathophysiology for the PTA**

This course reviews signs, symptoms, and complications of disease states of the body and covers the essential nature of diseases and abnormalities of structure and function. Physical, clinical and laboratory presentation of diseases is examined. Prerequisites: Successful completion of semesters 1 and 2; co-requisites: PTA 112 and PTA 224 *3 Credit Hours*

## **PTA 199 Clinical Education I**

This course provides students with supervised instruction in PT/PTA clinical activities. Emphasis is placed on developing professional behaviors and interpersonal skills. Students practice data collection, therapeutic modalities, transfers, patient positioning, patient instruction and therapeutic exercise, as well as documentation of measurements and interventions. Students practice assessment techniques including goniometry, manual muscle testing and patient functional levels. Skills practiced are dependent on the clinical site and determinations of the supervising faculty. Prerequisites: Completion of all semester 3 PTA technical courses with at least a 2.0 GPA; Co-requisites: PTA 210, PTA 240, PTA 223, and PTA 230 *2 Credit Hours*

## **PTA 210 Management of Neurological Disorders**

In this course, students are introduced to neurological impairments and neuro-rehabilitation concepts. Neuroanatomy and motor development are discussed, as is management of neurological conditions in children and adults. The course addresses non-progressive spinal cord and central nervous system disorders as well as progressive disorders of the central nervous system. Prerequisites: Successful completion of PTA semester 3; co-requisites: PTA 199 and PTA 240 *4 Credit Hours*



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## **PTA 223 Advanced Concepts for PTA**

In this course, students develop knowledge of treatment of various states and conditions such as geriatrics, pulmonary disease, amputation, integumentary disorders, age-related conditions, and arthritis. Orthotics/prosthetics, wound cleansing, dressing changes and environmental assessment are presented as they relate to these conditions. Prerequisite: Completion of semester 3 courses, PTA 210 and PTA 240; co-requisites: PTA 199 and PTA 230 *4 Credit Hours*

## **PTA 224 Physical Therapy Data Collection and Documentation**

Students are introduced to patient measurement including joint range of motion, muscle length and muscle strength testing, patient interviews, segmental volume measurements, leg length measurements, girth measurements, deep tendon reflexes, pain assessments, vital signs assessment and sensation testing. This course also introduces students to patient confidentiality issues, medical chart review, documentation, medical terminology, and billing. Prerequisite: Successful completion of semesters 1 and 2; co-requisites: PTA 112 and PTA 189 *3 Credit Hours*

## **PTA 230 Clinical Applications Across the Lifespan**

Relevant clinical cases and journal articles are presented for discussion in this course. Students are encouraged to present journal articles in class for further understanding of current treatment options. Prerequisite: Completion of semester 3 PTA courses, PTA 210, and PTA 240; co-requisites: PTA 199 and PTA 223 *2 Credit Hours*

## **PTA 240 Ethics and Jurisprudence**

This course addresses ethical and legal issues facing physical therapist assistants. Topics presented include ethics and values, patient advocacy, professionalism, personal and professional development, access to health care, reimbursement, quality assurance and jurisprudence. Prerequisite: Completion of semester 3 PTA courses; co-requisites: PTA 199 and PTA 210 *2 Credit Hours*

## **PTA 259 Clinical Education II**

This is a seven-week, full-time clinical experience in which students implement therapeutic treatments learned in the academic setting. Students practice skills in a clinical setting under the supervision of a physical therapist and are expected to assume greater responsibility as they improve their clinical treatment skills. Students will have successfully completed the didactic portion of the curriculum and will make satisfactory progress toward competent and safe entry-level PTA skills at the conclusion of this clinical experience. Skills practiced are dependent on the clinical site. Prerequisites: Successful completion of all semesters four PTA classes. *6 Credit Hours*

## **PTA 289 Clinical Education 3 (California campuses)**

Students function as PTAs under the supervision of a physical therapist, using knowledge and skills developed in the program. In addition, students conduct an in-service presentation to the clinical staff. *6 Credit Hours*

## **PTA 289 Clinical Education III**

This is an eight-week, full-time clinical experience in which students, under the supervision of a physical therapist, implement therapeutic treatments learned in the academic setting. Utilizing knowledge and skills developed in the program, students provide patient care comparable to that of an entry-level PTA while advancing competencies acquired during Clinical Education I and II. Prerequisites: Completion of all semester 4 PTA courses and PTA 259 *6 Credit Hours*

## **PTA 298 Licensure Review**

This course prepares students to take the National Physical Therapy Examination (NPTE) for physical therapist assistants. Students review critical concepts and State Specific Revised Statutes and Codes and complete a full-length practice examination. Prerequisites: Successful completion of PTA 199, PTA 210, PTA 223, PTA 230, and PTA 240 *2 Credit Hours*

## **PTT 114 L Physical Agents Application**

Students apply rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn new skills related to ultrasound, electrical stimulation and heat and cold applications. Additionally, students gain hands-on experience with various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. *1.5 Credit Hours*

# COURSE DESCRIPTIONS

## **PTT 114 T Physical Agents Theory**

Students explore rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn ultrasound, electrical stimulations, heat and cold applications and various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. *3 Credit Hours*

## **PTT 114 T.H Physical Agents Theory**

Students explore rationale and physiological interventions to soft tissue injuries in their various stages of repair. They learn ultrasound, electrical stimulations, heat and cold applications and various therapeutic techniques related to assisting a physical therapist, physical therapist assistant or chiropractor. This is a blended course. *3 Credit Hours*

## **PTT 121 L Fundamentals of Physical Therapy Technology Application**

Students will obtain and assess specific vital signs. Students will also demonstrate the correct height of assistive devices, weight bearing statuses, various types of transfers and gait patterns using various assistive devices. Additionally, scope of practice will be discussed throughout the course. *1.5 Credit Hours*

## **PTT 121 T Fundamentals of Physical Therapy Technology Theory**

Students learn about the history of physical therapy and the significance of scope of practice. Student will also discuss the importance of vital sign assessment and injury management within the physical therapy clinic. Additionally, transfers and gait training protocols will be reviewed. *3 Credit Hours*

## **PTT 121 T.H Fundamentals of Physical Therapy Technology Theory**

Students learn about the history of physical therapy and the significance of scope of practice. Student will also discuss the importance of vital sign assessment and injury management within the physical therapy clinic. Additionally, transfers and gait training protocols will be reviewed. This is a blended course. *3 Credit Hours*

## **PTT 122 L Exercise and Wellness Application**

Students will be able to teach appropriate therapeutic exercises for muscle groups based on their patient's plan of care. Additionally, students will be able to create an exercise program based on the basic principles of physical training which can include cardiorespiratory endurance, muscle strength and endurance and flexibility. *1.5 Credit Hours*

## **PTT 122 T Exercise and Wellness Theory**

Students learn the basic principles of physical training including cardiorespiratory endurance, muscle strength, endurance, and flexibility with the goal of being a design a complete program. Students will also learn about nutrition and various other aspects of health and wellness. *3 Credit Hours*

## **PTT 122 T.H Exercise and Wellness Theory**

Students learn the basic principles of physical training including cardiorespiratory endurance, muscle strength, endurance, and flexibility with the goal of being a design a complete program. Students will also learn about nutrition and various other aspects of health and wellness. This is a blended course. *3 Credit Hours*

## **PTT 123 L Kinesiology Basics Application**

Students learn to apply various palpation techniques to locate specific bones and muscles. Students also gain experience in proper draping and positioning. They learn to effectively stretch specific groups of muscles that directly relates to working in a physical therapy office. *1.5 Credit Hours*

## **PTT 123 T Kinesiology Basics Theory**

Students explore the science of human movement, art of palpation, draping techniques, trigger points and stretching in relation to physical therapy. Students will learn how to locate specific bones and muscles via touch. Additionally, students will learn the origins, insertions and actions associated with the musculoskeletal system. *3 Credit Hours*

## **PTT 123 T.H Kinesiology Basics Theory**

Students explore the science of human movement, art of palpation, draping techniques, trigger points and stretching in relation to physical therapy. Students will learn how to locate specific bones and muscles via touch. Additionally, students

# COURSE DESCRIPTIONS

will learn the origins, insertions and actions associated with the musculoskeletal system. This is a blended course. *3 Credit Hours*

**PTT 125 L Introduction to Stretching Application** Students will be able to demonstrate and apply appropriate stretching techniques for specific muscle groups. Students will also design a stretching program based upon a client's/patient's needs and goals utilizing various types of stretching methods. *1.5 Credit Hours*

**PTT 125 T Introduction to Stretching Theory**

Students learn the about the structures involved with therapeutic stretching. Different types of stretching will be discussed in addition to proprioceptive neuromuscular facilitation. Students will be able to identify specific stretches for various muscle groups. *3 Credit Hours*

**PTT 125 T.H Introduction to Stretching Theory**

Students learn the about the structures involved with therapeutic stretching. Different types of stretching will be discussed in addition to proprioceptive neuromuscular facilitation. Students will be able to identify specific stretches for various muscle groups. This is a blended course. *3 Credit Hours*

**PTT 200 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Prerequisite: Successful completion of all technical coursework and 2.0 CGPA *4 Credit Hours*

**RAD 100 Patient Care**

This course introduces patient care and addresses patient interactions, medical histories, techniques used in patient transfer and immobilization, aseptic procedures, contrast media, pharmacology, medical emergencies, and vital signs. *3 Credit Hours*

**RAD 101 Introduction to Imaging**

This course examines principles of physics and introduces radiology. Coursework addresses X-ray machines, X-ray production and emission, radiation biology and protection. Principles of radiographic exposure and beam quality and quantity are also discussed. *5 Credit Hours*

**RAD 102 Medical Terminology**

This course examines medical term construction, including root words, prefixes, and suffixes. Use of medical terminology as related to radiography, anatomy and physiology, is stressed. Abbreviations, acronyms, and symbols are also included. *2 Credit Hours*

**RAD 103 Anatomy and Physiology I**

This course examines anatomy and physiology of the human body. Included are structure and function of the integumentary, skeletal, muscular, respiratory, digestive, and urinary systems. *3 Credit Hours*

**RAD 104 Radiographic Procedures I**

This course introduces radiographic patient care. Radiographic procedures of the chest, abdomen, upper extremity, shoulder girdle, lower extremity and pelvic girdle are examined, as is foreign body localization. *5 Credit Hours*

**RAD 106 Imaging Lab I**

This lab provides students with the opportunity to apply skills learned in Radiographic Procedures I, RAD 104. Students gain insight into working with patients in terms of both positioning and patient care. Co-requisite: RAD104 *1 Credit Hour*

**RAD 151 Imaging II**

This course examines principles of imaging. Topics include electricity, magnetism, X-ray machines, X-ray production and emission, beam-restricting devices, the grid, film processing and intensifying screen. Prerequisite: RAD 101 *5 Credit Hours*

# COURSE DESCRIPTIONS

## **RAD 152 Medical Ethics and the Law**

This course examines ethics, law, medical negligence, documentation, patient rights, informed consent, employment and labor law, risk management, safety, equipment safety, whistleblowing, and education. *3 Credit Hours*

## **RAD 153 Anatomy and Physiology II**

This course examines anatomy and physiology of the human body. Topics include blood, growth and development, special senses, and the cardiovascular, circulatory, lymphatic, and endocrine systems. Prerequisite: RAD 103 *3 Credit Hours*

## **RAD 154 Radiographic Procedures II**

This course addresses anatomy and radiographic procedures of the spine and bony thorax, upper and lower gastrointestinal tract including esophagrams, upper GIs, small bowel studies, and single- and double-contrast barium enemas and urinary system, including kidneys, ureters, urinary bladder, and urethra. Also included are accessory organs of the digestive system, including the gall bladder and biliary ducts, as well as intravenous contrast agents and venipuncture principles. Prerequisite: RAD 104 *5 Credit Hours*

## **RAD 156 Imaging Lab II**

Students in this lab gain practical experience in applying knowledge and skills learned in previous procedures and imaging courses. Prerequisites: RAD 104 and RAD 106 *1 Credit Hour*

## **RAD 180 Pathology**

This course provides an overview of major organ- and system-related diseases of the human body. Multiple organ system diseases that involve physical injury, bleeding, clotting, hypertension, and cancer are studied. Prerequisite: RAD 153 *3 Credit Hours*

## **RAD 181 Imaging III**

This course further examines principles taught in Imaging II. Topics include special X-ray equipment and procedures such as mammography, computers and digital imaging, CT, MRI, ultrasound, and radiologic imaging facility design. Prerequisite: RAD 151 *5 Credit Hours*

## **RAD 182 Quality Control**

This course examines advanced technical aspects of quality assurance. Coursework addresses film processors, radiographic equipment, and associated quality assurance testing. Critical analysis of radiographic examinations -with reference to exposure factors, positioning and patient care techniques are discussed. Critical thinking, problem solving, and application skills are addressed. Prerequisite: RAD 154 *5 Credit Hours*

## **RAD 184 Radiographic Procedures III**

This course addresses radiographic procedures of the skull, facial and nasal bones, sinuses, mastoid air cells, orbits, optic foramen, and mandible. Topics include trauma, mobile, pediatric, and surgical radiography, computed tomography, mammography and angiography, intravenous contrast, venipuncture, various interventional procedures and additional diagnostic and therapeutic modalities. Prerequisite: RAD 154 *5 Credit Hours*

## **RAD 186 Imaging Lab III**

In this lab, students are provided with the opportunity to apply skills learned in Radiographic Procedures II and III and Imaging III courses. Prerequisites: RAD 154 and RAD 156 *1 Credit Hour*

## **RAD 202 Introduction to Computers**

With emphasis on health care applications, this course introduces keyboarding, word processing, spreadsheets, and databases in the Microsoft Windows environment. *1 Credit Hour*

## **RAD 209 Clinical Education I**

This course provides students with competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: Completion of semester 3 coursework. *14 Credit Hours*

# COURSE DESCRIPTIONS

## **RAD 253 Clinical Education II**

Building on experience gained in Clinical Education I, this course provides students with additional competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator.

Prerequisite: RAD 209 *14 Credit Hours*

## **RAD 283 Clinical Education III**

Building on experience gained in Clinical Education I and Clinical Education II, this course provides students with additional competency-based clinical education under supervision of a clinical instructor and supported by the program clinical coordinator. Prerequisite: RAD 253 *11 Credit Hours*

## **RAD 308 Radiography Registry Review**

This course provides comprehensive review of the radiographic curriculum as students prepare for the America Registry of Radiologic Technologists exam. Test-taking and study-habit strategies are discussed. At the program director's discretion, the course may be offered via distance learning for selected students. Prerequisites: RAD 209 and RAD 253; co-requisite: RAD 283 *6 Credit Hours*

## **RC 110 Pharmacology**

This course will study the drugs administered to treat pulmonary disease. It will also include other classifications of drugs that have an effect on cardiopulmonary status. Areas will include drug calculations, indications, classification, proper dosage, modes of administration, the physiological actions of pharmacokinetics, pharmacodynamics, and pharmacogenetics, side effects, precautions, hazards, therapeutic effects, and patient monitoring. *3 Credit Hours*

## **RC 111 Introduction to Respiratory Care**

This course provides an introduction of the physical world to students in health majors and to practices encountered within health care environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. *6 Credit Hours*

## **RC 120 Clinical Laboratory Practice**

This course will prepare the student for their clinical rotations with various preparatory requirements. They include certifications, orientations, clinical management methods, safety procedures, and clinical seminars. *2 Credit Hours*

## **RC 121 Fundamentals of Respiratory Care**

This course provides an introduction to the physical world to students in health majors and to practices encountered within health care environments. Topics will include classroom theory and laboratory exploration of physical dynamics as they relate to health professions, with an emphasis in respiratory care, as well as, advanced directives, patient bill of rights, bioterrorism preparedness and management. Procedures and practices related to common settings will be explored. *4 Credit Hours*

## **RC 122 Respiratory Care Pathophysiology**

The focus of this course is on the cardiopulmonary systems and the application of protocol based clinical Respiratory Therapy treatment to deliver disease-specific patient care. Respiratory pathophysiology, assessment techniques and indices, basic pharmacology as it applies to the treatment and prevention of pulmonary disease, humidity, and aerosol modalities as they apply to the treatment of pulmonary disease, electrophysiology, and correlation of acid-base and arterial blood gas interpretation are among the topics emphasized. *3 Credit Hours*

## **RC 130 Ventilatory Principles of Respiratory Care**

The focus of this course is management of the airway and mechanical ventilation. Topics include endotracheal intubation, resuscitation devices, invasive and non-invasive ventilation, and initiation, monitoring, managing, and discontinuation of mechanical ventilation. Students will apply hemodynamics to positive pressure ventilation. *5 Credit Hours*

# COURSE DESCRIPTIONS

## **RC 140 Critical Care Principles of Respiratory Care**

The focus of this course is on the management of the advanced and difficult airway, advanced mechanical ventilation strategies, and assisting the physician performing bedside critical care procedures. Topics include advanced airway management and tracheostomy care, advanced techniques in mechanical ventilation, advanced hemodynamic monitoring, and identification of both beneficial and adverse effects of PPV. Students will recognize how to assist a physician performing the following procedures: Bronchoscopy, Chest Tube insertion and monitoring, Arterial Line Insertion, Central-line insertion and Hemodynamic Monitoring, Conscious Sedation and Cardioversion. *3 Credit Hours*

## **RC 141 Neonatal and Pediatric Respiratory Care**

The focus of this course is special applications in respiratory care, and neonatal and pediatric respiratory care. Topics include neonatal and pediatric anatomy, physiology, and pathology. Specialized diagnostics and certifications also occur during this course. *7 Credit Hours*

## **RC 142 Specialized Respiratory Care**

The focus of this course is advanced pulmonary function testing and critical care with emphasis on hemodynamic monitoring. Topics include advanced physical, radiological, and clinical laboratory assessment along with invasively monitored cardiac assessment and special procedures. Routine and specialized pulmonary function tests are also covered. *5 Credit Hours*

## **RC 150 Advanced Respiratory Care**

The focus of this course is insight and analysis of alternate work sites and job readiness for successful employment in Respiratory Care. Topics include patient and family education health and case management, care of the patient in alternative settings and polysomnography. Job readiness along with licensure and credentialing examination preparation will also be examined in this course. *7 Credit Hours*

## **RC 151 NBRC Review**

This course provides a comprehensive review of respiratory care in preparation for the National Board for Respiratory Care (NBRC) exam. Students gain experience by taking computerized examinations that simulate the NBRC exam to determine strengths and weaknesses in their knowledge base. *2 Credit Hours*

## **RC 170 Applied Sciences**

This course introduces paramedical sciences. Chemistry coursework addresses properties, characteristics, chemical reactions, and uses of substances. Physics coursework examines laws and properties of matter and energy as related to motion, force, and gases. Basic math principles such as whole numbers, fractions, addition, subtraction, multiplication, division, ratios, proportions, percentages, the metric system, and basic algebra are reviewed. *3.5 Credit Hours*

## **RC 171 Microbiology/Infection Control**

This course introduces cells and their structure and relationship to man. Bacteria classification and identification are emphasized. Coursework also addresses infection control, prevention of contamination, and infection by microorganisms. *2 Credit Hours*

## **RC 172 Cardiopulmonary Anatomy & Physiology**

Students in this course expand their working knowledge of anatomy and physiology in relation to the cardiopulmonary and renal systems. Prerequisite: BIO 105 *3 Credit Hours*

# COURSE DESCRIPTIONS

## **RC 173 General Pharmacology**

This course addresses general pharmacological terms, characteristics, actions, and administration as well as an overview of the nervous system. Students practice calculating drug dosages using measurements, conversions, ratios, and proportions. *3.5 Credit Hours*

## **RC 174 Cardiopulmonary Diseases**

This course examines the disease process. Coursework addresses patient history, pathophysiology, complication, treatment, and prevention. Cardiopulmonary disease is emphasized. *3.5 Credit Hours*

## **RC 175 Patient Assessment**

This course provides students with an overview of patient medical conditions and how they relate to assessment and diagnostics. *2 Credit Hours*

## **RC 176 Medical Gases & Oxygen Therapy**

This course examines principles of medical gas cylinders and gas therapy. Topics also include a history of developments in respiratory care, concepts of oxygen therapy, assessment of oxygenation and principles of oxygen therapy devices.

Prerequisite: RC 170 *2 Credit Hours*

## **RC 177 Humidity & Aerosol Therapy**

This course introduces principles and concepts of aerosol and humidity therapy, including terminology, factors that affect humidification and aerosolization, function of equipment, medications used and techniques of administering humidity and aerosols. Prerequisite: RCP 170 *1 Credit Hour*

## **RC 178 Airway Management & Emergency Care**

This course examines care and maintenance of artificial airways, functions, limitations and safety of equipment, and assessment of patients' cardiopulmonary status in emergency situations. CPR instruction and certification are integrated into the course. Prerequisites: RC 176 or RC 177 *2.5 Credit Hours*

## **RC 179 Bronchial Hygiene & Chest Physiotherapy**

This course provides students with an opportunity to practice chest physiotherapy as well as includes instruction in breathing and airway clearance techniques. Topics include goals, indications, precautions, hazards, and techniques.

Prerequisites: RC 176 and RC 177 *1 Credit Hour*

## **RC 180 Hyperinflation Therapy**

This course presents concepts and principles of hyperinflation therapy, including basic techniques, equipment, and patient instruction. Coursework also introduces ventilator management. Prerequisites: RC 176 and RC 177 *1.5 Credit Hours*

## **RC 190 Clinical Practice 1**

Students in this applications-based course observe and perform basic clinical skills and deliver therapeutic modalities under direct supervision within a hospital environment. *3 Credit Hours*

## **RC 270 Management, Supervision, TherapistDriven Protocols**

This course addresses standards for respiratory care services, departmental operations, resources, record keeping and quality assurance. An overview of current therapist-driven protocols used in hospitals is presented. Models are presented using standard protocols. Prerequisite: RC 190 *1 Credit Hour*



# COURSE DESCRIPTIONS

## **RC 271 Cardiopulmonary Diagnostics**

This course presents concepts and principles of various diagnostic studies used to assess patient cardiopulmonary status, including arterial blood gases, pulmonary function testing and electrocardiograms. Prerequisite: RC 190 5 *Credit Hours*

## **RC 272 Advanced Emergency Care**

This course discusses basic life support, airway management, tracheal intubation, and alternative CPR techniques. Advanced cardiac life support is addressed, including cardiovascular stabilization, EKG management, defibrillation, and cardiovascular drug management. Also examined are special resuscitation procedures and management for myocardial infarction, near drowning, electrical shock, trauma, stroke, hypothermia, and toxicological emergencies. Prerequisite: RC 178 3.5 *Credit Hours*

## **RC 273 Home Care, Rehabilitation, Patient Education**

This course introduces care and discharge planning as well as home care services and reimbursement of these services. Coursework also examines rehabilitation services and alternative respiratory care sites. 2.5 *Credit Hours*

## **RC 274 Pediatrics & Perinatal Care (PALS Cert)**

This course addresses neonatal anatomy and physiology, cardiopulmonary diseases and stabilization of critically ill neonate and pediatric patients, air and ground transport, mechanical ventilation and monitoring and special oxygenation and ventilation modalities. Prerequisite: RC 190 6 *Credit Hours*

## **RC 275 Advanced Cardiopulmonary A&P**

This course provides in-depth examination of physiological aspects of the human body including ventilation, diffusion, oxygen transport, ventilation/perfusion, carbon dioxide transport and arterial blood gases (ABGs), neural control and electrolytes. Prerequisite: RC 271 4 *Credit Hours*

## **RC 276 Cardiovascular & Hemo Assessment**

This course examines procedures and techniques used to diagnose cardiopulmonary disorders. Hemodynamic monitoring, radiographic techniques, polysomnography, metabolic cart studies, pleural drainage techniques and general lab studies are emphasized. Prerequisite: RC 272 3 *Credit Hours*

## **RC 277 Mechanical Ventilation: Concepts & Apps**

This course examines mechanical ventilation concepts as applied to cardiopulmonary physiological conditions. Emphasized are assessing patient needs for mechanical ventilation and life support, ventilation and oxygenation monitoring, mechanics of flow and pressure and volume monitoring. Waveform concepts are introduced. Prerequisite: RC 272 5 *Credit Hours*

## **RC 278 Neonatal-Pediatric Mechanical Ventilation**

This course, the final in a series, incorporates specialized modalities involved with mechanical ventilation of neonate and older pediatric patients. Management of premature neonates is emphasized. Case studies and simulations illustrate applications of mechanical ventilation. Prerequisites: RC 274, RC 272, and RC 277 3.5 *Credit Hours*

## **RC 279 Adult & Pediatric Case Analysis and Management**

Students in this course apply critical thinking concepts and applications to all aspects of patients' respiratory care. Case management, care planning and ventilator commitment and withdrawal are addressed. Prerequisite: RC 272 1.5 *Credit Hours*



# COURSE DESCRIPTIONS

## **RC 280 Clinical Practice II**

Under minimal supervision, students in this course perform clinical skills and deliver therapeutic modalities. While working within the intensive care and neonatal intensive care units, students observe and perform advanced skills and specialty procedures under direct supervision. *9.5 Credit Hours*

## **RC 290 RRT Credentialing Examination Series Training**

This course provides a comprehensive review of the respiratory curriculum as students prepare for the National Board for Respiratory Care (NBRC) exam. Test-taking and study-habit strategies are discussed. While working within the intensive care and neonatal intensive care units, students observe and perform advanced skills and specialty procedures under direct supervision. Included are LTACH and ICU rotations. *5 Credit Hours*

## **RC 300 Clinical Practice I**

Students will participate in clinical rotations in acute and sub-acute respiratory therapy conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *3 Credit Hours*

## **RC 310 Clinical Practice II**

Students will participate in clinical rotations in adult intensive care, emergency care, and pediatric floor care conducted at local hospitals and medical centers. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *3 Credit Hours*

## **RC 500 Clinical Practice III**

Students will participate in advanced rotations in adult, pediatric, and neonatal critical care conducted at local hospitals and medical centers. Specialized clinical experiences, as available, in respiratory home care, asthma education, pulmonary function testing, sleep studies, land/air patient transport, intra-hospital patient transport, disaster management, medical emergency team (MET) and pulmonary rehabilitation. The student will be assessed on supervised clinical practice and completion of clinical assignments and performance objectives. *6 Credit Hours*

## **RN 150 LVN to RN Transition – Theory**

This course introduces and familiarizes students with the philosophy and conceptual framework of the LVN to ADN program. Role expectations for the registered nurse as caregiver, teacher and member of the health care team are discussed. Correct use of the nursing process, critical thinking and technical skills are emphasized in caring for culturally diverse clients throughout the lifespan. Prerequisite: Admission to the LVN to ADN program. Co-requisite: RN 155 *1 Credit Hour*

## **RN 155 LVN to RN Transition – Lab**

This course facilitates LVNs' transition to the role and responsibilities of the RN. Emphasis is placed on knowledge and application of the nursing process, critical thinking, communication skills, problem-solving and decision-making in the RN role. Successful completion of the course requires satisfactory demonstration of specified clinical skills and competencies prior to enrolling in subsequent RN courses. Completion of this course is required for taking the RN 150 final examination. Prerequisite: Admission to the LVN to ADN program. Co-requisite: RN 150. This is a credit/no credit course. *0.5 Credit Hours*

## **RN 202 Leadership Management 1**

This course prepares students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of health care settings. Prerequisites: RN 150 and RN 155 *1 Credit Hour*

# COURSE DESCRIPTIONS

## **RN 210 Psychiatric and Mental Health Nursing – Theory**

This course discusses application of the nursing process to meet the needs of clients at all stages of life with common psychiatric and mental health disorders. Theories of psychiatric and mental health are integrated with the RN role and scope of practice, citing healthy as well as maladaptive behaviors. Critical thinking and problem-solving skills are utilized in individual and group exercises to demonstrate application of concepts. Prerequisites: RN 150 and RN 155. Co-requisite: RN 215, successful completion of which is needed to take the RN 210 final exam. *1.5 Credit Hours*

## **RN 215 Psychiatric and Mental Health Nursing – Clinical**

Clinical objectives are met in acute and community-based psychiatric and mental health settings. The course focuses on application of the nursing process and theoretical concepts in the care of clients experiencing common psychiatric and mental health disorders across the lifespan. Prerequisites: RN 150 and RN 155; Co-requisite: RN 210. This is a credit/no credit course. *2 Credit Hours*

## **RN 221 Advanced Medical/Surgical Nursing 1 – Theory**

This course furthers students' knowledge of comprehensive scientific principles and integration of the nursing process in treating clients with complex, high risk or unstable medical conditions. Conceptual critical thinking and problem-solving skills at the RN level are applied through group exercises, case studies and independent study. Prerequisites: RN 150 and RN 155. Co-requisite: RN 225, successful completion of which is needed to take the RN 221 final exam. *3 Credit Hours*

## **RN 225 Advanced Medical/Surgical Nursing 1 – Clinical**

This course provides clinical experience in acute care hospitals and agencies and facilitates the application of advanced knowledge to include comprehensive scientific principles and integration of the nursing process. Students utilize the nursing process to provide nursing care, teaching, support and rehabilitation to clients across the lifespan experiencing high risk/unstable conditions. Simulation labs foster the development of critical thinking skills. This is a credit/no credit course. Prerequisites: RN 150 and RN 155. Co-requisite: RN 221 *2 Credit Hours*

## **RN 231 Advanced Medical /Surgical Nursing 2 – Theory**

This course presents comprehensive scientific principles and integration of the nursing process to treating clients of all ages with complex, high risk or unstable medical/surgical conditions. Conceptual critical thinking and problem-solving skills at the RN level are applied through individual and group exercises and case studies. Prerequisites: Completion of all Term 1 courses of the LVN to ADN program..Co-requisites: RN 241 and RN 245 *2 Credit Hours*

## **RN 241 Advanced Medical Surgical /Nursing: Care of the Older Adult – Theory**

This course is a holistic study of older adults undergoing the aging process and the nursing process as it relates to treatment of acute and long-term health disruptions. Critical thinking and problem solving skills are employed in group exercises and independent study within the RN scope of practice. Prerequisites: Completion of all Term 1 courses the LVN to ADN program. Co-requisites: RN 245, successful completion of which is needed to take the RN 241 final exam and RN 231 *1.5 Credit Hours*

## **RN 245 Advanced Medical/Surgical Nursing: Care of the Older Adult – Clinical**

This course gives students the opportunity to apply their knowledge of comprehensive scientific principles and integration of the nursing process related to older adult in a clinical setting. Experiences are integrated with and related to the RN scope of practice. Completion of this course is required to take the final exam for RN 231 and RN 241. This is a credit/no credit course. *3 Credit Hours*

## **RN 250 Leadership Management 2**

This course is further preparation for students to assume the registered nurse leadership/management role, focusing on professional issues that affect nursing managerial/leadership, interdisciplinary functions, legal/ethical dilemmas and delegatory functions in clinical practice. Application of theoretical concepts, critical thinking and problem-solving are emphasized, as is providing competent nursing care to groups of clients in a variety of healthcare settings. The last portion of this course is concurrent with the pre-licensure RN 305 (Preceptorship). Students must pass RN 305 to take the RN 250 final exam. Prerequisites: Completion of all term 1 courses of the LVN to ADN program. Co-requisite: RN 305. *1 Credit Hour*

# COURSE DESCRIPTIONS

## **RN 305 Leadership Management 3 – Preceptorship**

The pre-licensure preceptorship prepares students to function as registered nurses. Students provide nursing care to clients under the guidance of a registered nurse (the preceptor) working in the community and the supervision of a faculty liaison. Critical thinking and problem-solving skills are used in the application of theoretical concepts in the RN scope of practice. Emphasis is placed on leadership/management, delegation, and cultural, spiritual, and legal/ethical issues during the pre-licensure preceptorship. Students must pass RN 305 to take the final exam for RN 250. In addition, students must pass a standardized exit exam to complete this course. This is a credit/no credit course. *3 Credit Hours*

## **SCI 210 Environmental Science**

This course draws on information from biology, chemistry, botany, geology, engineering, geography, economics, and sociology to explore key aspects and controversial environmental issues. Students identify connections among all living things, particularly between human communities and other natural systems, and consider the impact of civilization's products on the environment. This is an online course. *3 Credit Hours*

## **SOC 101 Introduction to Sociology**

This course explores the complexities of intercultural relationships in a diverse society. Students are given opportunities to share cultural experiences and to discuss cultural differences and commonalities. Students consider issues of self-identity, values clarification, cultural differences, and socialization practices. This is an online course. *3 Credit Hours*

## **SPH 205 Interpersonal Communication**

This course involves practical communication skills useful for communicating in personal life as well as in working relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. This is an online course. *3 Credit Hours*

## **ST 1 Surgical Technology Theory 1**

This course provides extensive study of the human body including basic chemistry, cells, tissues, membranes and organs, the integumentary, skeletal, muscular, sensory, and nervous systems, circulatory, lymphatic, respiratory, digestive, endocrine, urinary and reproductive systems. Also presented is a comprehensive overview of medical and surgical terminology including basic word construction, abbreviations and symbols used in the medical profession. In addition, the course provides an overview of the development of medicine, surgery, and the field of surgical technology. Professionalism and ethical conduct are emphasized. *10 Credit Hours*

## **ST 2 Surgical Technology Theory 2**

Basic surgical procedures are studied in depth, as are instrument count protocols. Interpersonal relationships and communication skills are explored with emphasis on pediatric, geriatric, chronic, special needs, and terminally ill patients. Legal and ethical issues will be discussed, including professional responsibility, liability, and documentation. First aid and basic life support is presented; students are certified in CPR upon completion of the course. *10 Credit Hours*

## **ST 3 Surgical Technology Theory 3**

This course provides in-depth study of each of the surgical specialties (general, gastrointestinal, obstetrics and gynecology [OB/GYN], genitourinary, ophthalmic, ear, nose, and throat [ENT] and plastic/reconstructive). Step-by-step procedures are presented, as are instrumentation and anesthesia. Students take a self-assessment test in preparation for the national certification exam. Resume preparation and mock interviews are included in this course. *10 Credit Hours*

## **ST 150 Surgical Technology Lab 1**

Students gain hands-on experience applying concepts and theory studied in ST1. Lab exercises involve basic principles of aseptic techniques, aseptic hand-washing techniques, surgical sanitation, disinfection, and sterilization. Other areas of focus include surgical instrumentation preparation and sterilization, surgical hand scrub, gloving, gowning and sterile field set-up and maintenance. *5 Credit Hours*

## **ST 250 Surgical Technology Lab 2**

# COURSE DESCRIPTIONS

Students gain hands-on experience applying concepts and theory studied in ST2. Lab exercises involve intermediate surgical procedures, surgical-patient preparation, pre- and post-operative duties and other protocols. *5 Credit Hours*

## **ST 350 Surgical Technology Lab 3**

Students gain hands-on experience applying concepts and theory studied in ST 3. Lab exercises involve advanced application of surgical concepts and procedures, advanced mock surgical cases and emergency surgeries. *5 Credit Hours*

## **ST 450 Clinical Rotations**

In this course, students participate in surgical rotations that provide comprehensive orientation to the operating room environment. Under the supervision and direction of instructors or staff, students engage in duties typical of surgical technologists including preparation of the operating room (OR) and surgical supplies, positioning, and preparation of the patient and other appropriate tasks. Students must participate in a minimum of 120 surgical cases to receive credit for ST 450; the actual number of cases in which students participate is determined by the clinical site with the approval of the Carrington clinical site coordinator. Students are given additional responsibilities and duties as required by the facility; clinical faculty assign days, hours, and location for students' clinical experience. *14 Credit Hours*

## **STC 3 Clinical Experience 1**

Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC4, the student must participate in a minimum of 120 select surgical cases. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. *5 Credit Hours*

## **STC 4 Clinical Experience 2**

Under direct supervision, at the assigned clinical site, the student will perform non-sterile and sterile surgical case management duties. In conjunction with STC4, the student must participate in a minimum of 120 select surgical cases. Assignments may include the sterile processing department, preoperative holding area, surgery department, and the post-anesthesia care unit. *7 Credit Hours*

## **STL 1 Surgical Case Management Lab**

In this course, students will practice the basic skills related to the principles of asepsis and the practice of sterile technique. The three phases of surgical case management are learned in the simulated operating room. Corresponds with STT 12: Surgical Case Management. *2 Credit Hours*

## **STL 2 Basic Surgical Procedures Lab**

Building on the basic skills learned in STL 1, students will assimilate surgical case management into regular practice and carry out mock surgical procedures in the simulated operating room. *2 Credit Hours*

## **STT 11.H Introduction to Surgical Technology**

This course covers development of medicine, surgery, and the field of surgical technology. Related professional practice issues are discussed. Patient care concepts, pharmacology, anesthesia, information technology, electricity, robotics, all-hazards preparation, and microbiology will also be studied. Basic Life Support for Healthcare Providers (CPR) is included. This is a blended course. *5 Credit Hours*

## **STT 12.H Surgical Case Management**

Orientation to the surgical environment includes introduction of the roles of the surgical team members, attire, furniture, instrumentation, equipment, and supplies. The principles of asepsis and the practice of sterile technique are introduced. Fundamental elements of the three phases of surgical case management are presented. This is a blended course. *3 Credit Hours*

## **STT 22.H Basic Surgical Procedures**

# COURSE DESCRIPTIONS

This course introduces noninvasive and invasive diagnostic procedures as well as basic surgical interventions for the following: general, obstetric, and gynecologic, endoscopic, otorhinolaryngologic, genitourinary, trauma, and orthopedic. This is a blended course. *9 Credit Hours*

## **STT 33.H Advanced Surgical Procedures**

This course encompasses an in-depth study of relevant surgical anatomy, physiology, pathophysiology, and diagnostic interventions as well as factors unique to the following advanced procedure areas: ophthalmic, oral, and maxillofacial, plastic and reconstructive, oncologic, cardiothoracic, peripheral vascular, neurosurgical, and pediatric. This is a blended course. *7 Credit Hours*

## **STT 44.H Professional Development**

Professional development and employability skills including resume writing and interview techniques are mastered. A comprehensive study of information learned throughout the program is provided in preparation for the National Certification Examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This is a blended course. *6 Credit Hours*

## **VAC 111 T Introduction to the Veterinary Hospital**

This course covers anatomy and physiology of the muscular system, skeletal system, cardiovascular system and blood, lymph, and immunity. The student will study microbiology, parasitology, and zoonotic diseases, in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. *3 Credit Hours*

## **VAC 111 T.H Introduction to the Veterinary Hospital**

This course covers anatomy and physiology of the muscular system, skeletal system, cardiovascular system and blood, lymph, and immunity. The student will study microbiology, parasitology, and zoonotic diseases, in addition to identification and administration of associated vaccines. Related medical vocabulary and terminology are covered. Principles and practices of radiography are discussed. A study of abbreviations, acronyms and symbols is included. In addition, the student will learn about and practice veterinary front office procedures, safety procedures and hospital sanitation. This is a blended course. *3 Credit Hours*

## **VAC 111 L Hospital Practices**

This course uses hands on methods for students to explore animal body systems and basic hospital procedures. Students will practice taking patient histories and performing physical examinations, injections related to vaccinations, radiography safety and positioning, parasitology, and microbiology. *1.5 Credit Hours*

## **VAC 112 T Veterinary Laboratory**

This course covers anatomy and physiology of the renal, urinary, reproductive, and endocrine systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology, and cytology. A study of abbreviations, acronyms and symbols is included. *3 Credit Hours*

## **VAC 112 T.H Veterinary Laboratory**

This course covers anatomy and physiology of the renal, urinary, reproductive, and endocrine systems and the related medical vocabulary and terminology. Students will learn laboratory techniques including urinalysis, hematology, serology, and cytology. A study of abbreviations, acronyms and symbols is included. This is a blended course. *3 Credit Hours*

## **VAC 112 L Laboratory Procedures**

This course allows students hands on practice preparing cytology slides, examining various cytological samples, performing blood chemistries, PCV's and differentials, urinalysis, and dissection/necropsy, along with preparing samples for submission. *1.5 Credit Hours*

# COURSE DESCRIPTIONS

## **VAC 113 T Animal Nursing and Care**

This course introduces basic concepts pertaining to the integumentary system, nervous system, and special senses. Also covered is anatomy and physiology for avian and exotic species. Basic nursing practices will be covered that include animal behavior, breed identification, handling and restraint for canine, feline, large animal, and equine species. *3 Credit Hours*

## **VAC 113 T.H Animal Nursing and Care**

This course introduces basic concepts pertaining to the integumentary system, nervous system, and special senses. Also covered is anatomy and physiology for avian and exotic species. Basic nursing practices will be covered that include animal behavior, breed identification, handling and restraint for canine, feline, large animal, and equine species. This is a blended course. *3 Credit Hours*

## **VAC 113 L Veterinary Assisting Techniques**

In this course, students gain hands-on experience with skin assessment and treatments, handling, and restraint procedures, large animal, equine, small mammal, and exotic-species procedures. *1.5 Credit Hours*

## **VAC 114 T Surgical Nursing and Specialty Care**

This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system. *3 Credit Hours*

## **VAC 114 T.H Surgical Nursing and Specialty Care**

This course introduces students to practical skills essential to the veterinary assistant. The course includes surgical nursing, cardiopulmonary cerebral resuscitation (CPCR) and other emergency procedures, digestive system including dental care and nutrition and the respiratory system. This is a blended course. *3 Credit Hours*

## **VAC 114 L Surgical and Specialty Procedures**

This course uses hands on practice for students to gain technical skills in surgical assisting techniques, cardiopulmonary cerebral resuscitation (CPCR), dental care, nutrition, and fecal analysis. *1.5 Credit Hours*

## **VAC 115 T Pharmacy and Pharmacology Calculations**

This course introduces students to pharmacology, medical math, inventory, and client communication. *3 Credit Hours*

## **VAC 115 T.H Pharmacy and Pharmacology Calculations**

This course introduces students to pharmacology, medical math, inventory, and client communication. This is a blended course. *3 Credit Hours*

## **VAC 115 L Pharmacy Practice**

This course uses hands-on practice to understand and fill prescriptions, calculate dosages for in-patient treatments and medication administered at home and dispensing medications to clients. *1.5 Credit Hours*

## **VAC 180 Veterinary Assisting Externship**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA. *4 Credit Hours*

## **VN 101 Introduction to Anatomy and Physiology**

This course provides an overview of anatomical terminology, structural levels of organization and an introduction to the organ systems and their physiology. *3 Credit Hours*

## **VN 102 Foundations of Nursing 1**

This course presents professional vocational nursing concepts and the nursing process as they apply to well and infirm clients. Students learn accurate calculation of oral and parenteral drug dosages for medication administration as well as the basic nursing skills necessary to create and maintain a hygienic, comfortable, safe patient environment through the use of laboratory and clinical experiences. *5 Credit Hours*

# COURSE DESCRIPTIONS

## **VN 103 Foundations of Nursing 2**

This course introduces skills related to surgical asepsis, wound care, and intervention techniques for assisting clients in meeting basic nutrition, elimination, and oxygenation needs. Awareness of personal dignity, cultural and spiritual aspects, ethical or legal significance and required communication are integrated with each skill. Interpretation of drug labels, common medical abbreviations used in dosage calculations and general medication administration principles prepare students to administer medications safely. Guided laboratory experience complements theory. Prerequisite: VN 102

*8 Credit Hours*

## **VN 104 Mental Health Nursing Care**

In this course, students learn to apply the nursing process to meet the needs of clients experiencing psychiatric disorders and maladaptive behaviors. Emphasis is on the community mental health-illness continuum throughout the lifespan.

*2 Credit Hours*

## **VN 201 Medical Surgical Nursing 1**

This course introduces, in theory and practice, the physical, emotional, cultural, and spiritual needs of clients with common health conditions of varying severity. Also presented are a study of human physical needs, causes of disease and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment, and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. Clinical practice in a variety of settings provides students with an opportunity to gain competence in skills and nursing care. Prerequisites: VN 102 and VN 103

*12 Credit Hours*

## **VN 202 Health Data Collection**

Emphasis in this course is placed on a comprehensive assessment of individuals throughout the adult lifespan. Guided observations and lab practicum facilitate student learning. *3 Credit Hours*

## **VN 203 Concepts in Clinical Pharmacology**

This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related nursing implications are discussed. *3 Credit Hours*

## **VN 203.A Concepts in Clinical Pharmacology**

This course builds on the principles of pharmacology previously introduced. Pharmacokinetic factors in drug therapy are examined in relation to the major body systems and management of client health. Pharmacological aspects of nursing care are integrated using the nursing process. Major drug classification prototypes and related nursing implications are discussed. *3 Credit Hours*

## **VN 301 Introduction to Maternity and Pediatric Nursing**

This course addresses nursing care of pregnant women, women in labor and during birth and newborn care. Application of the nursing process and principles of growth and development of children is also covered. Applicable skills and theoretical concepts are applied in clinical and laboratory settings. Prerequisites: VN 102, VN103 and VN 201 *5 Credit Hours*

## **VN 302 Medical Surgical Nursing 2**

This course, a continuation of VN201, furthers study through theory and practice of the physical, emotional, cultural, and spiritual needs of clients with common health conditions that vary in severity. Also presented are a study of human physical needs, causes of disease, and common diseases and disorders of the body systems. An overview of diagnostic tests, alternative and traditional treatment, and principles of nursing care as they apply to vocational nursing are included. Integrated throughout the course are basic concepts of nutrition and drug therapy used in treatment/management of disease. This course also includes concepts of leadership, supervision, and basic management skills. The roles and responsibilities of a professional nurse and the legal and ethical implications of practice are discussed. Students also prepare for future employment via resume-writing and learning professional presentation techniques. Clinical practice in



# COURSE DESCRIPTIONS

various settings provides students with an opportunity to gain competence in skills, nursing care and leadership.

Prerequisites: VN 102, VN 103 and VN 20111 *Credit Hours*

## **VN 303 NCLEX-PN Review**

Students in this preparatory NCLEX-PN examination course learn to identify their knowledge deficits and implement strategies for reducing them. In addition, they gain computer-test-taking skills and other tools needed to effectively study for the examination. *2 Credit Hours*

## **VT 5 Introduction to the Veterinary Hospital**

Students are introduced to the veterinary technician's responsibilities and scope of practice. Veterinary technology law and ethics are discussed, as are client relations and record keeping. Students receive instruction in animal handling, behavior, zoonotic diseases, hazardous materials and occupational safety, preventive health strategies including physical exams, the human-animal bond and breed identification along with breed traits. *3.5 Credit Hours*

## **VT 6 Introduction to the Basic Sciences**

This course provides students with a foundation in chemistry and biology. The fundamentals of matter, cellular and molecular biology, body systems taxonomy, the body plan, genetics, microbiology, and immunology are covered. *4.5 Credit Hours*

## **VT 8 Introduction to the Applied Sciences**

This course introduces radiology, histology, pathology, parasitology, clinical pathology, and pharmacology as they are applied in the field of veterinary technology. A dissection is performed to incorporate material covered throughout the term. Prerequisites: VT 5, VT 6 *3.5 Credit Hours*

## **VT 9A Veterinary Medical Terminology 1**

Students in this course learn medical vocabulary used in the veterinary setting. Introductory terminology including word derivations and formations are discussed, as are pharmaceutical abbreviations, anatomical and directional terms and words related to the various species, basic sciences, and orientation to the veterinary hospital. *0.5 Credit Hours*

## **VT 9B Veterinary Medical Terminology 2**

This course, a continuation of VT 9A, introduces terms used in radiology, histology, pathology, clinical pathology, parasitology, and pharmacology. Terms related to the skeletal, muscular, hematopoietic, cardiovascular, and respiratory systems are also studied. Prerequisite: VT 9A *0.5 Credit Hours*

## **VT 9C Veterinary Medical Terminology 3**

This course is a continuation of VT 9B. Students learn about terms related to the urinary, nervous, gastrointestinal, and integumentary systems as well as those used in dentistry, nutrition, anesthesia, surgical assisting, sutures and suturing, fluid therapy and wound treatment. Prerequisite: VT 9B *0.5 Credit Hours*

## **VT 9D Veterinary Medical Terminology 4**

This course, the last in the series of terminology courses, introduces terms related to the reproductive and endocrine systems and the special senses. Terminology used in anesthesiology, surgery, equine and ruminant medicine, avian and reptile medicine, small mammal medicine, emergency medicine, critical care and practice management is also covered. Prerequisite: VT 9C *0.5 Credit Hours*

## **VT 15A Clinical Procedures Lab 1**

Lab exercises provide students with theory and practice in animal handling, physical examinations, blood collection techniques, microbiological procedures, administration of oral and parenteral medication, common laboratory procedures, use of microscopes and standard hospital protocols. *0.5 Credit Hours*



# COURSE DESCRIPTIONS

## **VT 15B Clinical Procedures Lab 2**

Lab exercises provide students with theory and practice in radiography, pharmacy, parasitology, hematology, histology, clinical pathology, electrocardiography, and anatomy of the skeletal, muscular, cardiovascular, and respiratory systems.

Prerequisite: VT 15A *0.5 Credit Hours*

## **VT 15C Clinical Procedures Lab 3**

Lab exercises provide students with theory and practice in anesthesia, surgical assisting, sutures and suturing, fluid therapy, radiography, dentistry, bandages and splints and anatomy of the urinary and gastrointestinal systems.

Prerequisite: VT 15B *0.5 Credit Hours*

## **VT 16A Body Systems 1**

This course introduces students to the skeletal, hematopoietic, cardiovascular, and respiratory systems. These systems are discussed in terms of their microscopic and macroscopic anatomy, physiology, pathology, and pharmacology.

Prerequisite: VT6 *4 Credit Hours*

## **VT 16B Body Systems 2**

This course, a continuation of VT16A, provides an overview of the gastrointestinal, integumentary, urinary and nervous systems. The basics of clinical pathology, dentistry, wound management, and nutrition is also presented. Prerequisite:

VT16A *5 Credit Hours*

## **VT 16C Body Systems 3**

In this third body systems course, students are introduced to the reproductive and endocrine systems and the special senses. Prerequisite: VT16B *2 Credit Hours*

## **VT 17 Introduction to Anesthesia and Surgical Assisting**

This course provides an overview of roles and responsibilities of nurse anesthetists and surgical technicians. Students are given instruction in anesthetic pharmacology, principles of aseptic surgery, surgical instrumentation, and the perioperative care of the surgical patient. Prerequisite: VT16A Co-requisite: Enrollment in VT 16B *2 Credit Hours*

## **VT 18 Surgical Nursing Theory and Practice**

Students receive instruction and gain practice in surgical instrumentation and instrument care, surgical pack preparation and autoclaving, surgical suite preparation, scrubbing, gowning, and gloving, placing intravenous catheters and administering parenteral fluids, inducing, monitoring, and maintaining anesthesia, dental prophylaxis and providing perioperative patient care. Prerequisites: VT 16A, VT 16B, VT 17 *3 Credit Hours*

## **VT 19 Selected Topics in Veterinary Technology**

This course introduces students to special aspects of veterinary medicine, including emergency care of the critically ill patient, large animal medicine and surgery, avian, reptile and small mammal medicine and veterinary practice management. Prerequisites: VT5, VT7, VT16A, VT16B *3.5 Credit Hours*

## **VT 99A Clinical Rotation 1**

The clinical rotation exposes students to clinical settings at which they care for animals. Documentation of clinical experiences helps improve students' written communication skills and powers of observation. *0.5 Credit Hours*

## **VT 99B Clinical Rotation 2**

In this continuation of VT99A, students complete a program at a veterinary hospital caring for animals. Documentation of clinical experiences is aimed at enhancing their written communication skills and powers of observation. Prerequisite: VT 99A *0.5 Credit Hours*

## **VT 99C Clinical Rotation 3**

This course, the third in the rotation series, places students in veterinary hospital settings to care for animals. Qualified students are assigned rotations in specialty sites such as emergency clinics and veterinary dentistry, surgery, internal medicine, and large animal medical facilities. Prerequisite: VT 99B *0.5 Credit Hours*

# COURSE DESCRIPTIONS

## **VT 99D Clinical Rotation 4**

In this final rotation course, students care for animals in veterinary hospital settings. Documentation of clinical experiences is aimed at enhancing their written communication skills and powers of observation. Qualified students are assigned rotations in specialty sites such as emergency clinics and veterinary dentistry, surgery, internal medicine, and large animal medical facilities. Prerequisite: VT 99C *0.5 Credit Hours*

## **VT 100 Vet Tech Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision of a clinical instructor, skills they have learned. Types of facilities for externship might include hospitals, long-term care, private practice, or other veterinary facilities. Student hours are tracked on a weekly time sheet that is submitted to the campus at the end of each week. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA *4 Credit Hours*

## **VT 102 State Board RVT Licensing Exam Review**

This course helps students prepare for state and national registered veterinary technology (RVT) credentialing exams by identifying knowledge deficits and implementing strategies for enhancing knowledge in a self-directed learning environment. The exam review course may be taken prior to, concurrently with or after the externship. Prerequisite: Successful completion of all core courses leading to the externship. *2 Credit Hours*

## **VT 105 VT Externship**

The externship provides students with field experience and the opportunity to practice the skills they have learned, under direct supervision, in an actual work environment. Prerequisite: Successful completion of all previous course work and a 2.0 CGPA. *4 Credit Hours*

## **VT 120 Veterinary Applied Sciences**

This course introduces students to practical skills essential to the veterinary technologist. The course includes medical records, physical examination, blood, lymph, and immunity, laboratory diagnostics, pharmacology, and parasitology concepts. Prerequisites: successful completion of term 1 courses. *3 Credit Hours*

## **VT 121 Companion Animal Diseases**

This course covers common animal diseases and treatment for multiple body systems of various species. Included is pathology and oncology, clinical microbiology, necropsy, wound management, periodontal disease, and ocular conditions. Additionally, diseases and pharmacology as treatment for the urinary, respiratory, reproductive, nervous, musculoskeletal, integumentary, endocrine, digestive, cardiovascular systems. Prerequisites: successful completion of term 1 courses. *3 Credit Hours*

## **VT 122 Clinical Procedures 1**

This course uses hands-on practice for students to gain technical skills in utilizing medical records, physical examination, pharmacology practices, laboratory diagnostics, parasitology, and an introduction to radiography. The student will also practice surgical assisting skills including the care, preparation and use of anesthesia and surgical equipment, preparation of surgical patients, and assistant protocols in a surgical suite. Prerequisites: successful completion of term 1 courses. *3 Credit Hours*

## **VT 123 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 1 courses. *0.5 Credit Hours*

## **VT 130 Surgical Assisting**

This course prepares the student to assist in surgery. Students will learn the parts and function of anesthetic equipment including set up and maintenance. They will also learn to prepare the surgical suite for various surgical procedures and prepare the patient as well. Self-preparation, assisting the veterinarian, instrument care, sterilization and asepsis will be covered. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

# COURSE DESCRIPTIONS

## **VT 131 Anesthesia for Veterinary Technicians**

This course covers all aspects of anesthesia including anesthetic agents, adjuncts, and patient preparation. Students will continue to explore anesthetic equipment and how it relates to anesthetic monitoring. Special Techniques and considerations for various species will be covered as well as anesthetic problems and emergencies. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

## **VT 132 Clinical Procedures 2**

This course uses hands-on practice for students to gain technical skills in utilizing anesthetic equipment, monitoring equipment, sutures and suturing, fluid therapy, radiography, dentistry, bandages, and splints. The student will also practice surgical assisting skills including the care, preparation and use of anesthesia and surgical equipment, preparation of surgical patients, and assistant protocols in a surgical suite. Prerequisites: successful completion of term 2 courses. *3 Credit Hours*

## **VT 133 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 2 courses. *1 Credit Hour*

## **VT 140 Large Animal Medicine**

In this course students will explore the medical care of horses, cattle, sheep, goats, swine, and camelids. General husbandry, restraint and handling, collection of diagnostic samples, administration of treatments, common diseases, preventive medicine, plus anesthesia and surgery will be covered for each species. The course also requires that students participate in a number of field trips to gain hands on practice. Prerequisites: successful completion of term 3 courses. *3.5 Credit Hours*

## **VT 141 Veterinary Technology Specialties**

This course introduces students to special aspects of veterinary medicine, including emergency care of the critically ill patient. General care, anatomy and physiology, and surgical and medical nursing of avian, reptile, and small mammal species will be covered. This course may include a variety of guest speakers and requires that students participate in on-site laboratories and/or field trips for hands on practice. Prerequisites: successful completion of term 3 courses. *3.5 Credit Hours*

## **VT 142 Advanced Clinical Procedures and Surgery**

Students gain practice in surgical instrumentation and instrument care; surgical pack preparation and autoclaving; surgical suite preparation; scrubbing, gowning, and gloving; performing as sterile and non-sterile surgical assistants; placing intravenous catheters and administering parenteral fluids; inducing, monitoring, and maintaining anesthesia; dental prophylaxis; and providing perioperative patient care. Students will also practice their skills with client communication, medical records, physical examination, and the performance of pre-operative diagnostic tests and evaluations of surgical and dental patients. Prerequisites: successful completion of term 3 courses. *4 Credit Hours*

## **VT 143 Clinical Rotation**

The clinical rotation course provides students with field experience and the opportunity to practice the skills they have learned in the first half of the program, under direct supervision, in an actual work environment. Prerequisites: successful completion of term 3 courses. *1 Credit Hour*

## **VT 150 Licensure Exam Comprehensive Review**

This course helps students prepare for the Veterinary Technician National Exam as well as the State Veterinary Technician Exam by identifying knowledge deficits and implementing strategies for enhancing knowledge in a self-directed learning environment. This course reviews all content learned throughout the program. Prerequisite: successful completion of all previous course work *4 Credit Hours*

## **XTP 200 Externship**

This externship course offers field experience in an actual work environment, providing an opportunity for students to practice, under direct supervision, skills they have learned. Hours required to complete the externship course may vary by program. Please review the Program Requirements section for the specific amount of minimum required hours of externship to complete the course. Prerequisite: Successful completion of all technical coursework and a 2.0 CGPA *4 Credit Hours*

# START DATES

Dates listed below are term dates for all locations offering the program. Dates in bold represent program starts for new cohorts as well as the start of a term for continuing students (see each program's introductory page to determine program availability by campus for new students)

## Dental Assisting, Health Information Technology, Health Studies, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Medical Billing & Coding, Pharmacy Technology, Physical Therapy Technology, Veterinary Assisting

November 8, 2021 – December 17, 2021

December 20, 2021 – January 28, 2022

January 31, 2022 – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

## Medical Assisting (online)

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

## Medical Billing & Coding (online)

## Medical Administrative Assistant (online)

November 8, 2021 – December 17, 2021

December 20, 2021 – January 28, 2022

January 31, 2022 – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

## Criminal Justice: Corrections

### San Jose

November 8, 2021 – December 17, 2021

December 20, 2021 – January 28, 2022

December 20, 2021 – April 22, 2022 (18 Week Term)

January 31, 2022 – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

July 18, 2022 – November 18, 2022 (18 Week Term)

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

### San Leandro

November 8, 2021 – December 17, 2021

December 20, 2021 – January 28, 2022

January 31, 2022 – March 11, 2022

January 31, 2022 – June 3, 2022 (18 Week Term)

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

### Sacramento

November 8, 2021 – December 17, 2021

November 8, 2021 – March 11, 2022 (18 Week Term)

December 20, 2021 – January 28, 2022

January 31, 2022 – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

July 18, 2022 – November 18, 2022 (18 Week Term)

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

## Dental Assisting

### Sacramento

### Associate of Science Degree (Science Emphasis)

August 9, 2021 – November 26, 2021

October 4, 2021 – January 28, 2022

November 29, 2021 – March 25, 2022

January 31, 2022 – May 20, 2022

March 28, 2022 – July 15, 2022

May 30, 2022 – September 16, 2022

July 25, 2022 – November 11, 2022

September 19, 2022 – January 13, 2023

November 14, 2022 – March 10, 2023

### San Jose

### Associate of Science Degree (Science Emphasis)

August 23, 2021 – December 10, 2021

December 13, 2021 – April 8, 2022

April 11, 2022 – July 29, 2022

August 8, 2022 – November 25, 2022

November 28, 2022 – March 24, 2023

## Dental Hygiene

### Boise

November 1, 2021 – February 18, 2022

February 21, 2022 – June 3, 2022

June 13, 2022 – September 23, 2022

September 26, 2022 – January 13, 2023

### Mesa

April 26, 2021 – August 13, 2021

August 23, 2021 – December 10, 2021

December 13, 2021 – April 8, 2022

April 11, 2022 – July 29, 2022

August 8, 2022 – November 25, 2022

November 28, 2022 – March 24, 2023

# START DATES

## *Sacramento*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## *San Jose*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## Electrical Technology

### *Phoenix TEC*

October 25, 2021 – November 26, 2021 (5 Week Term)  
October 25, 2021 – December 31, 2021 (10 Week Term)  
November 29, 2021 – December 31, 2021 (5 Week Term)  
January 3, 2022 – February 4, 2022 (5 Week Term)  
February 7, 2022 – March 11, 2022 (5 Week Term)  
March 14, 2022 – March 11, 2022 (5 Week Term)  
March 14, 2022 – May 20, 2022 (10 Week Term)  
April 18, 2022 – May 20, 2022 (5 Week Term)  
May 23, 2022 – June 24, 2022 (5 Week Term)  
June 27, 2022 – July 29, 2022 (5 Week Term)  
August 1, 2022 – September 2, 2022 (5 Week Term)  
August 1, 2022 – October 7, 2022 (10 Week Term)  
September 5, 2022 – October 7, 2022 (5 Week Term)  
October 10, 2022 – November 11, 2022 (5 Week Term)  
November 14, 2022 – December 16, 2022 (5 Week Term)  
December 19, 2022 – February 24, 2023 (10 Week Term)

## Heating, Ventilation, Air Conditioning, and Refrigeration

### *Phoenix TEC*

October 25, 2021 – November 26, 2021 (5 Week Term)  
November 29, 2021 – December 31, 2021 (5 Week Term)  
November 29, 2021 – February 4, 2022 (10 Week Term)  
January 3, 2022 – February 4, 2022 (5 Week Term)  
February 7, 2022 – March 11, 2022 (5 Week Term)  
March 14, 2022 – April 15, 2022 (5 Week Term)  
April 18, 2022 – May 20, 2022 (5 Week Term)  
April 18, 2022 – June 24, 2022 (10 Week Term)  
May 23, 2022 – June 24, 2022 (5 Week Term)  
June 27, 2022 – July 29, 2022 (5 Week Term)  
August 1, 2022 – September 2, 2022 (5 Week Term)  
September 5, 2022 – October 7, 2022 (5 Week Term)  
September 5, 2022 – November 11, 2022 (10 Week Term)  
October 10, 2022 – November 11, 2022 (5 Week Term)  
November 14, 2022 – December 16, 2022 (5 Week Term)  
December 19, 2022 – January 20, 2023 (5 Week Term)

## Maintenance Technician

### *Phoenix TEC*

October 25, 2021 – December 31, 2021 (10 Week Term)  
January 3, 2022 – March 11, 2022 (10 Week Term)  
March 14, 2022 – April 15, 2022 (5 Week Term)  
April 18, 2022 – May 20, 2022 (5 Week Term)  
May 23, 2022 – July 29, 2022 (10 Week Term)  
August 1, 2022 – October 7, 2022 (10 Week Term)  
October 10, 2022 – November 11, 2022 (5 Week Term)  
November 14, 2022 – December 16, 2022 (5 Week Term)  
December 19, 2022 – February 24, 2023 (10 Week Term)

## Medical Radiography

### *Spokane*

October 4, 2021 – January 28, 2022  
January 31, 2022 – May 20, 2022  
May 30, 2022 – September 16, 2022  
September 19, 2022 – January 13, 2023

## Nursing Bridge

### *Boise*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## Phlebotomy Technician

### *Reno*

November 8, 2021 – January 28, 2022  
January 31, 2022 – April 22, 2022  
April 25, 2022 – July 15, 2022  
July 18, 2022 – October 7, 2022  
October 10, 2022 – December 30, 2022  
January 2, 2023 – March 24, 2023

### *Spokane*

August 16, 2021 – November 5, 2021  
January 31, 2022 – April 22, 2022  
June 6, 2022 – August 26, 2022  
October 10, 2022 – December 30, 2022

## Physical Therapist Assistant

### *Boise, Las Vegas, Mesa and Pleasant Hill*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## Practical Nursing

### *Albuquerque and Boise*

April 26, 2021 – August 13, 2021  
August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## Associate Degree in Nursing

### *Albuquerque, Mesa and Reno Day*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

### *Phoenix*

August 30, 2021 – December 17, 2021  
January 3, 2022 – April 22, 2022  
May 2, 2022 – August 19, 2022  
August 29, 2022 – December 16, 2022  
January 2, 2023 – April 21, 2023

# START DATES

## *Reno Evening*

October 4, 2021 – January 28, 2022  
January 31, 2022 – May 20, 2022  
May 30, 2022 – September 16, 2022  
September 19, 2022 – January 13, 2023

## *Tucson*

November 29, 2021 – March 25, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## **LVN to ADN**

### *Sacramento*

August 9, 2021 – November 26, 2021  
November 29, 2021 – March 25, 2022  
March 28, 2022 – July 15, 2022  
July 25, 2022 – November 11, 2022  
November 14, 2022 – March 10, 2023

## **Respiratory Care**

### *Phoenix and Las Vegas*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

### *Pleasant Hill*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## **Surgical Technology**

### *San Jose*

August 9, 2021 – November 26, 2021  
November 29, 2021 – March 25, 2022  
March 28, 2022 – July 15, 2022  
July 25, 2022 – November 11, 2022  
November 14, 2022 – March 10, 2023

### *Phoenix*

November 8, 2021 – March 4, 2022  
March 7, 2022 – June 24, 2022  
July 4, 2022 – October 21, 2022  
October 24, 2022 – February 17, 2023

## **Veterinary Technology**

### *Citrus Heights and Stockton*

September 27, 2021 – January 21, 2022  
January 24, 2022 – May 13, 2022  
May 23, 2022 – September 9, 2022  
September 12, 2022 – December 30, 2022

### *San Jose and San Leandro*

October 18, 2021 – February 11, 2022  
February 14, 2022 – June 3, 2022  
June 13, 2022 – September 30, 2022  
October 3, 2022 – January 27, 2023

## *Ontario*

October 18, 2021 – February 11, 2022  
February 14, 2022 – June 3, 2022  
June 13, 2022 – September 30, 2022  
October 3, 2022 – January 27, 2023

## *Pleasant Hill*

August 23, 2021 – December 10, 2021  
December 13, 2021 – April 8, 2022  
April 11, 2022 – July 29, 2022  
August 8, 2022 – November 25, 2022  
November 28, 2022 – March 24, 2023

## *Sacramento*

September 6, 2021 – December 31, 2021  
January 10, 2022 – April 29, 2022  
May 2, 2022 – August 19, 2022  
August 29, 2022 – December 16, 2022  
December 19, 2022 – April 14, 2023

## **Vocational Nursing**

### *Sacramento*

#### *Certificate of Achievement*

August 9, 2021 – November 26, 2021  
November 29, 2021 – March 25, 2022  
March 28, 2022 – July 15, 2022  
July 25, 2022 – November 11, 2022  
November 14, 2022 – March 10, 2023

#### *Associate of Science Degree (Non-Science Emphasis)*

August 16, 2021 – September 24, 2021  
September 27, 2021 – November 5, 2021  
November 8, 2021 – December 17, 2021  
December 20, 2021 – January 28, 2022  
January 31, 2022 – March 11, 2022  
March 14, 2022 – April 22, 2022  
April 25, 2022 – June 3, 2022  
June 6, 2022 – July 15, 2022  
July 18, 2022 – August 26, 2022  
August 29, 2022 – October 7, 2022  
October 10, 2022 – November 18, 2022  
November 21, 2022 – December 30, 2022

#### *Associate of Science Degree (Science Emphasis)*

June 14, 2021 – October 1, 2021  
August 9, 2021 – November 26, 2021  
October 4, 2021 – January 28, 2022  
November 29, 2021 – March 25, 2022  
January 31, 2022 – May 20, 2022  
March 28, 2022 – July 15, 2022  
May 30, 2022 – September 16, 2022  
July 25, 2022 – November 11, 2022  
September 19, 2022 – January 13, 2023  
November 14, 2022 – March 10, 2023

### *San Jose*

#### *Certificate of Achievement*

August 30, 2021 – December 17, 2021  
January 3, 2022 – April 22, 2022  
January 17, 2022 – May 6, 2022  
April 25, 2022 – August 12, 2022  
May 9, 2022 – August 26, 2022  
September 5, 2022 – December 23, 2022

# START DATES

## *Associate of Science Degree (Non-Science Emphasis)*

**December 20, 2021** – January 28, 2022

**January 31, 2022** – March 11, 2022

March 14, 2022 – April 22, 2022

April 25, 2022 – June 3, 2022

June 6, 2022 – July 15, 2022

July 18, 2022 – August 26, 2022

August 29, 2022 – October 7, 2022

October 10, 2022 – November 18, 2022

November 21, 2022 – December 30, 2022

## *Associate of Science Degree (Science Emphasis)*

**August 23, 2021** – December 10, 2021

**December 13, 2021** – April 8, 2022

**April 11, 2022** – July 29, 2022

**August 8, 2022** – November 25, 2022

**November 28, 2022** – March 24, 2023



# GENERAL STUDENT INFORMATION

## Hours and Schedule

Campus hours of operation start on page 8. Program hours vary at each campus. Prospective students can obtain information and enroll whenever the school is open.

Carrington College programs are term- or semester-based. Terms vary by program and range from 5 to 18 weeks in length. New students can start classes at the beginning of a term or semester.

Generally, full-time students are required to attend three to six hours of instruction per day, depending upon the program schedule. Instruction includes classroom theory, practical lab experience, and computer skill training. A full-time externship (fieldwork experience) is also required for many programs.

Externships, in most cases, are full-time commitments. Required externship and clinical hours may vary from the schedule of classes. Students participating in externships may be required to fulfill this commitment in the evening and/or on weekends. Students should refer to the General Information page of the Student Handbook for comprehensive information.

## Requirements for Online Study

Technology specifications listed in the next section and unlimited internet access are required for online coursework completion at Carrington College.

Students taking online courses should have administrative rights to the computer used for college coursework. Those who do not have administrative rights to the computer used for the online study (e.g., library or workplace computers) may not be able to install plug-ins or other essential components. In these cases, students will have limited support options due to access constraints on these networks, so they should check with their workplace IT departments to ensure that they can access course materials from their company's network.

Students are responsible for the completion of all homework and classwork assignments, regardless of technical issues. Those experiencing technical difficulties must contact their instructor and technical support immediately.

## Technology Specifications

Because technology changes rapidly in certain fields, students should note that PCs used to complete certain course work may need to be upgraded during the course of their program. Students are responsible for checking hardware/software requirements before registering for courses.

## Technological Requirements

Computer hardware and software requirements for participation in online courses are as follows:

Windows	Mac
Microsoft Windows XP, Vista, or Windows 8.1	Macintosh OS X or higher (in classic mode)
56K (or higher) modem	56K (or higher) modem
Screen resolution: 1024 x 768 pixels	Screen resolution: 1024 x 768 pixels
Soundcard and Speakers	Soundcard and Speakers



# GENERAL STUDENT INFORMATION

## Minimum Browser Requirements

Browsers listed below have been tested and are supported on the online platform. Users of unsupported browsers may encounter problems with the course software.

Windows	Mac
Google Chrome	Apple Safari
Mozilla Firefox	Mozilla Firefox 3
	Google Chrome

## Proof of High School Graduation

Each student must attest to the completion of high school or high school equivalency examination on their Application for Admission and must submit their proof of an approved high school graduation or attainment of a high school equivalency diploma.

Documentation is due upon enrollment or no later than six weeks from the start date. If the student has not submitted proof of graduation by the end of the sixth week of class, the enrollment will be cancelled.

## Exception Process for Official Proof of High School Graduation

High schools may be closed during the summer months (June through August); therefore, if the Registrar attempts to secure verbal confirmation from a high school that is closed, the Registrar will annotate the date the high school will reopen. The Registrar will re-contact the high school on the first possible date. In the event the student did not graduate from the high school, the student's enrollment will be canceled.

**Carrington College reserves the right to deny admission to any applicant and to change entrance requirements without prior notice.**

The College admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational Development GED®- (*GED® is a registered trademark of the American Council on Education (ACE).*) credential or Certificate of Proficiency equivalent to a high school diploma. Carrington does not participate in the ability-to-benefit program. Carrington does not participate in the Student and Exchange Visitor Program to provide Visa services or vouch for student status. There are no associated charges.

Carrington does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required.

The age requirement varies by state. The minimum age requirement for attending Carrington College is 16 in Arizona and Idaho, 17 in California and Nevada, and 18 in New Mexico, Oregon, and Washington (or younger if the applicant demonstrates proficiency or is an early high school graduate). Those who are under the age of 18 at enrollment are required to have a parent or legal guardian sign the Enrollment Agreement. Some programs have additional age or program-specific requirements that are found in program overviews.

# ADMISSION REQUIREMENT AND PROCEDURES

## Change of Student Information

Students should inform Carrington of any student demographic changes of their personal information of name, address, telephone number, or personal email address. A student requesting to change their name on their Carrington record must submit supporting documentation of the legal name change with a copy of a marriage certificate, divorce decree, or court-ordered document along with a copy of their social security card indicating the same name as requested on the legal name change documentation.

## College Health Insurance Requirements

Students may be required by clinical sites to provide proof of health insurance coverage for the duration of clinical assignments.

## College Immunization Requirements

Many programs at Carrington College include a clinical or externship component, allowing students to gain field experience in a general or combination of general and specialty practice settings, providing students an opportunity to practice skills under direct supervision. Due to the COVID-19 pandemic, along with various state and federal mandates, clinical and externship sites have begun requesting information regarding COVID-19 vaccination status for students. Additionally, some states where Carrington College operates have mandated COVID-19 vaccinations and/or are requiring vaccination status updates along with weekly testing for those who are not vaccinated. Many employers of Carrington College graduates also fall into a category that requires adherence to federally mandated regulations requiring employees to be vaccinated or submit to weekly testing.

Students may be required to take one or more of the following actions in order to participate in clinical or externship courses or in order to secure employment in their field of study:

- Attest to their COVID-19 vaccination status
- Provide proof of vaccination
- Submit to weekly testing, if unvaccinated, at the student's expense

## Nevada Immunization Requirements

Nevada state law requires new students attending courses onsite at a Nevada campus to provide proof of the following immunizations prior to attending courses on campus:

- Tetanus
- Diphtheria
- Measles
- Mumps
- Rubella
- Neisseria Meningitidis (only required if under 23 years old)

Students can satisfy the documentation requirement in one of three ways:

1. Provide proof of immunity.
  - a. By providing immunization records showing the following:
    - i. TD vaccine within ten years
    - ii. Two doses of MMR vaccine
    - iii. One dose of MCV4 (if under 23 years of age)
  - b. By providing a lab report proving immunity

# ADMISSION REQUIREMENT AND PROCEDURES

2. Provide a statement from a licensed physician stating that the individual cannot be vaccinated due to a medical condition.
3. Provide a statement from the individual (or parent/guardian if the individual is a minor) that they cannot be vaccinated due to their religious beliefs.

## Conditional Enrollment for Nevada Students

Students may be conditionally enrolled at Carrington College as long as the evidence is provided showing immunizations are in progress. If a student is able to show that any one of the required immunizations has been satisfied (see items under 1-a above), Carrington will consider that student to be “in-process” of satisfying the immunization requirements, and the student will have until the first day of their 2nd term to obtain the remaining vaccinations. If a student is not able to meet the requirements by the deadline, their enrollment will be canceled, and they will receive a refund of all monies paid, subject to certain restrictions outlined in the academic catalog.

## Oregon Immunization Requirements

Oregon state law requires new students attending courses onsite at an Oregon campus to provide proof of the following immunizations prior to starting classes:

- Measles\*

The state provides three methods to satisfy the documentation requirement:

1. Provide proof of immunity.
  - a. By providing immunization records showing the following:
    - i. Two doses of measles vaccine  
Acceptable immunization records include:
      - Immunization records provided by a student, health care practitioner, or authorized representative of the local health department, including the month, day, and year of each dose.
      - A printout of immunization record from Oregon statewide immunization information system “ALERT IIS”
  - b. By providing a lab report proving immunity.
2. Provide a statement from a licensed physician stating that the individual cannot be vaccinated due to a medical condition.
3. Provide a statement from the individual (or parent/guardian if the individual is a minor) that they cannot be vaccinated due to their religious beliefs.

## Conditional Enrollment for Oregon Students

Students who had their first dose of the measles vaccine less than 30 days prior to attendance will have until the first day of their 2nd term to meet the state’s immunization requirements. If a student is not able to meet the requirements by the deadline, their enrollment will be canceled, and they will receive a refund of all monies paid, subject to certain restrictions outlined in the academic catalog.

\*Students born before 1957, Oregon permits an age exemption for measles.

# ADMISSION REQUIREMENT AND PROCEDURES

## Admission Testing

Applicants must pass the Wonderlic Scholastic Level Exam (SLE) for admission as administered by the College. Any additional admission requirements are noted on the program page.

Any applicant achieving a Wonderlic SLE score of 13 or higher may apply for the following programs:

- Dental Assisting Certificate
- Electrical Technology Certificate
- Heating, Ventilation, Air Conditioning, and Refrigeration Certificate
- Maintenance Technician Certificate
- Massage Therapy Certificate
- Medical Administrative Assistant Certificate
- Medical Assisting Certificate
- Medical Billing and Coding Certificate
- Pharmacy Technology Certificate
- Physical Therapy Technology Certificate
- Veterinary Assisting Certificate

A minimum Wonderlic SLE score of 15 is required for admission to the following programs:

- Associate Degree in Nursing
- Dental Hygiene Degree
- Physical Therapist Assistant Degree
- Practical Nursing Certificate
- Respiratory Care Degree
- Surgical Technology Degree
- Veterinary Technology Degree
- Vocational Nursing Certificate

The following programs are not required to complete a Wonderlic SLE test for admission as the applicant has demonstrated academic ability based on the program admission requirements:

- Dental Assisting Degree
- Electrical Technology Degree
- Health Studies Degree
- Heating, Ventilation, Air Conditioning, and Refrigeration Degree
- LVN to ADN (Certificate and Degree)
- Maintenance Technician Degree
- Nursing Bridge Degree
- Vocational Nursing Degree

# ADMISSION REQUIREMENT AND PROCEDURES

## Retesting Policy

Wonderlic SLE Process

- 2<sup>nd</sup> attempt can be taken within 24 hours (same day) from the 1<sup>st</sup> failed attempt if a non-passing score is received on the 1<sup>st</sup> attempt.
- 3<sup>rd</sup> attempt can be taken after 24 hours from the 2<sup>nd</sup> failed attempt if a non-passing score is received on the 2<sup>nd</sup> attempt.
- After three failed attempts, the applicant must wait six months to restart testing.

All prospective students can test for a second time within 24 hours of the first failed examination.

Students requiring another retest must attempt to pass the third (and final) examination within one week of the second failed attempt.

The admission process includes an interview with an enrollment services representative. During the interview, the enrollment services representative discusses available programs in relation to the applicant's career objectives, training needs, and motivations. Applicants must provide a written statement about why they want to enter their chosen career. An interview with department faculty may be required in some programs.

Candidates should be in good health. A background check and/or drug screening may also be required for some programs. Carrington College's Enrollment Review Board evaluates applications, and applicants are promptly notified of the Board's decision. Some programs have additional age or other program-specific requirements that are found in program overviews.

## Entrance Exam Retention

All entrance exams for those who have never enrolled are good for one year from the original test date. Exams for students in "cancel" or "no show" status are also good for one year from the original test date. If the student's original exam score is lower than the current requirement, he/she must retest.

All entrance exams for students in a status of "graduate" or "drop" are good for five years from the last date of attendance. If the student's original exam score is lower than the current requirement, he/she must retest. Additionally, if a student returns after five years, he/she will be required to retest.

## Waitlist Policy

Due to the nature of our clinical degree programs, at the time of enrollment, all applicants will be placed in rank order based on meeting all admissions requirements and entrance test scores. Final selections and seat assignments will be made at least two weeks prior to the program start, according to the number of seats available and final rank order. Applicants on the waitlist will be notified of their status and may choose to cancel their enrollment in the program or apply for the next start.

## Additional Requirements for Applicants with Foreign Educational Credentials

Diplomas and transcripts must be translated into English and academically evaluated for equivalency by a NACES-approved evaluation agency at the applicant's expense. The official transcript evaluation to fulfill proof of graduation must be submitted within six weeks of the beginning of the first term. Documents submitted for transfer credits must be provided prior to starting the program. Documents submitted to fulfill admission requirements must be submitted prior to enrollment.

Legal status documentation is not an admission requirement. All applicants who meet admission requirements are welcome to enroll. However, applicants should note that several programs offered by Carrington require an externship at a third-party site. These third parties usually require a full background check, and standard forms of identification are typically a

# ADMISSION REQUIREMENT AND PROCEDURES

required component. Students who are unable to complete the background check process may be unable to complete the externship and thus will be unable to complete the program at Carrington.

## Transfer Credit Policy

Credit earned at another accredited post-secondary institution may be evaluated for transfer to a Carrington program if a grade of “C” or better was earned within the timeframes noted below. Transfer credit is evaluated on an hour-by-hour basis for acceptance toward Carrington program requirements. Carrington College does not accept credits through challenge exams and achievement tests. Transfer credit is not granted for externship, senior project capstone courses. Transfer credits may be granted for courses completed with a grade of “C” or better, and the following time requirements are met with the following:

- Technical coursework (core courses) if completed within three years from the time of enrollment at Carrington College. If technical course work is over six months old, prospective students may be required to meet with the Program Director for a skills assessment. Prospective students may be required to audit course work for which they received the credit, which is over six months old, to ensure mastery.
- Science-related general education courses must have been completed within five years from the time of enrollment at Carrington College. Some science-based general education courses are not eligible for transfer. See below for specific course information.
- Students must complete at least 25% of the program requirements at Carrington College.

Official transcripts documenting coursework must be provided prior to starting the program. If official transcripts are not provided prior to the start of the program from all institutions attended, students must complete the required course(s). Official transcripts are identified as the issuing institution or an authorized third-party vendor sending the official transcript directly to Carrington College.

Carrington College may require further documentation, such as course descriptions and program outlines, to complete the transfer credit evaluation. Students and sponsoring agencies will be notified of the transfer credit evaluation outcome. The College maintains a record of all transfer credit evaluations and keeps transcripts received for evaluation in the student’s record. These transcripts become the property of Carrington College and are not copied or forwarded to other institutions.

Science-based courses not available for transfer credit:

- BIO 222 Clinical Kinesiology
- BIO 107 Human Anatomy and Physiology I

## Transfer from a Campus-Based (On-Ground) Program to an Online or Blended Modality Policy

Students who wish to initiate a transfer into a different mode of delivery (modality) for the program in which they are currently enrolled may request to do so at any time; however, students are encouraged to submit a transfer request as soon as possible. Transfers are permitted between terms and semesters. Modality program transfers may result in students having to take additional coursework to fulfill graduation requirements of the standardized program model.

Students must demonstrate Satisfactory Academic Progress by maintaining a minimum 2.0 GPA in order to be eligible for modality transfer. Students on financial aid probation (academic probation) or disciplinary probation will not be permitted to make the transfer until all requirements are satisfied for removing the probationary status.

**Should Carrington College change the modality of a course or courses within a program, this policy would not apply to currently enrolled students.**

# ADMISSION REQUIREMENT AND PROCEDURES

## The process to review each case:

- Student meets with financial services. Students transferring between Office of Postsecondary Education Identification (OPEID) or loan IDs must ensure all aid is disbursed before the transfer can be approved. Students using VA benefits should understand that the modality transfer will be classified as adrop and re-enrollment for the VA.
- If the transfer is between OPEIDs, students cannot transfer. They must drop and re-enroll.

Students must complete a transfer request and obtain signatures from academic administrators who will evaluate the students' academic progress to ensure that students are performing well and will be successful online based on academic and attendance performance.

## Articulation Agreements

Carrington College currently has an articulation agreement with Chamberlain University (Expiration date: 1/25/2023). For details regarding this articulation agreement, please contact an Enrollment Services Representative.

Carrington College currently has an articulation agreement with San Joaquin Valley College. For details regarding this articulation agreement, please contact an Enrollment Services Representative.

Carrington College currently has an articulation agreement with Southern New Hampshire University. For details regarding this articulation agreement, please contact an Enrollment Services Representative.

## Veterans

Transcripts of all prior education and training completed by veterans and eligible persons must be submitted for evaluation to determine credits earned toward the elected objective prior to starting their program of study. If transfer credit is granted, the student's program of study will be adjusted. The student will be notified of all changes to the student's program as they occur.

Students seeking academic credit from military training coursework must submit a transcript documenting completion of military training. The Navy, Marine Corps, Army, and Coast Guard issue the transcript for documenting all college-credit-worthy training received and evaluated by the American Council on Education (ACE). Carrington evaluates military course equivalency based on the ACE recommendation as listed on the transcript.

## National Testing Programs

Students can earn credit for specific general education courses through the nationally recognized tests of CLEP, DANTES, or AP. Credit granted is based on the American Council on Education's minimum score earned and credit recommendation. No more than 50% of a program's total credits can be earned through the approved nationally recognized tests of CLEP, DANTES, and AP.

## Experiential Learning

Carrington does not grant credit for experiential learning (experiential learning is the process of learning through experience rather than through a traditional academic setting) unless the experiential learning culminated in licensure or certification in a professional field. Where a particular licensing or government agency requires credit for experience to be granted as determined by a written and/or practical examination, Carrington will comply with such regulations.

# ADMISSION REQUIREMENT AND PROCEDURES

## Arbitration and Class Action Waiver Disclosure

Carrington College ("Carrington") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time.

The Arbitration Agreement does not require that the student participates in arbitration, or any internal dispute resolution process offered by Carrington prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration required by the Arbitration Agreement tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is underway. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Carrington's Manager of Student Affairs.

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# ACADEMIC POLICIES

## Credit Hours and Types of Instruction

Instruction is delivered on-site and online. Campus-based instruction includes lectures, applications, laboratories, and externships. In online courses, contact hours occur when students access courses through the online delivery platform and complete an academic activity. Online courses also require substantial independent study in addition to meeting online course interaction requirements. Faculty teaching the online or blended modality is required to complete all grading of assignments by Wednesday of each week following the close of the previous week.

Carrington College delivers courses in a term or semester format. Credit hours listed in this catalog are semester hours as defined by the National Center for Education Statistics. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or externship. The formula for calculating semester credit hours is:

### Semester Credit Hours

$$\begin{array}{rcl} & \text{Lecture hours} \div 15 & \\ + & & \\ & \text{Laboratory hours} \div 30 & \\ + & & \\ & \text{Practicum or externship hours} \div 45 & \\ \hline = & \text{Total Semester Credit Hours} & \end{array}$$

A class hour consists of 50 minutes of instruction, lab, applications, clinical experience, or externship. There is a 10-minute break for every 50-minute class.

Many courses include a combination of lecture and laboratory hours as well as modalities. Each course syllabus details the lecture, laboratory, and practicum or externship hours, and out-of-class learning activities required to successfully complete the course. Students should expect to complete an average of six hours of out-of-class work for each semester credit hour of every course. Out-of-class learning activities may include but are not limited to required reading assignments, preparation for class activities, conducting research associated with homework assignments, completion of homework assignments, examination study and preparation activities, classroom presentation preparation, and any other activities related to preparation for instructional engagement. Carrington College reviews and assesses curricula quality and appropriateness on an ongoing basis. Utilizing faculty and subject matter experts paired with student input and Advisory Board review, this process determines the viability of the program and its applicability in the modern workplace.

## Class Size

In order to maintain the College's high educational standards, an effort is made to keep instructor/student ratios at levels most appropriate for effective education and to comply with state and accreditation standards.

The average class size for online study varies by course. The average student-to-teacher ratio in the majority of general education courses is less than 24:1. The average student-to-teacher ratio in the majority of laboratory courses is less than 20:1. Lecture courses typically have a student-to-teacher ratio of less than 25:1.

# ACADEMIC POLICIES

## Dress Code

Students must wear the uniform designated by the College, which is typical of the apparel required in the career for which the student is training. Students must dress in a neat, clean, and professional manner every day. Violation of the dress code may result in a code of conduct hearing. Students should refer to the Dress Code section in the student handbook for comprehensive information.

## Grades and Designators

Students are evaluated on an ongoing basis and are regularly apprised of their progress toward successful course completion and graduation. Grades for coursework are not rounded up when final grades are calculated.

## Grading Scale

A four-point scale is used to determine academic standing.

Grade	Quantitative Assessment	Qualitative Assessment	Grade Point
A	90-100%	Excellent	4
B	80-89%	Very Good	3
C	70-79% 75-79%*	Satisfactory	2
D	60-69% 60-74%*		1
F	Below 60%	Failing	0

\*Minimum course passing grade requirement of 75% for Dental Hygiene (Mesa and Boise only), Medical Radiography, and all Nursing programs are outlined in the program pages under Standards of Progression Requirements.

## Extra Credit

Carrington College takes academic integrity very seriously. Thus, no extra credit in any format, including bonus questions, is given to students.

## Other Designators

### I/INC (Incomplete)

Required coursework was not completed during the term or semester of enrollment. An "I/INC" can be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the program director.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director.

All required work must be completed by the established deadline and submitted to the instructor, or the grade will be converted to an "F." The Incomplete grade does not count as credit hours attempted and is not included in the GPA calculation.

# ACADEMIC POLICIES

## **TC (Transfer Credit)**

When students have properly applied for and have been granted transfer credits prior to starting the program, the grade of “TC” is counted as credit hours earned but does not count as credit hours attempted and is not included in the GPA calculation.

## **W (Withdrawal)**

A grade of W is issued when a student withdraws or is administratively withdrawn from a course and/or the institution and courses are not completed by the end of the term. The course counts as credit hours attempted but are not calculated in the CGPA.

## **AUD (Audit)**

The designator of “AUD” has no grade point value and, therefore, is not included in GPA calculations. This designator is used only to track the successful completion of an audited course.

## **CR/NC (Credit/No Credit)**

In courses designated “credit/no credit,” students must meet all published course requirements to earn credit or a passing grade. Credit/no-credit grades are counted as credit hours attempted. Grade points are not awarded and therefore are not included in GPA calculations.

## **FW (Failed Withdrawal)**

Continuing students who do not attend the final week of the term and are failing the course(s) within the term will be awarded an FW (Failing Withdrawal) grade. The course counts as credit hours attempted but are not calculated in the CGPA.

## **WC (Withdraw Cancel Enrollment)**

A grade of WC is issued when the student’s enrollment has been canceled. The course does not count towards credits attempted and is not calculated in the CGPA.

## **WN (Withdrawal Not Attempted)**

Students who remain in their program but drop a current course up to the 14th day of the term will be issued a WN grade. The course does not count as credit hours attempted and is not calculated in the CGPA.

## Honors and Awards

Carrington College recognizes academic excellence at commencement and at various times throughout the year. Students are recognized each term based on their term grade point average (GPA). Students earning a GPA of 3.50 – 3.75 receive Dean’s List recognition. Students earning a 3.76 – 4.00 receive President’s List recognition. At commencement, a student’s program GPA is recognized. Students who have earned a program GPA of 3.50 – 3.75 are designated as a Dean’s List recipient and students who have earned a GPA of 3.76 – 4.00 are designated as a President’s List recipient.

## Audit Policy

An audited course is one in which the attendee does not earn credit toward a Carrington College degree or certificate. Audit credits do not count toward graduation. Auditing a course can help individuals refresh knowledge and skills in their career fields or prepare students to demonstrate knowledge and competencies that are required for re-entry or re-enrollment in Carrington College. All individuals who audit a course are expected to adhere to all Carrington College policies. Individuals are also responsible for all course requirements, including but not limited to clinicals, quizzes, tests, labs, and lectures. Students who miss more than 20% of the assigned course times will be withdrawn from the course.

Enrolled students who need to repeat a course may elect to audit courses in which they have previously obtained a passing grade to maintain their skills.

# ACADEMIC POLICIES

Prospective students or Alumni may audit a Carrington College course at no cost to explore career education or refresh their skills.

Course audits are only available on a space-available basis and must be approved by the Campus Academic Dean or Dean of Nursing before enrolling.

Prospective students and alumni must sign a waiver prior to their participation in any lab or clinical instruction involving hands-on or invasive procedures. Hands-on procedures include, but may not be limited to, massage, palpation, or other physical contact with faculty, students, or patients. Invasive procedures are defined as medical procedures that enter the body, usually by cutting or puncturing the skin or by inserting instruments into an anatomical opening. Enrolled students have agreed to this participation in their Enrollment Agreement.

## Alumni

An audit fee is not required for Carrington College alumni who elect to repeat a successfully completed course to refresh their knowledge and/or enhance professional skills, as it is a goal of Carrington College to provide continuing education and skill development to its alumni.

## Returning Students/Students Repeating a Course

Students who are re-entering or re-applying to a program that involves skills and competencies in both written and hands-on format must meet all requirements specific to that program in addition to obtaining approvals before enrolling (See Assessment of Clinical Skills for Re-Entry/Re-Enrollment of Non- Graduated Students section).

## Academic and Employability Probation

Students must meet academic requirements and employability standards defined for their program of study. Academic requirements are covered in this catalog and include, but are not limited to, Satisfactory Academic Progress, attendance requirements.

Academic requirements also address maintaining a high degree of academic integrity as defined by the Academic Integrity policy in the Student Handbook. Employability standards are consistent with adhering to the Student Code of Conduct as described in the Student Handbook. These standards are also described in Programmatic Handbooks and relate to maintaining safe clinical practices which are designed to protect patient health.

When students are experiencing minor difficulties with academic performance, student conduct, or clinical skills, the student may meet with the Campus Academic Dean or a faculty member to develop a Student Success Plan. This plan may be initiated by the student or by Carrington College. The Student Success Plan is intended to assist the student in setting goals to remediate any issues which interfere with their career goals. Once approved, the student will be expected to fulfill the requirements of the plan.

When Carrington determines that a student has failed to meet these academic requirements and employability standards, the student is referred to the appropriate review process. The student's adherence to the Student Success Plan will be taken into consideration when reviewing continued student code of conduct violations or academic appeals.

## Satisfactory Academic Progress

All students must demonstrate satisfactory academic progress (SAP) toward completing their chosen program of study by meeting Carrington's established standards. Satisfactory academic progress is a measure of students' quantitative and qualitative progress, as defined below. Evaluation takes place at the end of each payment period. A payment period can be between 5 and 18 weeks in length, depending on the structure of the program. If a student falls below the quantitative and/or qualitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet graduation requirements.

# ACADEMIC POLICIES

The qualitative and quantitative standards must be cumulative and include all periods of the student's enrollment regardless of whether the student receives federal financial aid.

**Qualitative Evaluation:** Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA).

**Quantitative Evaluation:** At each evaluation period, the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

**End of all payment periods:** All students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each payment period.

Satisfactory Academic Progress Requirements		
Checkpoint	Qualitative	Quantitative
End of all term/payment periods	2.0 CGPA	Earned 66.7% of all credits attempted

Note: The term is the payment period for all programs

Students utilizing Veteran's education benefits should be aware that benefit payments will not extend beyond 100% of the program length. Please see your Financial Services Representative for additional information.

**Step 1 – Academic/Financial Aid Warning Status:** The first time a student fails to meet the quantitative and/or qualitative requirement at the end of a payment period, the student will be placed on "Academic/Financial Aid Warning" status until the next evaluation point. Students remain eligible for financial aid during this period. If, at the next review point, the student meets both requirements, the student will then be returned to "active" status. If the student fails to meet the quantitative and/or qualitative requirements, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. In order to remain in school after the second sequential evaluation period of not meeting Satisfactory Academic Progress, the student will move on to step 2.

**Step 2 – Academic/Financial Aid Probation Status:** In order to remain in school, the student will need to complete an appeal within one week of the student being identified as not meeting Satisfactory Academic Progress. If the appeal is approved, an individualized academic improvement plan will be created. Once the student agrees to meet the requirements of the plan, the student will be placed in an "Academic/Financial Aid Probation" status.

Students remain eligible for financial aid during this period. If at the next review, the student meets both requirements, the student will then be returned to "active" status. If the student does not submit an appeal or accept the academic improvement plan within one week of being identified as not meeting Satisfactory Academic Progress, the student is not eligible to attend the term and will be withdrawn from the school.

# ACADEMIC POLICIES

## Term Lengths and Weeks in Program

Certificate Programs		Campus Based	Blended	Online	Weeks in Terms	Total Weeks
Dental Assisting	(Albuquerque, Citrus Heights, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, San Jose, San Leandro, Spokane, Stockton and Tucson)	X			6	36
Dental Assisting	(Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Mesa, Las Vegas, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton and Tucson)		X		6	36
Electrical Technology	(Phoenix Education Center)	X			5/10	40
Heating, Ventilation, Air Conditioning, and Refrigeration	(Phoenix Education Center)	X			5/10	40
LVN to ADN	(Sacramento)	X			16	32
Maintenance Technician	(Phoenix Education Center)	X			5/10	30
Massage Therapy	(Albuquerque, Boise, Portland, Spokane, Stockton and Tucson)	X			6	36
Medical Administrative Assistant	(Stockton)		X		6	36
Medical Administrative Assistant	(Sacramento)			X	6	36
Medical Assisting	(Albuquerque, Boise, Citrus Heights, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland Sacramento, San Jose, San Leandro, Spokane, Stockton and Tucson)	X			6	36
Medical Assisting	(Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Stockton, Spokane and Tucson)		X		6	36
Medical Assisting	(Sacramento)			X	6	36
Medical Billing & Coding	(Boise, Citrus Heights, Las Vegas, Mesa, Phoenix, Portland, Sacramento, San Jose, San Leandro, Spokane and Stockton)	X			6	36
Medical Billing & Coding	(Albuquerque, Boise, Citrus Heights, Glendale Learning Center, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton and Tucson)		X		6	36
Medical Billing & Coding	(Sacramento)			X	6	36
Pharmacy Technology	(Albuquerque, Boise, Citrus Heights, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton and Tucson)	X			6	36
Pharmacy Technology	(Albuquerque, Boise, Citrus Heights, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton and Tucson)		X		6	36
Phlebotomy Technician	(Reno and Spokane)		X		12	12
Physical Therapy Technology	(Mesa and Tucson)	X			6	36
Physical Therapy Technology	(Mesa and Tucson)		X		6	36
Practical Nursing	(Albuquerque, Boise)	X			16	48
Surgical Technology	(San Jose)	X			16	64
Veterinary Assisting	(Mesa, Phoenix Education Center, Portland, Spokane and Tucson)	X			6	36
Veterinary Assisting	(Mesa, Phoenix Education Center, Portland, Spokane, and Tucson)		X		6	36
Vocational Nursing	(Sacramento and San Jose)	X			16	48

Measuring point for satisfactory academic progress (SAP) is at the end of each payment period.

# ACADEMIC POLICIES

Degree Programs		Campus Based	Blended	Online	Weeks In Term	Total Weeks
Associate Degree in Nursing	(Albuquerque, Mesa, Phoenix, Reno, and Tucson)	X		X	16	96
Criminal Justice: Corrections	(Sacramento and San Jose)	X		X	6/18	66
Dental Assisting (non-science)	(Degree Completion conferred from Sacramento)			X	6	30
Dental Assisting (science)*	(Degree Completion offered in Sacramento and San Jose)	X		X	6/16	64
Dental Hygiene	(Boise)	X		X	15	75
Dental Hygiene	(Mesa)	X		X	16	80
Electrical Technology	(Degree Completion conferred from Phoenix)			X	16	64
Health Information Technology	(Degree Completion conferred from Sacramento)			X	6	36
Health Studies	(Degree Completion conferred from Boise, Phoenix, Sacramento, and Spokane)			X	6	42
Heating, Ventilation, Air Conditioning, and Refrigeration	(Degree Completion conferred from Phoenix)			X	6	24
LVN to ADN	(Sacramento)	X		X	16	32
Maintenance Technician	(Degree Completion conferred from Phoenix)			X	6	30
Medical Assisting	(Degree Completion Conferred from Sacramento)			X	6	30
Medical Billing & Coding	(Degree Completion Conferred from Sacramento)			X	6	30
Medical Radiography	(Spokane)	X		X	16	96
Nursing Bridge	(Boise)	X		X	16	48
Pharmacy Technology	(Degree Completion Conferred from Sacramento)			X	6	30
Physical Therapist Assistant	(Boise, Las Vegas, Mesa, and Pleasant Hill)	X		X	16	80
Respiratory Care	(Phoenix, Las Vegas, and Pleasant Hill)	X		X	16	80
Surgical Technology	(Phoenix and San Jose)		X		16	64
Surgical Technology	(Degree completion conferred from Sacramento)			X	6	18
Veterinary Technology	(Citrus Heights, Pleasant Hill, Sacramento, San Jose, San Leandro and Stockton)	X		X	16	80
Vocational Nursing (non-science)	(Degree Completion conferred from Sacramento)			X	6	24
Vocational Nursing (science)	(Degree Completion conferred from Sacramento and San Jose)	X		X	16	64

# ACADEMIC POLICIES

## Maximum Coursework Allowed

Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

## Satisfactory Academic Progress Determination Appeals

Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Campus Academic Dean and if a nursing student, the Dean of Nursing within ten days of notification. Students will receive an appeal determination in writing within 15 business days.

## Incompletes

A grade of Incomplete signifies that the required coursework was not completed during the standard length of the course. A grade of Incomplete is assigned when a student is unable to complete some of the coursework because of unusual circumstances:

For on-site or blended courses, all required work must be completed and submitted to the instructor by the established deadline unless the instructor requests an extension and the Campus Academic Dean grants that extension. The Incomplete grade must be converted to a letter grade by the established deadline. If course requirements are not satisfied by the deadline, the Incomplete grade must be converted to a grade of "F." The course is counted as credit hours attempted and calculated into the CGPA once the final grade has been awarded. The final grade applies toward SAP.

In an online course, an Incomplete grade may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Program Director.

If students do not complete the coursework within the required timeframe, the Incomplete grade is converted to an "F." The course is counted as credit hours attempted, and the grade is calculated into the CGPA once the final grade has been awarded. At this point, the grade applies toward SAP.



# ACADEMIC POLICIES

## Course Repeats and Satisfactory Academic Progress

Students who earn a “D” or “F” in a course in their program major, or an “F” in a general education course, must repeat the course. Students who receive a “D” or “F” in two technical courses may be dismissed. In general education courses, unless otherwise noted in the program requirements, a grade of “D” is considered passing minimally, and students may repeat the course. For the general education course MAT 101 (Principles of Mathematics), a grade of “C” is the minimum passing grade. Students must repeat the course if the minimum passing grade is not earned. When a course is repeated, all attempted course grades remain on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative evaluation). The most recent grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation.

For programs that do not have a maximum number of attempted failed courses policy, students may repeat a failed course for a total of three times including the original failed course. Should the student fail the third attempt of the course, the student will be academically terminated. Students who are eligible for reinstatement who were academically terminated due to the third failed attempt may take the failed course at another institution and seed transfer credit for the course. Please see the Transfer Credit Policies for specific guidelines on the requirements for transfer course eligibility.

Repeated coursework may affect a student’s eligibility for Title IV funding. Students required to repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length and academic progress.

## Non-Credit Courses and Satisfactory Academic Progress

Carrington College does not offer remedial coursework. Non-credit or remedial coursework is not calculated into Satisfactory Academic Progress.

## Changing Programs and Satisfactory Academic Progress

Students who change programs must have their SAP status evaluated prior to initiating the change of program. This includes the determination of the students’ satisfactory academic progress standing related to credits attempted and grades earned that may count toward the new program of study.

Students’ current SAP standing is carried with them into the new program of study and goes into effect when they begin the new program. SAP is evaluated on a cumulative basis going forward. Students who withdraw or are dismissed due to satisfactory academic progress standards must complete an appeal in order to be eligible to reapply into a new program. Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the prior program have been resolved. The appeal must be made in writing to the Campus Academic Dean and must detail the student’s plan to be successful in their new program.

## Transfer of Credit to Other Educational Institutions

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Carrington College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits, certificate, or degree you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Carrington College to determine if your credits, certificate, or degree will transfer.

# ACADEMIC POLICIES

## Veterans Benefits and Satisfactory Academic Progress

The Department of Veteran's Affairs requires Carrington College to have and enforce Standards of Academic Progress. All students adhere to the same Standards of Academic Progress. Carrington College notifies the Department of Veterans Affairs (VA) when students are placed on "Academic/Financial Aid Warning" status. Students remain eligible to receive veterans' educational benefits while on warning status. If the appeal is approved, students are placed on "Academic/Financial Aid Probation" and remain eligible to receive benefits during the probation period. If, after the end of the probation period the students' academic progress remains below graduation requirements and is dismissed, the student will no longer be certified. For more comprehensive information, please see section titled Satisfactory Academic Progress.

## Appeals for Reinstatement

Students who are dismissed due to failure to meet Satisfactory Academic Progress (SAP) standards may reapply after six months from the last day of attendance. Previous SAP standing will be taken into account as the application is reviewed.

Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of the College, additional materials may be required to support the appeal. Appeals will be reviewed by the Program Directors or Campus Academic Dean or their designee. If denied, students may follow the Complaint and Grievance procedures on page 265.

Students readmitted after being withdrawn from school because of failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on Finance Aid / Academic Probation under an Academic Plan upon their return. No financial aid will be disbursed during the first term. Students who do not meet SAP and do not meet the terms of their Academic Plan during this probation period are dismissed with no further right to appeal.

Carrington College may readmit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit an appeal along with the required documents to the Campus Academic Dean and may be able to resume studies and regain financial aid eligibility.

## Assessment of Clinical Skills for Re-Entry/Re-Enrollment of Non-Graduated Students

Returning students whose last day of attendance exceeds 180 days must have their skills assessed by meeting with the Program Director or designee to prove competency in previously passed courses.

Some students may be required to audit courses in order to ensure they have the skills necessary to be successful while on externship or in a clinical setting.

## Drop Period

Students may drop courses at any time. For courses dropped prior to the 10 percent point of the term, tuition is reversed, and Title IV funds are returned to the lender.

Students who officially withdraw from a course after 10 percent and up through the 59 percent point of the term should refer to the refund policy in this catalog. Carrington issues refunds to students who completely withdraw from all courses in this time frame. Students who withdraw after completing 59 percent of the course are charged for their full payment period.

## Determination of Official Withdrawal

Students are expected to return to school at the beginning of each term of their enrollment—failure to return to school 14 days from their last date of attendance results in dismissal.

# ACADEMIC POLICIES

## Leaves of Absence

Students must petition the Program Director in writing for an approved leave of absence (LOA) prior the term start date. The signed and dated request must include a reason for the leave request, the date the leave is starting, and the requested date of return to the program of study. A leave of absence may be granted if the College determines that the student can be scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student's control. Leaves of absence cannot exceed a cumulative 180 calendar days in a 12-month period.

Students are not eligible to take an LOA in the middle of a term/semester but may qualify for a Not Scheduled/Temporary Out status (please see Not Scheduled Policy section). All approved LOAs must begin after the current term/semester ends and before the next begins. Students must agree to return on the first day of the scheduled course of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

## Not Scheduled Policy

For term-based programs, there are times when some students may not be scheduled for a period of time and be placed on a Not Scheduled/Temporary Out status. If the gap in the schedule is less than 14 days, no action is required. Should the gap schedule be 14 days or greater, the student must submit a written request to the Program Director, and the request may be granted if the College determines that the student can be scheduled to return and complete their course of study.

Semester-based students may remain non-scheduled until the beginning of the next scheduled semester/term. If a student has dropped all remaining courses within a semester, a Return of Title IV calculation is performed, and refunds are made as necessary.

Term-based students may only remain in a non-scheduled status for a maximum of 45 calendar days (from the last date of attendance to the return date). For any student whose return date is outside of the current period, a return of the Title IV funds calculation must be completed based on the last date of attendance (LDA). Students who do not return on the approved date will be withdrawn. A student in Not Scheduled/Temporarily Out status is not eligible for any payment of Title IV funds and/or receipt of any stipend with the exception of post-withdrawal disbursements required from the Return of Title IV Funds calculation.

## Deployment Policy

Carrington College recognizes the many hardships military personnel and their families face when deployed away from their homes, families, and their permanent duty stations. In support of our deployed students, we have adopted the following deployment policy:

Students who are members, or the spouse of a member of the member has a dependent child, of the national guard or reserve forces of the United States and who are ordered to national guard duty or federal active duty have the following options available:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. The arrangement will be made with the student's instructors for course grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact, and tuition and mandatory fees shall be assessed for the courses in full.
3. The arrangement will be made with only some of the student's instructors for grades or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact, and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped, and the tuition and mandatory fees for the course refunded.

In some cases, the student may have an account balance for prior work. Carrington College will place a hold on collections of tuition, fees, and other course costs for the duration of the deployment. Following the student's deployment, the

# ACADEMIC POLICIES

student may return to the school with the Satisfactory Academic Progress (SAP) standing as the term prior to that in which they were deployed.

## Attendance Policy

Course schedules include the day(s) and time(s) of scheduled classes and are provided to the student. Regular attendance is essential to academic and professional success. Due to the concentration of course material, regular attendance is mandatory and becomes a part of the student's permanent record.

Courses are offered in onsite, blended, and online formats. Attendance for onsite courses is recorded by the instructor assigned to the course. Attendance for online courses is recorded automatically when the student submits an academic activity. An example of an academic activity includes submitting an assignment, a threaded discussion, and/or a quiz or exam. Blended courses include onsite and online components.

Attendance for blended courses is recorded by the instructor for onsite components and automatically recorded when the student submits an academic activity for online components.

There are implications for absences. An absence rate of 20% or greater in any onsite course will result in a reduction of the overall course grade by one letter grade. An absence rate of 10% for nursing students will result in a required meeting with the Dean of Nursing. At this meeting, a student success plan will be developed to improve attendance. An absence rate of 15% or greater for nursing students will result in a reduction of the overall course grade by one letter grade. In addition, the nursing student will be placed on attendance probation. For nursing students while on attendance probation, if any additional absences occur without proof of mitigating circumstances, which may include but are not limited to legal issues, military, accident or injuries, health issues, or care of critically ill family members, students will be withdrawn. The overall course grade will be reduced at the end of the course. Students may request a review by contacting the Campus Director or designee by week two of the subsequent term. Decisions by the Campus Director or designee will be final.

Attendance at externship or clinical sites is critically important. As a result, students are expected to adhere to the site and program attendance expectations, such as informing both their instructor and site supervisor when requesting time off well in advance if needed and completing all scheduled hours. Program-specific attendance expectations are available from the Program Director, instructor, or Campus Academic Dean.

Students are responsible for understanding and adhering to the attendance policy along with being aware of their own attendance. Students who are unable to attend class during a period of 14 consecutive calendar days will be withdrawn from the course or will be withdrawn from the institution if they have not attended all courses for a period of 14 consecutive calendar days.

## Religious Accommodation

Carrington College will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement.

Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class.

Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include rescheduling an exam for the student in question, altering the time of a student's presentation, or arranging for increased flexibility in assignment due dates.

# ACADEMIC POLICIES

## Tardiness

A student arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break, or who is unprepared to begin class is considered tardy. Assignments that are missed due to tardiness or leaving class early may not be made up and may impact the final grade of the course. See the college attendance policy for guidance on how absences affect course grades, completion, and enrollment in the program.

## Code of Conduct

Carrington College expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. Students are required to follow the rules and standards similar to those practiced in an office or hospital environment. Violation of the Code of Conduct, which can be found in its entirety in the Student Handbook, may lead to probation or dismissal from school. Carrington reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Students must comply with all College policies including, but not limited to, those related to tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress, and payment. Students who fail to comply with college policies may be withdrawn from their program. Tuition will be refunded in accordance with the College's refund policy. Students should refer to the Code of Conduct, Sanctions, Hearing Panel, Interim Suspension, and Appeals sections in the student handbook for comprehensive information.

## Graduation

Certificate program students must have a minimum CGPA of 2.0 and meet each of their program competencies to be eligible for graduation. Students enrolled in other degree programs must have a minimum CGPA of 2.0 (2.5 in Medical Radiography), meet each of their program competencies, and complete their program major courses with a minimum grade of C in each course to be eligible for graduation.

## Ceremonies

Commencement ceremonies take place annually. Students who have completed graduation requirements within that one-year period are eligible to participate. All graduates are encouraged to participate in official Carrington College ceremonies. Online students may attend a graduation ceremony at the campus of their choice. Carrington does not reimburse any expenses students incur to attend the commencement ceremony. Students receive graduation eligibility notices by mail and should maintain current name-and-address records.

## Academic Conferrals

### Certificate of Achievement

Some programs culminate in a Certificate of Achievement that is awarded upon successful completion of all required coursework, fieldwork, and/or clinical rotations. At least 25 percent of the total required credits must be earned at Carrington.

### Associate of Science or Associate of Occupational Studies Degree

Most Carrington College certificate programs can culminate in an Associate of Science degree that is awarded upon successful completion of all required course work, fieldwork, and/or clinical rotations. These students will be awarded a degree in Health Studies. At least 25 percent of the total required credits must be earned at Carrington to qualify for an associate degree.

# ACADEMIC POLICIES

## Program Costs

Program Cost varies by program and between technical and general education courses; see Tuition and Fees section. Details are provided on the enrollment agreement addenda provided to each student upon enrollment. Tuition is due in full prior to the start of classes unless deferral arrangements have been made.

Students who withdraw or are withdrawn from school and are not reinstated within 180 calendar days from the last date of attendance are subject to a price increase. Students required to repeat a course will be charged a retake fee; repeated courses will extend the program length and total cost.

Textbooks may be purchased from another source, but they must be those required by Carrington and in the student's possession for use on the first day of classes.

## Textbook Opt-Out

All textbooks and other required resources necessary for the courses in each program are included in the program cost. Students may choose to opt-out of the inclusion of the textbooks at the time of enrollment and purchase all required items from other vendors. The College will apply a Textbook Opt-Out credit of \$200 to the student account after the cancellation period.

## iPad Opt-Out

An iPad is required for the courses in each program is included in the program cost. Students may choose to opt-out of the inclusion of the iPad at the time of enrollment and purchase the iPad from other vendors. The College will apply an iPad Opt-Out credit of \$377 to the student account after the cancellation period. Once issued iPads are non-returnable and non-refundable.

## Course Retake Fees:

Students will be charged a retake fee of \$750 if the following occurs:

- Failure of a course, or;
- Academically withdrawn after the 14th day of the course.

**Background Check and Drug Screening** – For programs requiring such screenings, the cost ranges will vary by program requirements and facility. Please see your Enrollment Services Representative for additional information.

**Physical Exam** - A physical examination is required for some programs.

## Other Costs

Transportation, meals, health care, and personal expenses to off-campus clinical facilities are not included in the calculation of annual student costs. These expenses will vary according to individual student needs

**These costs pertain to all programs unless otherwise noted.**

**Official Transcripts** - A \$7.50 fee is charged for each official transcript request.

**Duplicate Diploma** - A \$15 fee is charged for duplicate diplomas.

## Student Tuition Recovery Fund Arizona

Arizona residents enrolling in a campus-based, blended or online program at Carrington College-Phoenix (including the Glendale Learning Center and the Trades Education Center), Carrington College-Mesa, or Carrington College - Tucson shall be assessed a Student Tuition Recovery Fund Fee of \$10.

These fees contribute to the Arizona Student Tuition Recovery Fund (STRF), which was established and is administered by the Arizona State Board of Private Postsecondary Education. A person aggrieved by a private postsecondary education institution ceasing operations may recover from the fund an amount not to exceed the actual damages sustained.

# ACADEMIC POLICIES

This fee is non-refundable after a student has exceeded the cancellation period for their program.

## Student Tuition Recovery Fund California

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program." "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

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

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and has an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# ACADEMIC POLICIES

NOTE: Effective April 1, 2022, the Bureau for Private Postsecondary Education (BPPE) changed the STRF assessment rate to \$0.50 per \$1,000 to \$2.50 per \$1,000 in institutional charges (rounded to the nearest \$1,000 increment.) This fee is non-refundable after a student has exceeded the cancellation period for their program.



# TUITION & FEES

**Arizona Effective December 24, 2021**

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$18,810	\$18,800	\$18,800	\$56,410
Dental Assisting	Certificate	\$15,370	\$3,072		\$18,442
Dental Assisting (blended)	Certificate	\$15,370	\$3,072		\$18,442
Dental Hygiene	Degree	\$25,304	\$25,294	\$12,647	\$63,245
Electrical Technology	Certificate	\$14,010	\$5,600		\$19,610
Electrical Technology (online completer)	Degree	\$8,630			\$8,630
Health Studies (online completer)	Degree	\$10,585	\$4,230		\$14,815
Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate	\$14,010	\$5,600		\$19,610
Heating, Ventilation, Air Conditioning, and Refrigeration (online completer)	Degree	\$8,630			\$8,630
Maintenance Technician	Certificate	\$17,010			\$17,010
Maintenance Technician (online completer)	Degree	\$12,300			\$12,300
Massage Therapy	Certificate	\$14,010	\$2,800		\$16,810
Medical Assisting	Certificate	\$14,620	\$2,922		\$17,542
Medical Assisting (blended)	Certificate	\$14,620	\$2,922		\$17,542
Medical Billing and Coding	Certificate	\$14,440	\$2,886		\$17,326
Medical Billing and Coding (blended)	Certificate	\$14,440	\$2,886		\$17,326
Pharmacy Technology	Certificate	\$14,620	\$2,922		\$17,542
Pharmacy Technology (blended)	Certificate	\$14,620	\$2,922		\$17,542
Physical Therapist Assistant	Degree	\$17,130	\$17,120	\$8,560	\$42,810
Physical Therapy Technology	Certificate	\$17,542			\$17,542
Physical Therapy Technology (blended)	Certificate	\$17,542			\$17,542
Respiratory Care	Degree	\$19,194	\$19,184	\$9,592	\$47,970
Surgical Technology (blended)	Degree	\$19,976	\$19,966		\$39,942
Veterinary Assisting	Certificate	\$17,542			\$17,542
Veterinary Assisting (blended)	Certificate	\$17,542			\$17,542

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## California Tuition and Fees Effective November 12, 2020

*(Program no longer enrolling new students)*

Program	Technical/ Externship/ Capstone Courses	General Education Courses	Books w/ Uniform	Supplies & Lab Kits	Course Resource Fees	Extern/ Clinical Processing Fee	Certification Fees	STRF	Total Program Cost
Surgical Technology Certificate	\$603	N/A	\$785	\$237	\$210	\$100	\$290	\$0	\$37,299

<sup>1</sup>Includes \$100 registration fee, applicable course resource fees, electronic book and electronic equipment fees, elabs, tuition, textbooks, required program lab kits, supplies and uniforms, extern/clinical processing fees, certification fees; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION & FEES

California *Effective March 2, 2022*

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	STRF prior to 4/1/22 enrollment date	Total <sup>1</sup>	STRF 4/1/22 and later enrollment date	Total <sup>1</sup>
Criminal Justice: Corrections	Degree	\$20,875	\$16,700		\$19	\$37,594	\$95	\$37,670
Dental Assisting	Certificate	\$17,350	\$3,470		\$10.50	\$20,830.50	\$52.50	\$20,872.50
Dental Assisting (blended)	Certificate	\$17,350	\$3,470		\$10.50	\$20,830.50	\$52.50	\$20,872.50
Dental Assisting Non-Science Emphasis (online completer)	Degree	\$9,845			\$5	\$9,850	\$25	\$9,870
Dental Assisting Science Emphasis (completer)	Degree	\$12,750	\$12,750		\$13	\$25,513	\$65	\$25,565
Dental Hygiene	Degree	\$32,128	\$32,128		\$32	\$64,288	\$160	\$64,416
Health Studies (online completer)	Degree	\$10,575	\$4,230		\$7.50	\$14,812.50	\$37.50	\$14,842.50
LVN to ADN (30- semester-hour option)	Certificate	\$41,712			\$21	\$41,733	\$105	\$41,817
LVN to ADN	Degree	\$41,712			\$21	\$41,733	\$105	\$41,817
Massage Therapy	Certificate	\$14,750	\$2,950		\$9	\$17,709	\$45	\$17,745
Medical Administrative Assistant	Certificate	\$16,060	\$3,212		\$9.50	\$19,281.50	\$47.50	\$19,319.50
Medical Administrative Assistant (online)	Certificate	\$13,000	\$2,600		\$8	\$15,608	\$40	\$15,640
Medical Assisting	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Medical Assisting (online)	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Medical Assisting (blended)	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Medical Assisting (online completer)	Degree	\$9,845			\$5	\$9,850	\$25	\$9,870
Medical Billing and Coding	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958

# TUITION & FEES

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	STRF prior to 4/1/22 enrollment date	Total <sup>1</sup>	STRF 4/1/22 and later enrollment date	Total <sup>1</sup>
Medical Billing and Coding (blended)	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Medical Billing and Coding (online)	Certificate	\$13,000	\$2,600		\$8	\$15,608	\$40	\$15,640
Medical Billing and Coding (online completer)	Degree	\$9,845			\$5	\$9,850	\$25	\$9,870
Pharmacy Technology	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Pharmacy Technology (blended)	Certificate	\$16,590	\$3,318		\$10	\$19,918	\$50	\$19,958
Pharmacy Technology (online completer)	Degree	\$9,845			\$5	\$9,850	\$25	\$9,860
Physical Therapist Assistant	Degree	\$19,520	\$19,520	\$9,760	\$24.50	\$48,824.50	\$122.50	\$48,922.50
Respiratory Care	Degree	\$22,600	\$22,600	\$11,300	\$28.50	\$56,528.50	\$142.50	\$56,642.50
Surgical Technology (blended)	Degree	\$21,000	\$21,000		\$21	\$42,021	\$105	\$42,105
Surgical Technology (online completer)	Degree	\$8,608			\$4.50	\$8,612.50	\$22.50	\$8,630.50
Veterinary Technology	Degree	\$14,760	\$14,760	\$7,380	\$18.50	\$36,918.50	\$92.50	\$36,992.50
Vocational Nursing	Certificate	\$25,488	\$12,744		\$19	\$38,251	\$95	\$38,327
Vocational Nursing Non-Science Emphasis (online completer)	Degree	\$8,608			\$4.50	\$8,612.50	\$22.50	\$8,630.50
Vocational Nursing	Degree	\$11,250	\$11,250		\$11.50	\$22,511.50	\$57.50	\$22,557.50

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, uniform, and STRF as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION & FEES

California Effective March 2, 2022

## Potential Additional Costs

Program	Credential	Total <sup>1</sup>	Total after 4/1/22 <sup>1</sup>	Live Scan	Drug/ Health Screen	Background Check	Potential Estimated Cost <sup>2</sup>	Potential Estimated Cost after 4/1/22 <sup>2</sup>
Criminal Justice: Corrections	Degree	\$37,594	\$37,670	\$125	\$40	\$215	\$37,974	\$38,050
Dental Assisting	Certificate	\$20,830.50	\$20,872.50	\$20	\$40	\$106	\$20,996.50	\$21,038.50
Dental Assisting (blended)	Certificate	\$20,830.50	\$20,872.50	\$20	\$40	\$106	\$20,996.50	\$21,038.50
Dental Assisting Non-Science Emphasis (online completer)	Degree	\$9,850	\$9,870	N/A	N/A	N/A	\$9,850	\$9,870
Dental Assisting Science Emphasis (completer)	Degree	\$25,513	\$25,565	N/A	N/A	N/A	\$25,513	\$25,565
Dental Hygiene	Degree	\$64,288	\$64,416	\$20	\$40	\$106	\$64,454	\$64,582
Health Studies (online completer)	Degree	\$14,812.50	\$14,842.50	N/A	N/A	N/A	\$14,812.50	\$14,842.50
LVN to ADN (30- semester-hour option)	Certificate	\$41,733	\$41,817	\$20	\$40	\$106	\$41,899	\$41,983
LVN to ADN	Degree	\$41,733	\$41,817	\$20	\$40	\$106	\$41,899	\$41,983
Massage Therapy	Certificate	\$17,709	\$17,745	\$20	\$40	\$106	\$17,875	\$17,911
Medical Administrative Assistant	Certificate	\$19,281.50	\$19,319.50	\$20	\$40	\$106	\$19,447.50	\$19,485.50
Medical Administrative Assistant (online)	Certificate	\$15,608	\$15,640	\$20	\$40	\$106	\$15,774	\$15,806
Medical Assisting	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Medical Assisting (blended)	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Medical Assisting (online)	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Medical Assisting (online completer)	Degree	\$9,850	\$9,870	N/A	N/A	N/A	\$9,850	\$9,870
Medical Billing and Coding	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Medical Billing and Coding (blended)	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Medical Billing and Coding (online)	Certificate	\$15,608	\$15,640	\$20	\$40	\$106	\$15,774	\$15,806
Medical Billing and Coding (online completer)	Degree	\$9,850	\$9,870	N/A	N/A	N/A	\$9,850	\$9,870

# TUITION & FEES

Program	Credential	Total <sup>1</sup>	Total after 4/1/22 <sup>1</sup>	Live Scan	Drug/ Health Screen	Background Check	Potential Estimated Cost <sup>2</sup>	Potential Estimated Cost after 4/1/22 <sup>2</sup>
Pharmacy Technology	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Pharmacy Technology (blended)	Certificate	\$19,918	\$19,958	\$20	\$40	\$106	\$20,084	\$20,124
Pharmacy Technology (online completer)	Degree	\$9,850	\$9,870	N/A	N/A	N/A	\$9,850	\$9,870
Physical Therapist Assistant	Degree	\$48,824.50	\$48,922.50	N/A	N/A	N/A	\$48,824.50	\$48,922.50
Respiratory Care	Degree	\$56,528.50	\$56,642.50	N/A	N/A	N/A	\$56,528.50	\$56,642.50
Surgical Technology (blended)	Degree	\$42,021	\$42,105	\$20	\$40	N/A	\$42,081	\$42,165
Surgical Technology (online completer)	Degree	\$8,612.50	\$8,630.50	N/A	N/A	N/A	\$8,612.50	\$8,630.50
Veterinary Technology	Degree	\$36,918.50	\$36,992.50	\$20	\$40	\$106	\$39,084.50	\$37,158.50
Vocational Nursing	Certificate	\$38,251	\$38,327	N/A	N/A	N/A	\$38,251	\$38,327
Vocational Nursing Non-Science Emphasis (online completer)	Degree	\$9,850	\$8,630.50	N/A	N/A	N/A	\$9,850	\$8,630.50
Vocational Nursing Science Emphasis (completer)	Degree	\$22,511.50	\$22,557.50	N/A	N/A	N/A	\$22,511.50	\$22,557.50

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, uniform, and STRF as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

<sup>2</sup>Potential estimated cost represents the possible cost with the basic level of additional expenses that may be required for employment are approximate and may vary by location.

# TUITION & FEES

## Idaho Effective September 30, 2021

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$15,360	\$3,072		\$18,432
Dental Hygiene	Degree	\$25,294	\$25,294	\$12,647	\$63,235
Health Studies (online completer)	Degree	\$10,575	\$4,230		\$14,805
Massage Therapy	Certificate	\$14,000	\$2,800		\$16,800
Medical Assisting	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (blended)	Certificate	\$14,610	\$2,922		\$17,532
Medical Billing and Coding	Certificate	\$14,430	\$2,886		\$17,316
Medical Billing and Coding (blended)	Certificate	\$14,430	\$2,886		\$17,316
Nursing Bridge	Degree	\$19,000	\$9,500		\$28,500
Pharmacy Technology	Certificate	\$14,610	\$2,922		\$17,532
Pharmacy Technology (blended)	Certificate	\$14,610	\$2,922		\$17,532
Physical Therapist Assistant	Degree	\$17,120	\$17,120	\$8,560	\$42,800
Practical Nursing	Certificate	\$23,200	\$11,600		\$34,800

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## Nevada Effective September 30, 2021

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$18,800	\$18,800	\$18,800	\$56,400
Dental Assisting	Certificate	\$15,360	\$3,072		\$18,432
Dental Assisting (blended)	Certificate	\$15,360	\$3,072		\$18,432
Medical Assisting	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (blended)	Certificate	\$14,610	\$2,922		\$17,532
Medical Billing and Coding	Certificate	\$14,430	\$2,886		\$17,316
Medical Billing and Coding (blended)	Certificate	\$14,430	\$2,886		\$17,316
Phlebotomy Technician					\$2,400
Physical Therapist Assistant	Degree	\$17,120	\$17,120	\$8,560	\$42,800
Respiratory Care	Degree	\$19,184	\$19,184	\$9,592	\$47,960

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## New Mexico Effective September 30, 2021

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Associate Degree in Nursing	Degree	\$18,800	\$18,800	\$18,800	\$56,400
Dental Assisting	Certificate	\$15,360	\$3,072		\$18,432
Dental Assisting (blended)	Certificate	\$15,360	\$3,072		\$18,432
Massage Therapy	Certificate	\$14,000	\$2,800		\$16,800
Medical Assisting	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (blended)	Certificate	\$14,610	\$2,922		\$17,532
Medical Billing and Coding (blended)	Certificate	\$14,430	\$2,886		\$17,316
Pharmacy Technology	Certificate	\$14,610	\$2,922		\$17,532
Pharmacy Technology (blended)	Certificate	\$14,610	\$2,922		\$17,532
Practical Nursing	Certificate	\$19,960	\$9,980		\$29,940

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# TUITION & FEES

## Oregon Effective September 30, 2021

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$15,360	\$3,072		\$18,432
Dental Assisting (blended)	Certificate	\$15,360	\$3,072		\$18,432
Massage Therapy	Certificate	\$13,375	\$2,675		\$16,050
Medical Assisting	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (blended)	Certificate	\$14,610	\$2,922		\$17,532
Medical Billing and Coding	Certificate	\$14,430	\$2,886		\$17,316
Medical Billing and Coding (blended)	Certificate	\$14,430	\$2,886		\$17,316
Pharmacy Technology	Certificate	\$14,125	\$2,825		\$16,950
Pharmacy Technology (blended)	Certificate	\$14,125	\$2,825		\$16,950
Veterinary Assisting	Certificate	\$16,950			\$16,950
Veterinary Assisting (blended)	Certificate	\$16,950			\$16,950

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

## Washington Effective December 24, 2021

Program	Credential	Academic Year 1	Academic Year 2	Academic Year 3	Total <sup>1</sup>
Dental Assisting	Certificate	\$15,360	\$3,072		\$18,432
Dental Assisting (blended)	Certificate	\$15,360	\$3,072		\$18,432
Health Studies (online completer)	Degree	\$10,575	\$4,230		\$14,805
Massage Therapy	Certificate	\$14,000	\$2,800		\$16,800
Medical Assisting	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (blended)	Certificate	\$14,610	\$2,922		\$17,532
Medical Assisting (online)	Certificate	\$16,590	\$3,318		\$19,908
Medical Billing and Coding	Certificate	\$14,430	\$2,886		\$17,316
Medical Billing and Coding (blended)	Certificate	\$14,430	\$2,886		\$17,316
Medical Radiography	Degree	\$18,300	\$18,300	\$18,300	\$54,900
Pharmacy Technology	Certificate	\$14,610	\$2,922		\$17,532
Pharmacy Technology (blended)	Certificate	\$14,610	\$2,922		\$17,532
Phlebotomy Technician					\$2,400
Veterinary Assisting	Certificate	\$17,532			\$17,532
Veterinary Assisting (blended)	Certificate	\$17,532			\$17,532

<sup>1</sup>Includes iPad, eBook, tuition, physical textbooks, and uniform as required; total program costs will vary depending on transfer credit accepted, course repeats, etc. The stated price includes all applicable state and local sales and use taxes.

# FINANCIAL ASSISTANCE

Carrington College applicants are encouraged to meet with a Financial Services Advisor prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for financing. "Funding Your Education," which explains each of the federal financial aid programs and is published by the U. S. Department of Education, is available from the Financial Services Department.

Carrington is an eligible institution approved by the Department of Education to participate in the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Student Loan
- Federal Parental Loan for Undergraduate Students (FPLUS)
- Federal Work Study Program (campus participation varies)

In addition to participating in federal and state financial aid programs, Carrington students may qualify for private loans from third-party lenders or Carrington's institutional loan program. More information on these loan programs is available from the Financial Services department.

Carrington College helps students develop plans for financing their education through a combination of financial assistance programs (if eligible), family contributions, employer tuition reimbursement (when available), and Carrington's payment options (see Payment Options).

The first step in qualifying for these programs is completing the Free Application for Federal Student Aid (FAFSA®), which serves as an application for all federal – and most state – student aid programs. FAFSA® is a registered trademark of the U.S. Department of Education. The FAFSA® can be completed electronically by going to <http://fafsa.ed.gov> and should be completed as early as possible each year. Prompt completion assures consideration for maximum available financial aid.

FAFSA® information is used to determine the expected family contribution (EFC) and eligibility for federal and state financial aid. Financial aid eligibility is calculated by subtracting the EFC from the total estimated educational expenses.

Assistance packages are developed using information from the FAFSA® and any supplemental documents. Contributions from student and family income and assets are the foundation for all assistance packages.

Carrington provides students with award letters indicating the amount of financial aid for which they may be eligible, sources from which the aid may be received as well as approval of their Carrington payment plan option.

The timing of financial aid disbursements is dependent on specific program requirements. The following requirements must be met for awards to be disbursed:

- All paperwork required to process awards has been submitted– including but not limited to promissory notes, verification and residency documents, and loan entrance counseling.
- Students must be enrolled in the class.
- Students must provide official proof of graduation and any transcripts for College verification (if applicable).

Disbursements occur throughout the term, generally beginning Saturday of the first week of classes.

More information is available via the My Finances tab on [mycarrington.edu](http://mycarrington.edu) or by speaking with your Financial Services Advisor.

Retaking coursework may impact a student's financial plan. Students who need to retake a course due to a non-passing grade or choose to retake a previously passed course should contact their Campus Academic Dean or Financial Services Advisor to determine if their financial aid will be affected prior to registering for the course.



# FINANCIAL ASSISTANCE

Reinstated and readmitted students may be considered for financial aid if they meet all eligibility requirements. Carrington complies with all applicable state and federal equal credit opportunity laws; however, Carrington does not guarantee financial assistance or credit to any student.

## Financial Aid Information Verification

The federal government requires Carrington to verify the accuracy of the information on certain federal student aid applications. Selected applicants must submit requested documentation before awarded aid is disbursed.

Students and their parents may be required to submit a copy of their prior-year federal income tax documentation and additional household information. Other documents may also be required. If the information on any of the documents conflicts with what was reported on the application, students may be required to update their application and/or provide additional information to resolve the conflict. Failure to do so will result in loss or non-receipt of aid.

## Loan Exit Counseling

Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct Loans. Students must complete loan exit counseling when they are graduating, leaving Carrington, or enrolled in a less than half-time status. Loan exit counseling notifications are provided to all identified students. Student borrowers who have not completed loan exit counseling will be contacted by the Financial Services Department to help facilitate the process and are available to answer any questions.

## Federal Student Aid Programs

There are three categories of federal financial assistance: grants, loans, and Federal Work-Study. Students are eligible for these types of aid if they:

- Are enrolled as a certificate or degree-seeking student.
- Are U.S. citizens or eligible non-citizens.
- Demonstrate financial need.
- Make satisfactory academic progress toward completing their program.
- Are not in default on a Federal Perkins/NDSL, Federal Direct, Federal Stafford/FFEL, Federal SLS, Income Contingent Loan, or Federal PLUS Loan received at any institution.
- Do not owe refunds on a Federal Pell Grant, FSEOG, Academic Competitiveness Grant, National SMART Grant, or State Student Incentive Grant received at any institution.
- Have a high school diploma or recognized equivalent.

To help students pay for post-secondary education, the U.S. Department of Education offers six primary federal financial aid programs. Carrington College is eligible to participate in all six, which are outlined below. More information on these programs is available from the Financial Services Department or at [www.carrington.edu](http://www.carrington.edu).

Applicants who are incarcerated and students who become incarcerated must immediately report this information to the Financial Services Office.

## Federal Pell Grants

Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned bachelor's degrees. Grants are need-based and do not require repayment if the student remains in school during that term. For many students, these grants provide a foundation of financial aid to which aid from other sources may be added. The maximum grant for the 2021-2022 award year is \$6,495.

# FINANCIAL ASSISTANCE

The actual amount of the grant is based on the cost of attendance, number of hours enrolled, Federal Pell Grant regulations, and your Expected Family Contribution (EFC) found on the FAFSA®

In accordance with the Higher Education Act, Carrington College allows all students to purchase books and supplies from the College's online bookstore and charge the expenses to their student accounts.

Federal Pell Grant recipients who do not wish to purchase books and supplies from Carrington's online bookstore may qualify for a stipend to assist with these expenses. To determine stipend eligibility, students must complete a request prior to the start of the term. More information is available from a Carrington financial services advisor.

## Federal Supplemental Educational Opportunity Grants

FSEOGs provide supplemental funds to Federal Pell Grant-eligible undergraduate students who demonstrate exceptional need. Exceptional need is defined as the lowest expected family contribution per federal need analysis methodology. Because FSEOG funds are limited, students should apply for these grants as early as possible.

## Federal Work-Study

FWS enables students who demonstrate financial need to earn wages to assist with paying for their education expenses. Through part-time education-related or community-service employment. Students earn at least the current hourly minimum wage by working at the College for nonprofit agencies or for-profit businesses within the community. Carrington helps eligible students locate jobs; certain restrictions apply. Unlike traditional sources of income, FWS earnings are exempt from the subsequent year's expected family contribution calculations. Students must complete the FAFSA® to be considered for FWS funds. FAFSA® is a registered trademark of the U.S. Department of Education.

## Federal Direct Loans

Loans through the Federal Direct Loan program are obtained from the U.S. Department of Education. Loans are a type of aid that must be repaid, typically once students have graduated or stopped attending school at least half the time. These loans have an origination fee that is subtracted from the value of each loan disbursement. For Federal Direct Loans first disbursed on or after October 1, 2021, and before October 1, 2022, the origination fee is 1.057 percent.

For Federal Direct PLUS Loans first on or after October 1, 2021, and before October 1, 2022, the origination fee is 4.228 percent. Additional information on interest rates and loan fees for Federal Direct Loans is available via <https://studentaid.gov/understand-aid/types/loans>

## Federal Direct Subsidized and Unsubsidized Loans

Students who demonstrate financial need qualify for a subsidy of the Direct Loan interest while in school and for the grace period (first six months after leaving school or dropping below half time). The amount of the loan that may be subsidized is limited to the lesser of their demonstrated financial need or the academic year maximum. Students who demonstrate financial need below the academic year maximum may also borrow through this program; however, they are responsible for the interest on the amount borrowed in excess of demonstrated need.

Dependent undergraduate freshman, sophomore, and junior/senior students enrolled at least half time may borrow up to –a maximum of \$5,500, \$6,500, and \$7,500 per academic year, respectively, from subsidized and unsubsidized Federal Direct Loans.

Independent freshman and sophomore students may borrow an additional \$4,000 per academic year in unsubsidized Federal Direct Loans. Independent junior and senior students may borrow an additional \$5,000 per academic year in unsubsidized Federal Direct Loans.

The amount borrowed for undergraduate study may not exceed a total of \$31,000 for dependent students and

# FINANCIAL ASSISTANCE

\$57,500 for independent students, with no more than \$23,000 of this funding obtained from subsidized loans. The interest rate for both subsidized and unsubsidized undergraduate Federal Direct Loans first disbursed on or after July 1, 2021 and before July 1, 2022, is fixed at 3.73 percent. Students have a 6-month grace period from the time they graduate, leave school or enroll less than half time per term before repayment begins. Monthly payments are based on aggregate borrowing; the minimum monthly payment is \$50 per loan.

Repayment is usually completed within 10 years. Students who leave school or drop below half-time status must contact their lender(s) to establish repayment schedules. Students must notify Carrington's Financial services Office and their lender(s) of a change in local or permanent address.

## Federal Direct PLUS Loans (Parent Loans)

These loans allow parents of students who are dependent by federal definition to borrow a maximum of educational costs less financial aid per academic year (two semesters). The interest rate for Direct PLUS Loans first disbursed on or after July 1, 2021 and before July 1, 2022 is fixed at 5.30%. Repayment begins within 60 days after the loan is fully disbursed.

## Non-Federal Student Loans

Many lenders offer private loans to students to supplement their federal financial aid. Such loans are not subject to federal student loan rules. Terms of repayment, including interest rates, vary by loan. Lenders perform a credit check and determine a loan applicant's creditworthiness before approving these loans. In some cases, a loan applicant may be required to obtain a creditworthy cosigner before a loan will be approved. In most cases, having a cosigner will help improve the terms of the loan (i.e., lower the interest rate and any fees charged to the loan). Additional information and application assistance are available from the Financial Services Office.

## Veterans Benefits

Students who may qualify for veteran's education benefits should notify their Carrington admissions advisor/representative and Financial Services Advisor regarding eligibility as far in advance of their scheduled class start date as possible.

### GI Bill®

Benefits may be awarded for the pursuit of associate, bachelor, or graduate degrees from colleges and universities as well as courses leading to a certificate or diploma from a technical or vocational school. VA students receiving education benefits will not be able to be paid Basic Allowance for Housing during break periods.

### Montgomery GI Bill® (Chapter 30)

This program offers educational benefits for students entering active duty for the first time after June 30, 1985, and meeting other criteria as determined by the Department of Veterans Affairs (VA). This benefit pays a monthly stipend based on enrollment status while the student attends school.

### Montgomery GI Bill® - Selected Reserve

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard.

### Dependent's Education Assistance (Chapter 35)

This program offers educational benefits for spouses and children of veterans who are permanently and totally disabled due to a service-related condition or of Veterans who died while on active duty or as a result of a service-related condition.

### Post-9/11 (Chapter 33)

This program offers educational benefits for active-duty veterans and their family members who served after September 10, 2001. Based on the student's percentage of eligibility, this benefit could pay tuition, fees, books, and a Monthly Allowance for Housing while the student attends school. Carrington participates in the federal Yellow Ribbon program for students using Chapter 33 benefits.

# FINANCIAL ASSISTANCE

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill). Students may also contact the Veterans Affairs Education Office at 1- 888- 442-4551. Please see a Financial Services Advisor determine if the school participates.

## The Yellow Ribbon Program

The Yellow Ribbon GI Education Enhancement Program is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition expenses that exceed the yearly rate as established by the VA. The institution can contribute up to 50% of those expenses, and the VA will match the same amount as the institution.

Only individuals entitled to the maximum benefit rate (based on service requirements) may receive this funding. The maximum contribution from Carrington College is \$2,625 per year per student. The VA awarding cycle is August 1-July 31st of each calendar year. \*Yellow Ribbon is not available at all locations.

## Compliance with VA's 85/15 rule

Carrington College limits student enrollment to 85% veteran enrollment per program of study in accordance with U.S. Department of Veterans Affairs. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

**In accordance with Title 38 US Code 3679 subsection (e)**, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students' enrollment;
- Assess a late penalty fee to;
- Require secure student alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## Carrington College Payment Options

### In-School Payment Plan

If a balance remains after all credits from aid and other sources have been applied, a student may be set up on a payment plan to be completed prior to graduation. Payments must be made monthly, up to a total of 10 payments, and the final payment is due before the student's last day of attendance. No interest is charged with this payment plan, and auto-debit is required. The first payment is due by the class start date. Check with a Financial Services Advisor for details.

### Institutional Loan Program (ILP)

If a balance remains after all credits from aid and other sources have been applied, and a student is not able to pay the balance within the length of their program, Carrington offers additional payment plan options for the student. These payment plans are serviced through a third-party servicer. Check with a Financial Services Advisor for details.

### Other Sources Vocational Rehabilitation

Vocational Rehabilitation may provide services and financial assistance for education to students with certain disabilities. Further information can be obtained from your state Division of Vocational Rehabilitation or Veteran's Vocational Rehabilitation office.

# FINANCIAL ASSISTANCE

## **Workforce Investment Act (WIA)**

The Workforce Investment and Opportunity Act of 2014 (WIOA) provides funding through the Department of Labor. These funds are made available through local agencies for training persons meeting certain criteria. Individual agencies are responsible for assigning priority for funding.

## Scholarships

### **Carrington Scholarships and Grants**

Note: In the rare case when scholarship, grant are combinable, students are made aware of this opportunity by a Financial Services Advisor.

Applicants may apply for Carrington College scholarships or grants during the admissions process and should work with their admissions advisor/representative to do so.

### **Carrington High School Scholarship**

Graduating high school seniors or those who have graduated high school during the most recent academic year may be eligible for the Carrington High School Scholarship of \$1,000 to apply toward program cost. Scholarship applicants must meet the following criteria to qualify:

- Satisfy Carrington admission requirements
- Submit high school transcripts evidencing a CGPA of 2.0 or better on a 4.0 scale
- Maintain a CGPA of 2.0 or better on a 4.0 scale for continued eligibility
- Begin classes by April 30
- Submit the following by the published deadline:
  - Completed scholarship application
  - 50-150-word essay about why the student is interested in a career in the chosen field
- Two letters of recommendation

Scholarship awards cannot exceed their program cost and will be applied directly to those charges. In the event that a student's program cost is less than the scheduled scholarship award, the scholarship will be reduced to the amount of the program cost. In the event of early withdrawal, the scholarship award will be limited to the same percentage of tuition earned in accordance with the college's refund policy. The deadline for submission of scholarship applications and accompanying materials is December 31 of the graduation year. Additional information is available at <http://carrington.edu/financial-aid/scholarships/>.

### **Financial Responsibility**

Students who obtain loans to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. The loans must be repaid even if students do not complete the educational program or are not employed after completing the program. Students who fail to repay a loan are considered to be in default.

Default on a student loan may result in the loan becoming immediately due and payable, withholding of federal and state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and reporting of the default to a national credit bureau.

## Book Stipend

Federal aid recipients who do not wish to purchase books and supplies on account as provided by Carrington College may qualify for a stipend to assist with these expenses. For more information on the program or to determine eligibility, students must speak with a Financial Services Advisor.

# FINANCIAL ASSISTANCE

## Cancellations

Applicants not accepted for admission to Carrington College are entitled to a refund of all monies paid. Applicants may cancel their enrollment without penalty at any time prior to midnight of the seventh calendar day (excluding institutionally recognized holidays) after the start of their first scheduled class session.

Cancellation requests must be addressed to the Registrar and presented to Enrollment Services. The notice need not take a particular form, but must be signed and dated, show that the applicant no longer wishes to enroll, and include the student's contact information (name, address, phone number, email address).

Cancellation requests may be hand-delivered or submitted by U.S. Mail, email, or fax. If submitted by U.S. Mail, the cancellation is effective on the date postmarked.

Subject to certain limitations, payments made by the student will be refunded within 30 days (15 days in Nevada) following receipt of the notice of cancellation.

To withdraw from school after attending classes, students must notify the Campus Academic Dean, Registrar, and Program Director. Withdrawal is complete when the student has notified the designated official. Students who withdraw are responsible for all outstanding financial obligations. In addition, those receiving federal student loans must complete an exit interview prior to withdrawing.

## Cancellation of Courses

Prior to opening the registration period, Carrington College makes every effort to provide sufficient course sections for students. The campus makes available the course schedule to students, along with registration instructions and deadlines. Course offerings, instructors, days, times, and class locations are not guaranteed and are subject to change at the discretion of the College. If the campus determines that a course offering will be canceled due to lack of enrollment or other reasons, they will remove all students from the course and notify students of the change of schedule via email.

## Carrington Refund Policy

Program charges for the enrollment period in which the student withdraws are based on the student's last day of attendance and the resulting percentage of the enrollment period completed unless other program cost adjustments are appropriate. An enrollment period is defined as a semester, quarter, term, or another period in which charges are assessed.

Students completing more than 60% of the enrollment period will be charged 100% of the program cost for the enrollment period. Program charges earned by Carrington is determined by dividing the number of calendar days elapsed from the start date to the last day of attendance by the number of calendar days in the enrollment period. The refund shall be the amount the student paid in excess of the program charges earned by Carrington for all attended periods of enrollment.

Refund calculation examples are available from the Financial Services office upon request. When state refund policies differ from Carrington's refund policy, the student receives the more favorable refund. The amount owed by the student is derived by the total hourly charge for instruction (total institutional charge divided by the number of days or program hours) multiplied by the total hours attended by the student.

All refunds are calculated according to the last documented date of attendance and issued within 30 days of the withdrawal notification, the date Carrington determines the student is no longer enrolled (whichever is earlier) or as otherwise required by applicable state and/or federal regulations. For a student who fails to return from an authorized leave of absence, the withdrawal date is the student's last date of attendance.

The institution will refund the excess funds in the order that most benefits the student for non-Title IV credit balances based on the student authorization.

# FINANCIAL ASSISTANCE

## Iowa Refund Policy

Carrington College shall provide to a terminating Iowa student a refund of tuition charges in an amount that is not less than ninety percent (90%) of the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

Any student who withdraws from a course caused by physical incapacity is due a refund. Once a student has provided documentation that a physical incapacity is the reason, he or she is not able to complete the course, the student retains eligibility to receive a partial reduction of tuition charges all the way up to (but not including) the ending date of the period for which the student was charged.

## Nevada Refund Policy

If the institution has substantially failed to furnish the program agreed upon in the enrollment agreement, the institution shall refund all money that the student has paid. If a student cancels their enrollment before the start of the program, the institution shall refund all money that the student has paid, minus 10 percent of the tuition or \$100, whichever is less. If a student withdraws or is expelled after the start of the program and before the completion of more than 60 percent of the program, the institution shall refund the student a pro-rated amount of the tuition minus 10 percent of the tuition or \$100, whichever is less.

If a student withdraws or is expelled by the institution after completion of more than 60 percent of the term, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition.

If a refund is owed, the institution shall issue the refund within 15 calendar days after the date of cancellation by a student, date of termination by the institution, or the last day of attendance.

Educational supplies for individual use are not included in the policy described above. A separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds on a case-by-case basis.

A period of a student's attendance must be measured from the first day of instruction through the student's last day of actual attendance, regardless of absences. The period of time for a program is the period set forth in the enrollment agreement. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies, or equipment that are listed separately from the tuition and fees.

# FINANCIAL ASSISTANCE

## HYPOTHETICAL REFUND CALCULATION

<b>Total charged and received for period attendance:</b>	
Period of Attendance = 6 weeks (39 weeks)	\$780
Cost per day (\$780/39) =	\$20
Number of days attended	20
Percentage of Attendance (20/39) =	<b>51%</b>
If 61% (24 days) or more of the scheduled days in the period of attendance have been scheduled through the last day of attendance no refund will be provided. *	
Amount due to the College (daily charge for the course X number of days attended)	\$400
Amount of refund= 19x\$20	\$380

## Return of Title IV Funds Policy

According to federal regulations, a federal refund calculation must be performed if a student receiving financial aid withdraws completely from all classes after the start of the enrollment period.

Length of enrollment is equal to the number of calendar days, including weekends and holidays, in the periods in which the student was registered. Breaks of five days or more are excluded.

The date of determination is the date the student begins the official withdrawal process – electronically, in writing, in person, or by telephone, whichever is earlier – or otherwise officially notifies the institution of his/her intent to withdraw. For students who withdraw without notification, the school will use the administrative dismissal date. Failure to notify the Financial Aid Office of a withdrawal may result in additional tuition liability.

Return of funds is calculated as follows:

- If the student's percentage of the enrollment period completed (based on a student's last date of academic attendance) is greater than 60 percent, the student has earned – and must repay – 100 percent of the federal aid received.
- If the student's percentage of the enrollment period completed is 60 percent or less, the calculated percentage of enrollment will be used to determine the amount of aid returned.

Federal aid refunds that result from the return of funds calculation are distributed in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Perkins Loan\*
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Education Opportunity Grant (FSEOG)
7. Other Title IV aid programs
8. State grants and/or private or other institutional aid

\* Carrington College cannot make Federal Perkins Loans to new borrowers after September 30, 2017.  
Please see Financial Services for questions and details about the Federal Perkins Loan.



# FINANCIAL ASSISTANCE

## New Mexico State Refund Policy

Cooling off period: Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three workdays from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn, and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

- A. Refunds prior to commencing instruction: Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges.
  - 1. In the case of students enrolling for traditional non- instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials, and effective upon deposit of a written statement of withdrawal for delivery by mail or other means and the institution shall be entitled to retain no more than \$100 or 5% in tuition or fees, whichever is less, as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.
  - 2. Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.
- B. Refunds following commencement of instruction: An institution licensed by the department shall adhere to either the following tuition refund schedule or to a schedule established by the institution's accrediting body and recognized by the U.S. Department of Education. Exceptions may be made on a case-by-case basis by the department or its designee.
- C. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means: In accordance with the most recent U.S. Department of Education guidelines, the institution shall be entitled to retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule, as outlined by the U.S. Department of Education:

# FINANCIAL ASSISTANCE

## Tuition and Fee Schedule

Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1 <sup>st</sup> class day	0%
After 1 <sup>st</sup> day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

- D. The enrollment period for which the student was “obligated” means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.

## Washington State Refund Policy

Tuition paid in excess of tuition owed is refundable.

## Washington State Residents

*“For Washington State residents seeking information and resources about student loan repayment, or to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov).*

# STUDENT SERVICES

## Admission and Testing

Applicants must demonstrate that they can benefit from Carrington academic programs by passing an entrance examination or demonstrating academic ability from previous program completion, as noted in the admission testing requirements. Admission representatives work closely with prospective students to help them select an appropriate course of study and to determine if they are reasonably motivated to succeed. Financial aid availability, transportation, childcare, and other relevant personal factors are also addressed.

## Orientation

Each Carrington student attends a two-part orientation. During the first portion, students are introduced to the College's philosophy, policies, operational procedures, and academic and student services' resources. During the second part, students meet with the Program Director and faculty to become acquainted with the specific policies, procedures, and personnel in their chosen program.

Before beginning instruction, students taking online courses must complete an orientation given at either their home campus or through the Online Team. The orientations cover items unique to the online instructional format, such as:

- Accessing and navigating the learning management system (LMS)
- Requirements for interaction with peers and faculty
- Technical help
- Contact numbers

## Student Advising

Carrington faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Instructors, Program Directors, and the Campus Academic Deans are available to consult with students who are having difficulty with their studies. Students are urged to take advantage of this valuable extra assistance.

## Housing

Carrington does not have dormitory facilities under its control, nor does it assist a student with finding housing. The cost of housing differs considerably from campus to campus throughout Carrington College due to the cost of real estate. The approximate range is for \$750 for a room and \$953 for an apartment (\$3500 for a 2-bedroom apartment) near Sacramento, \$750 for a room and \$953 for an apartment near Citrus Heights, and \$750 for a room and \$953 for an apartment near Stockton, while the cost to rent a room in Ontario is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. The cost to rent a room in San Leandro is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. The cost to rent a room in Pleasant Hill is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. The cost to rent a room in San Jose is closer to \$1000 per month or \$1800 for a 2-bedroom apartment. These costs are approximate and vary depending on proximity to campus and overall quality of the facilities.

## Student Success Center

Carrington College's Library Services and Tutoring Services are combined within the Student Success Center (SSC). The SSC is the hub on campus for all student academic support and aligns with the mission of the school, providing new and exciting learning opportunities to students. Included are all library services combined with tutoring, student services, and specialized support to accommodate student needs at each campus. In addition, referral to outside support agencies is provided to students who have personal or family problems. Students are encouraged to take advantage of the valuable extra assistance available in the SSC. Students should refer to the Student Success Center section in the student handbook for comprehensive information.

# STUDENT SERVICES

## Online/Internet Policy

Internet access may only be used for lawful purposes. Transmission is prohibited of any material that is disruptive or is in violation of federal or state regulations. Carrington College also prohibits the transmission of any material containing ethnic slurs, racial epithets, or anything that may be viewed as harassment of others based on race, national origin, gender, age, disability, or religion. Students may not download personal information or files onto Carrington College computers. Internet access is not to include the following activities: Social Media, gambling, shopping, chatting online, spamming, advertising, playing games, or downloading software or files not related to school assignments.

Any use of email services that interferes with the College's mission, activities, and function or does not respect the image and reputation of the college is improper and thereby prohibited. Email users are required to comply with state and federal law, college policies, and normal standards of professional and personal courtesy and conduct. Access to email service is a privilege that may be partially or wholly restricted by the college without prior notice and without the consent of the affected email user. Making a statement or transmitting data that is threatening, malicious, tortuous, defamatory, libelous, vulgar, obscene, or invasive of another's privacy is strictly prohibited. Computer technology resources may not be used to transmit junk email, SPAM, pyramid schemes of any kind, or chain letters.

## Tutorial Assistance

Faculty members are available to provide academic assistance to students on a short-term basis. Should longer-term assistance be required, student peers who are doing well in a given program are sought to provide additional help.

## Study Groups

The College designates campus locations for student interaction. Instructors often suggest the formation of study groups for peer-to-peer tutorials and study sessions.

## Student Records

All students' educational records are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act (FERPA) of 1974, the school will not release educational records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent, or legal guardian. The Registrar maintains student records and schedules, and students have access to the end-of-term grade reports, transcripts (on written request), and verification of college status letters.

Carrington permanently maintains electronic records that include admission and attendance information, academic transcripts, and other relevant data. Students have the right to review their academic records, including grades and attendance. Students who wish to review their files must submit a written request to the Registrar. The review will be allowed during regular school hours under appropriate supervision. Copies may be provided to the student at the student's expense.

## Transcripts

Official transcript requests must be submitted to Carrington College in writing or via Parchment with the accompanying fee. Processing can take up to 30 days.

## Externships and/or Clinical Rotation

All allied health programs require an externship and/or clinical rotation in a program-appropriate work location. Students will not receive compensation for clinical or externship experience. While the externship offers field experience in an actual work environment, it is required coursework. It is a (32 to 40 hours per week) Monday through Friday commitment with possible weekend attendance requirements. Evening hour externships are generally not available in most programs, so students will have to make arrangements to take vacation time or a leave of absence from their jobs when their externship is scheduled to begin.

# STUDENT SERVICES

All college policies remain in effect while students are in the field for externship and/or clinical hours. Students are expected to conduct themselves in a highly professional manner while completing these hours. These hours are tracked on a timesheet approved by the site supervisor.

Carrington College does not work with third parties that discriminate based on gender, age, race, national origin, sexual orientation, political affiliation or belief, religion, or disability for externships or clinical experiences.

Carrington College has agreements with a variety of facilities that host students during clinical rotations or externships. These facilities retain the right to dismiss a student from externship for a variety of reasons, including misconduct, failure to follow established policies, etc. In some circumstances, the reason for the dismissal may result in a referral to a hearing board for a violation of the student code of conduct. In other cases, the campus will work with the student to review the reasons for the dismissal and will determine how a student can be successful in a subsequent placement. In this case, Career Services or the academic administrator for the program will assist the student in finding placement at a second externship or clinical site. In the case of a second dismissal, the student will receive an “NC” grade for that term. If the student receives an “NC” grade, for this reason, the student must repeat the course from the beginning.

Additional information about externship and clinical rotations is available in program-specific Externship or Clinical Manuals that are distributed to students as they near the beginning of their externship or clinical terms.

## Career Services

Carrington works with every student on job-search strategies, job-market orientation, resume writing, and interviewing techniques. Career Services are available to all active students and graduates without charge. Success in securing employment depends on the graduate’s efforts and motivation, as well as on educational performance. Carrington College does not guarantee employment, nor does it guarantee employment within specific salary ranges or in specific areas. Students should refer to the Career Services section in the Student Handbook for comprehensive information.

# REGULATIONS

## Family Educational Rights and Privacy Act (FERPA)

Carrington complies with the Family Educational Rights and Privacy Act of 1974, as amended. The Act protects the privacy of students' education records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading information through informal and formal hearings.

Carrington's policy on releasing student-related information explains school procedures for complying with the Act's provisions. Copies of the policy are distributed annually, are available in the student handbook, and may be requested from campus administration.

## Nondiscrimination Policy

Carrington College is an educational institution that admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services, and opportunities generally available. Carrington College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Students seeking additional information about this policy or assistance with accommodation requests during the admission process or after enrollment can contact Student Affairs.

### Leigha Bentz

Manager, Student Affairs

415 635 2862

[ADA@carrington.edu](mailto:ADA@carrington.edu)

Students should refer to the Disability Accommodations in Academic Programs and General Information sections in the student handbook for comprehensive information.

## Title IX Compliance

Carrington College's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. The Title IX Coordinator's contact information is listed below; questions about the application of Title IX and the school's compliance with it should be directed to this individual. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in this catalog.

The Manager, Student Affairs serves as Carrington College's Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.

### Leigha Bentz

Manager, Student Affairs

Title IX Coordinator

415 635 2862

[studentaffairs@carrington.edu](mailto:studentaffairs@carrington.edu)

## Background Checks

Students may be required to undergo a criminal background check when required by the state in which they attend school and/or when required by a Carrington clinical affiliate where the student is training.

# REGULATIONS

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to background checks. Registration for select Carrington College programs is dependent on successful completion of a background check, because individuals convicted of a crime may be unable to obtain certification, licensure or employment. Similarly, participation in externships and clinical experience may require successful completion of a background check.

Registration for select Carrington College programs is dependent on successful completion of a background check because individuals convicted of a crime may be unable to obtain certification, licensure, or employment. Similarly, participation in externships and clinical experience may require the successful completion of a background check.

Students who falsify background information may be withdrawn from their program by the College. These students, as well as those not permitted to register due to unfavorable background-check results, are entitled to tuition refunds as determined by the Cancellation and Refund Policy on page 254.

## Student Health Insurance

Students may be required by clinical sites to provide proof of health insurance coverage for the duration of clinical assignments.

## Commitment to Drug-Free Schools

Carrington complies with the Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on school property. Anyone in violation of state, federal, or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. The College is committed to providing a productive and safe learning environment for all students.

In accordance with this goal, the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, breath, and/or urine samples upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any) and any representative or agent of a clinic, laboratory, and/or hospital involved in sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers, and appropriate governmental agencies. Refusal to comply with an investigation or a positive test result may be grounds for disciplinary action, which may result in dismissal.

Some Carrington College programs require students to undergo a preadmission drug screen urinalysis. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months. Candidates whose test comes back positive for prescription medications may present to the screening agency a copy of the prescription to ensure that findings are consistent with the prescribed dosage. In such cases, applicants may pursue admission.

In addition, Carrington College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct or because of drug screen requirements of Carrington's clinical affiliates.

## Student Health Information

Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections (see program requirements for immunization specifications). Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum and are required to always take standard precautions to minimize the risk of exposure to communicable diseases such as hepatitis, tuberculosis, and HIV/AIDS. Students are responsible for all costs associated with health screenings and immunizations.

# REGULATIONS

In addition, certain courses require students to routinely perform diagnostic tests and practice clinical skills on one another. When such classroom practices are a required part of the curriculum, students are required to participate in the activities in order to graduate from the program.

## Campus Safety and Security

Carrington complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year. Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school.

The security of all school members is a priority. Each year Carrington publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes, and support services for victims of sexual assault. This report is available at each campus. For comprehensive information, please see the section titled Commitment to a Safe and Clean Environment in the Student handbook.

Students with ideas, concerns, or suggestions for improved safety are encouraged to share them, without fear of reprisal, with a faculty member or bring them to the attention of the Campus Academic Dean. Carrington strives to provide a safe and healthy school environment. Students who have medical conditions that would prevent them from engaging in course activities such as working with radiography or certain chemicals should contact the accommodation coordinator at [ADA@Carrington.edu](mailto:ADA@Carrington.edu)

## Graduation Rates

Carrington complies with the Student Right to Know Act and annually reports the graduation rate of its certificate and degree-seeking full-time students who have graduated by the end of the 12-month period ending August 31, during which 150 percent of the normal time for graduation from their program has elapsed. This information is available from the Carrington enrollment services or the Carrington website found at [Carrington.edu](http://Carrington.edu).

## Media Release

By signing the Enrollment Agreement, all students give Carrington the absolute right and permission to use photographic portraits, pictures, or video of them in character or form, for advertising, art trade, or any other lawful purpose whatsoever.

## Plagiarism Prevention

As part of our commitment to academic integrity, Carrington subscribes to an online plagiarism prevention system. Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

## Social Media Policy

The social media sites represented on the Carrington College home page (Facebook, Instagram, YouTube, Twitter, etc.) are produced and maintained by Carrington College. Links to content or other internet sites should not be construed as an endorsement of the organizations, entities, views, or content contained therein. Carrington College is not responsible for the content of those external websites.

While Carrington College does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights, or privacy laws, off-topic, commercial or promotion of organizations or programs not related to or affiliated with the college or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Carrington College's social media sites.



# REGULATIONS

By submitting content to any of Carrington College's social media sites, users understand and acknowledge that this information is available to the public and that Carrington College may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Carrington College. Users who do not wish to have the information they have made available via these sites used, published, copied, and/or reprinted should not post on the social media sites.

## Disciplinary Action

Students who breach school rules or conduct standards are referred to the appropriate academic administrator, who will investigate the facts surrounding the situation. Disciplinary action varies by violation and may be appealed. Details about disciplinary action are covered in the Code of Conduct section of the Student Handbook.

## Increasing Course Load to Reduce Program Length

Due to the accelerated nature of Carrington programs, exceeding the recommended number of courses taken per term is not permitted. In rare instances and with documentation of hardship, the Campus Director may authorize a student to increase his or her course load by no more than two courses. The total reduction of program length can never exceed six weeks. Students should be aware that changes in program length may affect financial aid awards.

## Academic Freedom Policy

Educational institutions exist to transmit knowledge, contribute to the development of students, and advance the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. The faculty at Carrington College recognizes the special responsibilities placed on them. To this end, they devote their energy to developing and improving their teaching and professional competence with a commitment to intellectual honesty. In the exchange of criticism and ideas, they show due respect for the opinions of others.

The faculty of Carrington College, above all, seeks to be effective teachers. Although they observe the stated regulations of the institution and design their lectures, labs, and other class presentation to conform to institutionally approved curricula, they are given flexibility in presenting the subject matter of their course in a manner that will challenge and maintain the interest of the students. In the spirit of academic freedom, they always maintain the right, without fear of retribution or reprisal, to question and seek changes to improve the quality of education.

## Complaint and Grievance Procedures

For comprehensive information regarding academic grade appeals, please see the section titled Grade Appeals in the Student Handbook. Academic complaints should first be addressed to the faculty. Academic problems remaining unresolved should start with the Program Director or Dean of Nursing. If the student is not satisfied with these efforts, the student may pursue a formal review by submitting a formal complaint. Non-academic complaints should also follow the student complaint procedures listed below. For comprehensive information regarding the formal complaint process, please see the section titled Complaint and Grievance Procedures in the student handbook.

1. Submit a signed, written complaint to the Campus Director or the Campus Director's designee, who will serve as the impartial representative of the institution, describing the basis of the complaint in sufficient detail to allow the Campus Director or designee to begin an investigation.
2. The Campus Director or designee will confirm completion of the investigation with a written report mailed to the student within ten working days of receipt of the complaint.
3. If the student is not satisfied with the disposition of the complaint, the student may appeal in writing to the VP of Operations within ten working days of receipt. The appeal letter must include a copy of the written disposition and an explanation of why the student is not satisfied with that outcome.
4. The VP of Operations will review the report and the student's appeal and conduct any further investigation necessary, including requesting additional information from the student, Campus Director, or designee.

# REGULATIONS

5. The VP of Operations will provide the student a written appeal finding, which will be sent within ten working days of receipt of the appeal letter. This written decision is the final disposition of the complaint.

Students will not be subject to adverse action as a result of filing a complaint or initiating the grievance process.

Students not satisfied with the final disposition of the grievance may contact the Manager, Student Affairs at [studentaffairs@carrington.edu](mailto:studentaffairs@carrington.edu) (who serves as an impartial Carrington representative), the state licensing authority, the College's accreditor, the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 331 J Street, Suite 200, Sacramento, CA 95814, 415 506 0234 or the state attorney general. A complete listing of contact information for state licensing authorities and the state attorney general offices is located at <https://carrington.edu/student-consumer-info/>.

For information on procedures for filing grievances with institutional and regulatory agencies, please refer to pages 16-20 of this catalog.

A student or any member of the public within California may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site <http://www.bppe.ca.gov>.

New Mexico residents- State rule provides a requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution in accordance with the institution's complaint or grievance policy. A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the Department in writing on the form provided at <http://www.hed.state.nm.us/institutions/complaints.aspx>. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.

Contact information.

New Mexico Higher Education Department Private Postsecondary Schools Division 2044  
Galisteo St. Suite 4  
Santa Fe, NM 87505 505-476-8400

New Mexico Massage Therapy

Complaints concerning the registered massage therapy school, instructor(s), or other student(s) should first be addressed through the College's Grievance Procedure. If the College does not resolve the complaint adequately, or in extreme circumstances, a complaint may be brought before the board in accordance with 16.7.14.8 NMAC.

Students who wish to contact the Massage Therapy Board of New Mexico can complete a complaint form online at: [http://www.rld.state.nm.us/boards/Massage\\_Therapy\\_Forms\\_and\\_Applications.aspx](http://www.rld.state.nm.us/boards/Massage_Therapy_Forms_and_Applications.aspx)

Mail completed form to:

BOARDS AND COMMISSIONS DIVISION  
New Mexico Regulation and Licensing Department  
Toney Anaya Building  
2550 Cerrillos Road  
Santa Fe, New Mexico 87505  
Information (505) 476-4500  
Direct (505) 476 -4600  
Fax (505) 476-4665  
[www.RLD.state.nm.us](http://www.RLD.state.nm.us)

# REGULATIONS

## Licensure and Certification

Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

*Note: For Washington residents-nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or complaint <mailto:workforce@wtb.wa.gov>.*

# ADMINISTRATION & FACULTY

The following pages list Carrington College's administration and faculty by campus

## Albuquerque

### Administration

**Molly Ashcraft, RN**

Assistant Dean of Nursing, Practical Nursing  
DNP, Chamberlain University

**Dena Garcia**

Campus Director  
MEd, Grand Canyon University

**Karen Fuss-Sommer, RN**

Dean of Nursing  
DNP, Chamberlain University

**Bonnie Nolen**

Medical Assisting Program Director  
AS, Pima Medical Institute

**Huyen Phan, RN**

Assistant Dean of Nursing  
DNP, Chamberlin University

**Sierra Armstrong**

Pharmacy Technology Program Director  
BS, Brigham Young University, Idaho

### Faculty

**Monique Aragon, RMA**

Certificate, Pima Medical Institute

**Francesca Ascenzi**

BS, New Mexico State University

**Candice Bethoney, RN**

MSN, Eastern New Mexico University

**Desire Boyster**

Certificate, ~~Pima~~MA Medical Institute

**Valerie Bustos, RN**

BSN, Western Governor's University

**Lauren Calvano, RN**

MS-RN, University of Arizona

**Penny L. Edwards**

MD, Belize School of Medicine

**Jennifer Ehrlich, RN**

BSN, Western Governor's University

**Stacey Goetz, RN**

BSN, Western Governor's University

**Misty Gonzales**

MSN, Grand Canyon University

**Sandra Gonzales**

BSN, University of Phoenix

**Heather Griesel**

BSN, University of Pennsylvania

**Jacinto Flores Hernandez, RN**

MSN, Aspen University

**Jason Kimble**

PhD, University of New Mexico

**Jeannine Love, RMTI**

MS, University of New England

**Billie Lund**

DNP, Chamberlain University

**Christian Mateo**

BS, Health Information Management

**Nadine Mathews**

MSN, Brookline College

**Wendy McDaniel**

MSN, Grand Canyon University

**Vanessa McKee**

BSN, George Mason University

**Sheila Nevarez**

DHA, University of Phoenix

**Pat Neis, RN**

BSN, University of Phoenix

**Susanne Nishino**

PhD, Pacific Graduate Institute

**Ashtin Putrow**

Certificate, Pima Medical Institute

**Marissa Ricci, RN**

BSN, University of New Mexico

**Shannon Rivera, RN**

MSN, Grand Canyon University

**Laura Robinson, RN**

MSN, Elmherst College

**Gustavo Rodriguez, RN**

MSN, Grand Canyon University

**Steven Sanchez, LMT**

Certificate, Carrington College

**Megan Schrotenboer, RN**

BSN, Davenport University

**Stephanie Skansgaard**

BA, University of New Mexico

**Katherine Williams, RN**

MSN, University of New Mexico

## Boise

### Administration

**Robert DeFinis**

Campus Director  
Ed.D, Argosy University

**Jonathan Bird**

Physical Therapist Assistant Program Director  
DPT, Arizona School of Health Sciences

**Kathleen Denney, CMA**

Medical Assisting Program Director  
BS, Kaplan University

**Lori James, RN**

Dean of Nursing  
DNP, American Sentinel University

**Linda Peterson, RN**

Assistant Dean of Nursing  
MHS, Boise State University

**Kelly Robbins**

Campus Academic Dean  
MA, Gonzaga University

**Rachel Watkins**

Dental Hygiene Program Director  
MPA, Keller Graduate School of Management

**Hilde Rees, RDA, CDA**

Dental Assisting Program Director  
AS, Pasadena City College

### Faculty

**Kristine Ali**

DMD, Oregon Health and Sciences  
University School of Dentistry

**Bryan L. Arroyo, OCS**

DPT, University of North Dakota

**Kristine Bailey**

MSN, Chamberlain College of Nursing

**Robyn Bailey**

MSN, Northwest Nazarene University

**Tayler Pimentel**

AS, Carrington College

**Brittany Barbour**

LMT, Career Networks Institute

**Angela Carter**

AAS, Phoenix College

**George Chen**

DMD, Loma Linda University School of Dentistry

# ADMINISTRATION & FACULTY

**McKalee Conrad**

BS, University of Southern California

**Christy Corley, RDH**

BS, Oregon Institute of Technology

**Victor Dimbi**

BSN, Aspen University

**Jenalee Elle**

AS, Apollo College

**Ashlee Farrell**

AS, Carrington College

**Andrea Garcia**

BSN, University of Manitoba, Canada

**Angela Gassin**

AS, Apollo College

**Tabitha Graham**

MSN, Western Governor's University

**Heidi Hicks**

AS, Carrington College

**SaVanna Jones**

AS, Carrington College

**Kit Katseanes**

DMD, Medical University of South Carolina College of Dental Medicine

**Denice King**

MSN-Ed, University of South Florida

**Tonya Laurance**

Certificate, Carrington College

**Janean Lewis**

DDS, Loma Linda University

**Emily McIntier**

MS,

**Rita Merrick**

BSN, Brigham Young University

**Dan Miller**

Ed.S, MK, Northwest Nazarene University

**Misty Nunes**

MSN, Boise State University

**Wanda O'Harra**

BA, George Fox University

**April Orduno**

MSN, Northwest Nazarene University

**Todd Perkins DRPH**

Capella University

**Betzi Quiroz, RN**

MSN, Gonzaga University

**Kathleen Ratcliffe**

MSN, Chamberlain College of Nursing

**Shantel Robinson**

BS, Oregon Health Sciences University

**James Ryan**

PhD, The University of Ottawa

**Susan Sanom, FNP-C**

MSN, Walden University

**Thais Scales**

Certificate, Carrington College

**Marti Seeliger**

BS, University of Bridgeport

**Amanda Sheets**

AS, Carrington College

**Regina Snyder**

BS, University of Bridgeport

**Paula St. James**

BS, Portland State University

**Amber Tempin**

AS, PTA, Carrington College

**Janell Thomson**

LMT, Rexburg College of Massage Therapy

**Kacey Thornton**

Certificate, Carrington College

**Vicki Van Hoogen**

MEdT, George Fox University

**Anna Walton**

BA, Pima Medical Institute

## Citrus Heights

### Administration

**Alan An**

*Campus Academic Dean*

MBA, Keller Graduate School of Management

**Amber Carpenter, RVT**

*Veterinary Technology Program Director*

AS, Foothill College

**Christina Ritter**

*Medical Assisting Program Director*

AS, Cosumnes River College

**Corey Velez, RDA**

*Dental Assisting Program Director*

AA, American River College

### Faculty

**Kelly Blue, RVT**

AS, Carrington College

**Gina Cascio, RDA**

AS, Carrington College

**Aurora Flanagan**

DVM, University of California, Davis

**Gina Gillombardo, RVT**

BFA, Ohio State University

**Hanaa Gurguis**

BS, Alexandria Medical School

**Katie Jodry, RVT**

AS, Yuba College

**Annette Miranda, RVT**

AS, Western Career College

**Randy Pach, RDA**

BS, DeVry University

**Amy Plog**

AS, Carrington College

**Kirsten Rockwood, CPhT**

BS, California State University, Sacramento

## Las Vegas

### Administration

**Hugh Jensen**

*Campus Director*

MBA, University of Phoenix

**Vanessa V. Hansle**

*Campus Academic Dean*

MNO, Case Western Reserve University

**Sherry Akins, RN**

*Dean of Nursing*

DNP, Walden University

**William Dent**

*Physical Therapist Assistant Program Director*

MPT, Loma Linda University

**Angela McGuire**

*Medical Assisting Program Director*

BS, DeVry University

**McKenzie Karelus**

*Director of Clinical Education,*

*Physical Therapist Assistant*

DPT, University of Nevada, Las Vegas

**Gretchen Keys, RRT**

*Respiratory Care Program Director*

MS, Grand Canyon University

**Jessica Martin, RRT, RCP**

*Director of Clinical Education, Respiratory Care*

BS, Grand Canyon University

# ADMINISTRATION & FACULTY

## Faculty

### Amy Anderson

Certificate, Concorde Career College

### Steven Barrack

DC, Cleveland Chiropractic College

### Elyse Baugh

Certificate, Carrington College

### Kandi Betts

MSN, University of South Alabama

### Jan Figueroa

Certificate, Academy of Health Sciences

### Kara Geremia

MS, Wright State University

### Charles Graham

BA, University of Nevada

### Samantha Lafata, RRT

BS, Grand Canyon University

### Edwin Lopez

AA, Carrington College

### Erica Miller

Newbridge College

### April Nopper, RRT-NPS

AS, Berkshire Community College

### Ashish Patel

DPT, University of Nevada, Las Vegas

### Kris Raines

DPT, University of Nevada - Las Vegas

### Sean Reilly

DPT, University of Nevada - Las Vegas

### Jacquelyn Relajo, RRT, RCP

AS, Carrington College

### Michael Smith

BS, Temple University

### Jennifer Thomas

AAS, University of Alaska

### Saliha Younis

Dental Assisting-Clinical Certificate - College of Southern Nevada

## Online Faculty

### Adelle Cerretta

PhD, University of Nevada - Reno

### Diane Cordero

Master of Public Administration, Keller University

### Victor Cornell

MA, Arizona State University

### Nicole Dionisio

PhD, Walden University

### Charles Drinnon

MFA, National University

### Abby Godfrey

JD, Widener University

### John Kuminecz

MA, University of Southern California

### Elizabeth Long

EdD, Argosy University

### Kenneth Newton

MA, Illinois State University

### John Perrin

PhD, University of Nevada – Reno

### Taras Tiutiunnyk

MA, National University (California)

## Mesa

### Administration

### Brenda Chavez

*Dental Hygiene Program Director*  
MHPE, Midwestern University

### Micha Goudeau

*Academic Coach*  
MBA, University of Phoenix

### Elizabeth Lakefield

*Clinical Manager, Dental Hygiene*  
AS, Carrington College

### Julie Lewis

*Medical Assisting Program Director*  
AS, DeVry University

### Amy Norton

*Physical Therapy Assistant Program Director*  
DPT, Northwestern University

### Joseph Sudimack IV

*Campus Academic Dean*  
MS, Rocky Mountain University of Health Professions

### Antonio Thompson

*Campus Director*  
MPM, Keller Graduate School of Management

### Leslie Westberg

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AS, Carrington College

**Marie Leodore, RT**

*Radiography Program Director*  
MS, NJ University of Medicine and Dentistry

**Tammy Young**

*Medical Billing and Coding Program Director*  
BS, DeVry University

## Faculty

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AS, Carrington College

**Ashley Bowie, RT**

BSHS, Southern New Hampshire University

**Michelle Hays**

CCMA (NHA)

**Carla Hibbs**

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**Elizabeth Isom, CMA (AAMA)**

AS, Carrington College

**Tony Lopez, RT**

MED, Washington State University

**Kerri Morris, RDA**

AA, Spokane Community College

**Pamela Payne**

AS, Carrington College

**Stephanie Roberts**

BA, University of Northern Colorado

**Nadrah Strong, CMA**

AS, Columbia Basin University

**Colleen Young, LMT**

AS, Wellspring School of Allied Health

## Stockton

### Administration

**Alan Yanda**

*Campus Director*  
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**Danelle Lopez**

*Medical Assisting Program Director*  
AS, Carrington College

**Caroline Millunzi**

*Dental Assisting Program Director*  
AS, San Joaquin Delta College

**Breanne Hartenstein**

*Veterinary Technology Program Director*  
AS, Carrington College

**Houa Saly**

*Medical Administrative Assistant &  
Medical Billing and Coding Program Director*  
BS, Kaplan University

**Marilyn Sohm**

*Campus Academic Dean*  
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## Faculty

**Amy Abel**

AS, Carrington College

**Corrina Bailey**

CCMA, Andon College

**Anthony Douglas**

AS, Carrington College

**Melissa Edwards**

PTCB Certificate

**Samehesha Howell**

Certificate, Carrington College

**Freesia Vargas**

AA, Delta College

**Kim Mejias, RVT**

AA, Modesto Junior College

**Anthony Miller**

Certificate, Kaplan University

**Sarah Messner**

Certificate, Andon College

**Michael Parks**

Certificate, Carrington College

**Jennifer Scanavino**

DVM, Oklahoma State University

## Tucson

### Administration

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**Melinda Arias, RN**

*Dean of Nursing*  
MSM-Ed, Grand Canyon University

**Dee Bench**

*Academic Coach*  
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## Faculty

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MSN,

**Amber Carpe**

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**Carmela Castro, RN**

MSN-Ed, University of Phoenix

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Certificate, Camden County Community College

**Kristina Encinas**

Certificate, Carrington College

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Certification, Academy of Professional Coders

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**Janice Green, RN**

MSN, Grand Canyon University

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**Jennifer Hamilton**

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**Angela Hudson, RN**

BSN, Capella University

**Alana O'Neal, RN**

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**Donna Rhyner, RN**

BS, University of Arizona

**Lillian Simental**

BSN, Grand Canyon University

**Jayne Stephens, RN**

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**Jodi Swena, RN**

MSN, Northern Arizona University

**Raquel Trotter, RN**

BSN,

**Judith Weimer, RN**

DNP, Frontier Nursing University

# SUPPLEMENTAL INFORMATION

## Volume VII Supplemental Information

Since the release of the Carrington College 2021-2022 Academic Catalog, the following significant changes have been implemented and are incorporated into this publication. **Entries in red indicate changes since the last volume.**

Volume Number	Pages on Which Change(s) Appear	Change/Update
VI.I	3	Updated the number of campuses and learning centers
VII.I	6	Added Institutional Learning Outcomes
VII.I	14	Updated the contact information for the program/institution for the Physical Therapist Assistant program
VII.I	14	Updated the programmatic accreditation statement for the Medical Assisting certificate program to exclude the Sacramento online and Spokane online program versions
VII.I	14, 19, 266	Updated the mailing address of the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC)
VII.I	23	Updated Governing Board members
VII.I	28, 33, 39, 47, 54, 57, 63, 66, 69, 77, 81, 89, 95, 98, 102, 107, 109, 114, 122, 127, 136, 142, 145, 145	Replaced Program Student Learning Outcomes, Student Learning Outcomes, and Program Outcomes with Program Learning Outcomes
VII.I	3, 99, 123	Updated the TEAS entrance score to 58% for the Associate Degree in Nursing, Nursing Bridge and LVN to ADN programs
VII.I	32	Updated the Criminal Justice: Corrections program with the new enrollment statement
VII.I	38, 80, 88, 101, 144	Removed the Citrus Heights from the list of programs being offered to new students
VII.I	39, 40, 81, 82, 89, 90, 102, 103, 145	Citrus Heights campus with the new enrollment statement
VII.I	41, 84, 92, 104, 138, 149	Updated the online Dental Assisting, Medical Assisting, Medical Billing and Coding, Pharmacy Technology, Surgical Technology, and Vocational Nursing degree completer programs with the new enrollment statement
VII.I	50	Removed Statement of Interest as an admission requirement for the Dental Hygiene program
VII.I	60	Updated the Health Studies certificate entrance and general education requirements
VII.I	80	Updated the national exam eligibility testing for the Certified Medical Assistant (CMA) to exclude the Spokane online program
VII.I	83	Updated the campuses offering the Medical Assisting online program version to include Spokane
VII.I	94	Medical Radiography program with the new enrollment statement
VII.I	110	Removed Letters of Recommendation as an admission requirement for the Physical Therapist Assistant program
VII.I	126	Corrected the length of the Respiratory Care program

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Volume Number	Pages on Which Change(s) Appear	Change/Update
VII.I	133	Removed Letters of Recommendation as a required document for the selection criteria for the Respiratory Care program
VII.I	139	Removed fingerprint requirement from the Surgical Technology admission requirements
VII.I	152	Removed progression requirements for Vocational Nursing Science Emphasis program
VII.I	157	Updated the prerequisite for BIO 14
VII.I	157, 178	Corrected credit hours in the APMT1.H and MAO102 course descriptions
VII.I	212	Removed the start dates for Criminal Justice: Corrections
VII.I	213	Corrected the campuses offering the Physical Therapist Assistant program to remove Albuquerque and replace with Mesa
VII.I	213	Corrected the Phoenix Associate Degree in Nursing start/term date
VII.I	214	Updated the San Jose Vocational Nursing Certificate start dates
VII.I	219	Added “for Nevada Students” and “for Oregon Students” under the Conditional Enrollment section for immunization requirements
VII.I	222	Updated additional requirements for applicants with foreign credentials
VII.I	226	Updated grading scale to include INC as an Incomplete grade
VII.I	226	Clarified language regarding Incomplete grades
VII.I	227	Updated Honors and Awards to reflect GPA recognition and designation
VII.I	227	Updated Audit Policy to remove hours are not used in continuous enrollment
VII.I	235	Updated Leave of Absence policies
VII.I	240	Update the STRF NOTE
VII.I	241	Updated tuition for all programs offered in Arizona to remove STRF fee
VII.I	242	Updated tuition for all programs offered in California with increased STRF fee
VII.I	244	Updated potential additional costs for California with increased STRF fee
VII.I	247	Updated tuition for the Medical Assisting online for Washington
VII.I	254	Updated Carrington Refund Policy
VII.I	258	Washington State Refund table was moved to the correct section
VII.I	268	Updated colleagues in the Campus Administration and Faculty section