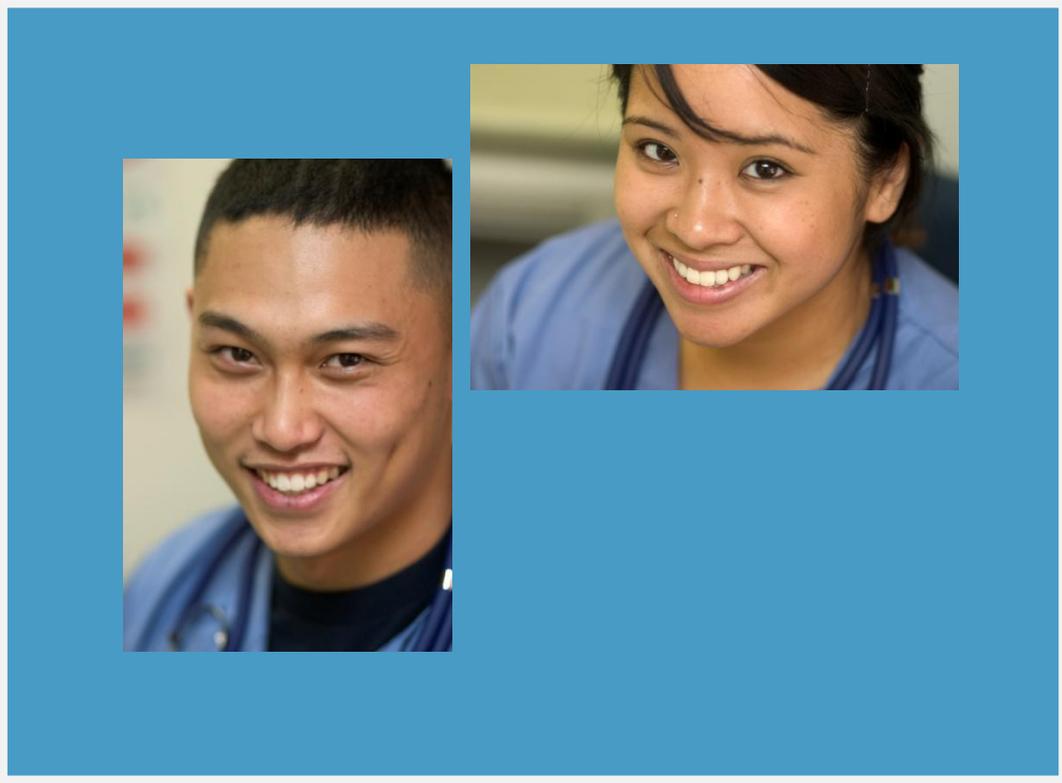




Bay Area Medical Academy



Learn the science of success!

Bay Area Medical Academy

SAN FRANCISCO MAIN CAMPUS

1 Hallidie Plaza, Suite 406

San Francisco, CA 94102

Tel: (415) 217-0077

Emergency: (415) 710-0458

Fax: (415) 358-5997

2011 - 2012 CATALOG

www.bamasf.com



Bay Area
Medical Academy

Publishing date August 1, 2012

Copyright © 2012 by Bay Area Medical Academy, Inc., San Francisco, California

Effective September 1, 2012 through December 31, 2012

Additional classroom location at 84 West Santa Clara Street, Suite 400, San Jose California

MESSAGE FROM THE ACADEMY DIRECTOR

Welcome to Bay Area Medical Academy (BAMA). And, congratulations on taking the first step toward a new highly rewarding career in the medical field!

Whether you are looking for a career change or you have decided that a medical career will be your life's first calling, BAMA is here to help prepare you for a successful start. By attending BAMA you are now in the process of changing your life. Education is the most important ingredient in achieving that change.

Launching Bay Area Medical Academy changed my life, and the life I was able to offer for my kids. It has been the most fulfilling experience and continues to provide challenges and rewards for me every day. It has changed the lives of many of our employees and continues to do that for nearly 400 students every year.

An independent, private, women-owned and operated school, Bay Area Medical Academy strives to serve the needs of its community while fully embracing diversity.

BAMA is special and you will see that walking through our doors. We care about quality education. We care about you - the student. We are professional but we want to be your "family". From the first day, you will see this evidenced in our interest in you. We find out what your real motivation and goals are and we try to fulfill them. We will also challenge you because challenges are opportunities that help you grow.

We are excited and honored that you have chosen BAMA, our staff and faculty to help you turn your dreams into reality. We look forward to helping you find the strength and abilities, which we are certain you have, to meet and conquer the opportunities awaiting you.

Thank you for choosing BAMA. I look forward to seeing you in our classrooms and halls where you will:

"Learn the Science of Success."



Simonida Cvejic,
Academy Director/CEO

08/01/2012

Date

TABLE OF CONTENTS

<p>BAY AREA MEDICAL ACADEMY 1</p> <p>MISSION STATEMENT 1</p> <p>GOALS AND OBJECTIVES 1</p> <p>EDUCATIONAL PHILOSOPHY 1</p> <p>HISTORY 1</p> <p>SCHOOL FACILITY 1</p> <p>LEARNING RESOURCE CENTER 2</p> <p>BUSINESS OFFICE HOURS 2</p> <p>STATEMENT OF OWNERSHIP 3</p> <p>APPROVALS & MEMBERSHIPS 3</p> <p>CATALOG DISCLOSURE 3</p> <p>BANKRUPTCY DISCLOSURE 3</p> <p>ADMISSION POLICIES & STANDARDS 4</p> <p>HOW TO APPLY 4</p> <p>ADMISSION REQUIREMENTS 4</p> <p>ENGLISH PROFICIENCY 5</p> <p>CLINICAL EXTERNSHIP/PLACEMENT REQUIREMENTS 5</p> <p style="padding-left: 20px;">Immunizations 5</p> <p style="padding-left: 20px;">Criminal Background Check 5</p> <p>STUDENTS WITH A CRIMINAL RECORD 7</p> <p>COURSE WORK TAKEN AT FOREIGN INSTITUTIONS 7</p> <p>ADD/DROP PERIOD 8</p> <p>VISA SERVICES 8</p> <p>ACADEMIC POLICIES 8</p> <p>ATTENDANCE 8</p> <p style="padding-left: 20px;">Attendance Policy 8</p> <p style="padding-left: 20px;">Tardiness Policy 8</p> <p style="padding-left: 20px;">Clinical/Skills Lab Absences 9</p> <p style="padding-left: 20px;">No Call/No Show-Clinical or Lab 9</p> <p>CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE 9</p> <p>PREVIOUS EDUCATION CREDIT POLICY 9</p> <p>RESIDENCY REQUIREMENT 10</p> <p>PREVIOUS WORK EXPERIENCE CREDIT POLICY 10</p> <p>MILITARY TRAINING 10</p> <p>NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS</p> <p style="padding-left: 20px;">EARNED AT OUR INSTITUTION 10</p> <p style="padding-left: 20px;">TRANSFER OR ARTICULATION AGREEMENTS 10</p> <p>PROGRAM/COURSE TRANSFERS 10</p> <p>CHANGES TO PROGRAMS, SCHEDULES, ETC. 11</p> <p>ACADEMIC YEAR & CLOCK HOUR DEFINITION 11</p> <p>PROGRAM TITLES 11</p> <p>GRADING FOR ALL PROGRAMS 11</p> <p>GRADUATION REQUIREMENTS 11</p> <p>SATISFACTORY ACADEMIC PROGRESS POLICY 12</p> <p>REQUIRED GRADE POINT AVERAGE (QUALITATIVE) 13</p> <p>REQUIRED TIME FRAME (QUANTITATIVE) 13</p> <p>SATISFACTORY ACADEMIC PROGRESS POLICIES 13</p> <p style="padding-left: 20px;">Satisfactory Academic Progress Policies 13</p> <p style="padding-left: 20px;">SAP Warning Policy 13</p> <p style="padding-left: 20px;">Appeal Policy 13</p> <p style="padding-left: 20px;">Academic Probation 14</p> <p style="padding-left: 20px;">Course Repeats 15</p> <p style="padding-left: 20px;">Course Withdrawal 15</p> <p style="padding-left: 20px;">Course Failures 15</p> <p style="padding-left: 20px;">Pass/Fail Courses 16</p> <p style="padding-left: 20px;">Remedial Courses 16</p> <p style="padding-left: 20px;">Re-Admission 16</p> <p style="padding-left: 20px;">Leave of Absence 16</p> <p>STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS 17</p> <p>INCREMENTAL ASSESSMENT 17</p>	<p>ADDITIONAL SAFETY CONSIDERATIONS FOR MEDICAL ASSISTING & PHLEBOTOMY STUDENTS (Invasive procedures) 17</p> <p>TEST OUT MODULE 17</p> <p>TERMINATION/DISMISSAL PROCEDURES 18</p> <p>STUDENT APPEALS POLICY 18</p> <p style="padding-left: 20px;">Assignment/Test Grades 18</p> <p style="padding-left: 20px;">Final Module Grades 18</p> <p style="padding-left: 20px;">Attendance Violations 18</p> <p>LEAVE OF ABSENCE (LOA) POLICY 19</p> <p>MAXIMUM CLASS SIZE 19</p> <p>RULES AND REGULATIONS 19</p> <p style="padding-left: 20px;">DRESS CODE & APPEARANCE STANDARD POLICY 19</p> <p style="padding-left: 20px;">USE OF CELLULAR PHONES 20</p> <p style="padding-left: 20px;">STUDENT CONDUCT 20</p> <p style="padding-left: 20px;">ACADEMIC INTEGRITY 20</p> <p style="padding-left: 20px;">ALCOHOL AND SUBSTANCE ABUSE STATEMENT 21</p> <p style="padding-left: 20px;">SEXUAL HARASSMENT 21</p> <p style="padding-left: 20px;">WEAPONS POLICY 21</p> <p style="padding-left: 20px;">CLOTHING AND PERSONAL PROPERTY 21</p> <p style="padding-left: 20px;">CONDUCT PROBATION/SUSPENSION 21</p> <p style="padding-left: 20px;">STATEMENT OF NON-DISCRIMINATION 22</p> <p style="padding-left: 20px;">STUDENT COMPLAINT/GRIEVANCE PROCEDURE 22</p> <p style="padding-left: 20px;">POLICY AND PROGRAM CHANGES 23</p> <p style="padding-left: 20px;">COPYRIGHT INFRINGEMENT POLICY 23</p> <p style="padding-left: 20px;">COMPUTER USE POLICY 24</p> <p>FINANCIAL INFORMATION 24</p> <p style="padding-left: 20px;">TUITION AND FEES 24</p> <p style="padding-left: 20px;">ADDITIONAL FEES AND EXPENSES 24</p> <p style="padding-left: 20px;">STUDENT TUITION RECOVERY FUND (STRF) 24</p> <p style="padding-left: 20px;">CANCELLATION AND WITHDRAWAL POLICIES 25</p> <p style="padding-left: 20px;">REFUND POLICY 26</p> <p style="padding-left: 40px;">Student's Right to Cancel 26</p> <p style="padding-left: 40px;">Withdrawal from Program 27</p> <p style="padding-left: 20px;">FINANCIAL AID 27</p> <p style="padding-left: 20px;">PAYMENT PLAN 27</p> <p style="padding-left: 20px;">RIGHT TO WITHHOLD CERTIFICATION 27</p> <p style="padding-left: 20px;">ASSUMPTION OF RISK 27</p> <p style="padding-left: 20px;">RETURNED CHECKS AND REPLACEMENT CERTIFICATES 28</p> <p>STUDENT SERVICES 28</p> <p style="padding-left: 20px;">DISCLAIMER OF EMPLOYMENT GUARANTEE 28</p> <p style="padding-left: 20px;">GRADUATE PLACEMENT ASSISTANCE 28</p> <p style="padding-left: 20px;">SPECIAL LECTURES 28</p> <p style="padding-left: 20px;">TUTORING 28</p> <p style="padding-left: 20px;">ADVISING 29</p> <p style="padding-left: 20px;">HOUSING 29</p> <p style="padding-left: 20px;">DISABILITY SERVICES 29</p> <p style="padding-left: 20px;">GRADUATION 29</p> <p style="padding-left: 20px;">SPECIAL RECOGNITION AWARDS 29</p> <p style="padding-left: 20px;">VOTER REGISTRATION 29</p> <p>STUDENT RECORDS & INFORMATION DISCLOSURES 30</p> <p style="padding-left: 20px;">FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT 30</p> <p style="padding-left: 20px;">RETENTION OF RECORDS 31</p> <p>EDUCATIONAL PROGRAMS and CEU Courses 31</p> <p style="padding-left: 20px;">MEDICAL ASSISTANT PROGRAM WITH PHLEBOTOMY 31</p> <p style="padding-left: 20px;">PHLEBOTOMY TECHNICIAN (CPT1) 33</p> <p style="padding-left: 20px;">ECG/EKG TECHNICIAN 34</p> <p style="padding-left: 20px;">AHA Healthcare Provider CPR - BLS 35</p> <p>APPENDIX A: School Governing Body, Administrators & Faculty 36</p> <p>APPENDIX B: Academic Calendar 37</p>
--	--

This Catalog is the official resource for all requirements and regulations of Bay Area Medical Academy, Inc (“BAMA”, “the Academy”). Students enrolled are held to all of the following, and enrollment constitutes an agreement by the student to abide by these requirements and policies. Failure to read this catalog does not excuse the student from compliance. Bay Area Medical Academy reserves the right to change any portion of this catalog at any time without notice, and to withdraw a student for cause at any time.

This catalog is the property of BAMA & the photos contained within are general representations of the facility, students, and faculty. All service marks, trademarks, or company names are the property of their respective companies. ©2011

This page is intentionally left blank.

BAY AREA MEDICAL ACADEMY

MISSION STATEMENT

The mission of Bay Area Medical Academy is to provide job-oriented training to adult students in high-growth, high-demand specialized areas of the health care field, thereby fulfilling the needs of the medical facilities in the Bay Area while preparing individuals from different socio-economic, cultural and educational backgrounds for successful long-term careers in the field. Therefore, Bay Area Medical Academy seeks to admit students who demonstrate the potential needed to indicate a reasonable probability of successfully completing the program.

Bay Area Medical Academy is committed to serving its students and the medical community through excellent academic instruction and skills training utilizing both traditional and innovative means while maintaining a student-centered philosophy and understanding the diversity of individuals.

GOALS AND OBJECTIVES

In order to ensure continued fulfillment of its mission, the Academy has established the following goals:

1. The Academy will continually evaluate and update all educational programs and will upgrade its facilities with training equipment currently used in the medical community.
2. The Academy will seek out qualified faculty with professional experience in the vocations they teach who will stimulate eagerness for learning in the students.
3. The Academy will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, government and private non-profit employment development agencies, other educational institutions, and medical professionals.
4. The Academy will maintain a strong link to the community it serves by communicating regularly with community and health care industry leaders, continually assessing the current job requirements, and routinely obtaining input from employers on its academic programs and graduate job performance. By achieving this goal, the Academy, the students, the community and all citizens of the region will be better prepared for the technological and socio-economic changes that will occur.

EDUCATIONAL PHILOSOPHY

The Medical Assisting with Phlebotomy Program offered at Bay Area Medical Academy emphasize hands-on-training, are relevant to employer's needs, and focus on areas that offer strong long-term employment opportunities. Students use modern equipment and facilities similar to the kind they can expect to find on the job. The program curricula are sound in concept and the faculty is highly trained and experienced in the vocations that they teach.

HISTORY

Bay Area Medical Academy, Inc. is a private postsecondary school that was formed in 2005 through acquisition of Phlebotomy Unlimited, a school licensed through the California Department of Health Services – Laboratory Field Services to teach phlebotomy classes. Since then, the Academy has flourished with a qualified and dedicated faculty and policy-making school board. The school relocated to its current main-campus location in downtown San Francisco in 2007. New classroom space and several new training programs were added including Medical Assistant.

SCHOOL FACILITY

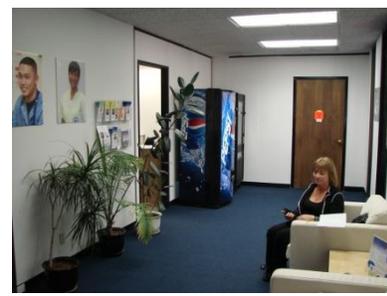
The main campus is centrally located in downtown San Francisco, at One Hallidie Plaza, on the corner of Market and 5th Street. Classes are taught in Suite 406, 407 & 610,



Picture 1 – San Francisco Classroom 406



Picture 2 - The View from San Francisco Campus



Picture 3 - The Lounge San Francisco Campus

Bay Area Medical Academy’s main campus occupies approximately 4,700 square feet of classroom space and offices on two floors (4th and 6th floor of the building) specifically designed for training students in the health care field. There are three separate classrooms. The largest classroom has a capacity of 35 students/guests and features a medical office set-up along one wall. A second classroom on the same floor is used as a computer lab and can accommodate 15 students. The third classroom is located on the 6th floor of the building and can accommodate 18 students. This classroom features acute care/nursing home set-up with several hospital beds and additional EKG exam table. There is also a laboratory storage room, a small kitchenette and a student lounge. All rooms are wheelchair accessible. The modern classrooms are carpeted, air-conditioned and well-lit. The laboratory storage room & the kitchenette have tile flooring, which facilitates cleaning. The facilities and the equipment used comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. Restrooms are available on each floor and are located in the main hallway near the elevators.

In addition to providing training at our main campus in San Francisco, we also teach classes in our San Jose Branch Campus at 84 W Santa Clara Street, Suite 400.

Bay Area Medical Academy offers the following career training and certification programs at the San Francisco main and San Jose Branch Campus:

- Medical Assisting with Phlebotomy
- CEU Courses:
 - ❖ ECG/EKG Technician
 - ❖ Phlebotomy Technician
 - ❖ AHA Healthcare Provider CPR-BLS

LEARNING RESOURCE CENTER

Library resources are available for use including video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus through the Student Resource Center. Students can check-out materials and then read and review them in the student lounge and the computer/study lab. Students may access the on-campus library Monday through Friday 9:00 am to 5:00 pm. There is a check-in/check-out system for removing resources from the library.

BUSINESS OFFICE HOURS (San Francisco Main Campus Only)

The business office is open Monday – Friday, 9am to 6pm, and Saturday - Sunday 12 noon to 4pm. In addition, the business office will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. Other holidays may be declared at the discretion of the CEO/Academy Director.

STATEMENT OF OWNERSHIP

The Academy is owned and controlled by Bay Area Medical Academy, Inc., One Hallidie Plaza, Suite 406, San Francisco, CA 94102. The Chief Executive Officer of the Academy is Simonida Cvejic.

APPROVALS AND MEMBERSHIPS

Bay Area Medical Academy is a private postsecondary school and is an active member or approved by:

- American Heart Association (AHA)
- Bay Area Workforce Investment Board
- Bureau for Private Postsecondary Education (BPPE)
- Department of Labor (DOL)
- Department of Rehabilitation (DOR)
- EASTBAY Works, Alameda and Contra Costa County, California
- Employment Development Department (ETPL listing)
- Human Service Agency (HSA) – CalWorks & PAES programs
- National Center for Competency Testing (NCCT)
- National Healthcare Association (NHA)
- Office of Economic and Workforce Development, San Francisco, California
- One Stop, San Francisco, California
- PeninsulaWorks, San Mateo, California
- work2future, San Jose, California

The Medical Assisting (MA) Program, the EKG module of the MA Program, and the Phlebotomy module of the MA Program are approved for National Certification through the National Center for Competency Testing, 7007 College Blvd., Suite 705 Overland Park, KS 66211. Tel: (800) 875-4404. The Phlebotomy module of the MA program is approved for licensing by the State of California, Department of Public Health - Laboratory Field Services Division, 320 W. 4th Street, Suite 890, Los Angeles, CA 90013.

Graduates of the Medical Assisting Program who become employed are qualified to sit for certification by the California Certifying Board for Medical Technicians (CCBMA).

Bay Area Medical Academy is a private institution, which is approved to operate by the Bureau for Private Postsecondary Education.

CATALOG DISCLOSURE

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll free telephone number: (888) 370-7589 or by fax: (916) 263-1897.

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

BANKRUPTCY DISCLOSURE

Bay Area Medical Academy has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

ADMISSION POLICIES AND STANDARDS

HOW TO APPLY

Prospective students are encouraged to apply for admission as soon as possible in order to be officially accepted for a specific program and start dates.

Students interested in applying for admission should come to the San Francisco Main Campus in person, mail/fax/e-mail the Academy, or visit our website at www.bamasf.com.

It is required that an Admissions Representative conduct an initial interview and tour of the Academy with the prospective student. Parents and spouses are welcome to accompany them. On this visit, applicants and their families will have an opportunity to see the school facilities, meet the staff and faculty, and ask questions relating to the program and their career objectives prior to enrolling.

ADMISSIONS REQUIREMENTS

Bay Area Medical Academy enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at the Academy. Bay Area Medical Academy, has established the following admissions requirements, upon which it evaluates all applicants for admission to the Academy:

To qualify for admission to Bay Area Medical Academy, an applicant must meet the following requirements:

- Be at least 18 years of age.
- Must be a US Citizen or an alien legally in the U.S. by consent of the U.S. government. Applicants must provide a copy of his/her valid U.S. Photo I.D. or Driver's License or Alien I.D. card.
- Have graduated from high school or have an Official GED. The Applicant must provide a copy of High School Transcript (demonstrating graduation from high school must be provided), or provide the original Official GED to Bay Area Medical Academy within 30 days after the student's first class begins. Applicants to the Medical Assistant with Phlebotomy Program must provide **2 copies** of official High School Transcript. **ATB** (ability-to-benefit) test cannot be accepted in place of a high school transcript. Transcripts from a foreign high school must have been **translated, evaluated and notarized** (see **"Course Work Taken at Foreign Institutions,"** below).
- Students who wish to transfer credit taken at other institutions or for previous work experience may submit required documentation for evaluation. Refer to **'CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE'** in this catalog for more information.
- Complete and submit the Applicant Information Form.
- Complete and submit the BAMA Application for Admission.
- Successfully pass the English Comprehension Exam (if applicable as determined by BAMA). Refer to **'English Proficiency'** below for additional information.
- A former student who did not complete the program, who withdrew or was terminated from BAMA is required to reapply for admission. A readmitted student is governed by the catalog current at the time of readmission to BAMA, including current tuition and fees charges, program requirements, and admission requirements.
- Applicants to the Medical Assisting Program are advised that phlebotomy licensure is required by most employers who hire Medical Assistants, and a criminal background check is required to obtain such licensure. Students are further advised that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record.
- Successfully complete a personal interview with the Director of Educational Program Development or Medical Assisting Instructor. Applicants may be accepted for enrollment only if

approved by the Director of Educational Program Development or School Director/CEO; all applicants will be notified if approved or denied admission to Bay Area Medical Academy.

- Prior to signing an Enrollment Agreement and being accepted in the program, an applicant must have received a school catalog containing the school rules and policies. Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School's catalog.
- Be able to finance your education at BAMA, and pay the required admission fee to reserve your place as stated in the Enrollment Agreement.
- All applicants must tour the Bay Area Medical Academy main campus and applicants who intend to take classes in our San Jose Branch must also tour that classroom.

The Academy reserves the right to reject students if the items listed above are not successfully completed. The student's enrollment will not be complete until the school official signs and dates the enrollment agreement. Individuals may apply up to one year in advance of a scheduled class start date.

ENGLISH PROFICIENCY

Each student enrolling at the Academy is required to demonstrate the ability to read and write in Standard English. The Academy does not provide English language services, including instruction such as ESL. Evidence of such level of English proficiency may be established by transcripts of prior study from English Speaking Schools; Intermediate to Fair level from a proficiency exam such as Test of English as a Foreign Language (TOEFL) or Intermediate or Level III on the Academy's entrance exams personal interviews and/or by special demonstrations orally or in writing. All classes are taught in English.

CLINICAL EXTERNSHIP PLACEMENT REQUIREMENTS

Prerequisite Documentation and Eligibility

- *Updated Resume (please include skills learned in class)
- *Immunization Records
 1. **MMR** (Rubeola, Rubella, Mumps),
 2. **Varicella** (Chicken Pox)
 3. **2 Screenings for Tuberculosis**
(PPD within the last 6 months or a chest x-ray within the last year)
 4. **Hepatitis B** vaccination
 5. **Seasonal Flu Vaccine**
- ***American Heart Association** BLS for Healthcare Providers CPR Certification
- Complete criminal background check application and pass a criminal background check (if required by the clinical site. Please see the Criminal Background Check information on next page).
- Earned a minimum grade of "C" (70% or above) in ALL Modules (1-7) Pass the
- Final clinical skills evaluation from your Medical Assistant instructor
- Take the NCCT exams for Phlebotomy and Medical Assisting

NOTICE:

Some externship sites require that you pass the NCCT Phlebotomy Exam (NCPT) prior to being assigned to externship. Therefore, it is in your interest to take this exam prior to beginning externship.

*** DUE 2 MONTHS PRIOR TO LAST DAY OF LAST MODULE**

and students must successfully pass all other items prior to receiving an externship assignment

Externship Dates

All eligible students are required to complete a minimum of **200** clinical externship hours. The clinical externship is generally on a full time basis Monday – Friday for **5 consecutive weeks, however, externship schedules may vary based on the assignment.**

Part time schedules are not an option, but, you may be assigned a split externship schedule.

Externship Placement

Clinical externship placement is based on the student's academic scores, attendance, and outcome of interview with clinical facility (if required). All eligible students available for a full time externship assignment will be placed in an externship within three (3) weeks of completing the last module (course). The student will be on a formal break from the end of the last module until the beginning of the externship assignment. If a student is on a scheduled formal break, they will be notified 4-5 days prior to beginning their clinical externship assignment.

We will try to find the best fit for each student; however, we cannot guarantee that a student will be placed at a particular site. Placement is based on the need and availability of the clinical sites.

IMPORTANT: It is imperative that students understand the value and importance of the relationship between externship sites and the school. IF Bay Area Medical Academy provides a second externship due to the student's failure to complete the first externship assignment as required, the student must fulfill the second assignment as required, and no additional externship assignments will be provided by Bay Area Medical Academy. If a student is terminated from his/her second clinical externship by the externship facility, or abandons their externship, it will be the student's responsibility to obtain their own clinical externship (unless the reason is deemed valid by Bay Area Medical Academy). The site must be approved by Bay Area Medical Academy prior to starting the externship in order for the student to receive a Certificate of Completion. Please feel free to ask the instructor or staff any questions regarding this policy.

External Externship Placement

If you have a request for a particular externship site you must gain approval from Bay Area Medical Academy. To gain approval, please contact us with the name of the facility, address, name of your preceptor/supervisor, contact numbers, and projected schedule. **Please provide the information to the Externship Coordinator, in writing, enough in advance prior to your last module.**

Clinical Training Attendance

Regular and punctual attendance on ALL clinical days is required. Absences or tardiness from clinical rotations for unexcused reasons will not be tolerated. The student may be subject to expulsion from the clinical externship if more than two absences are recorded. All absences, **regardless of excuse**, must be made up by the student. The student must coordinate the make-up day with the externship coordinator and the clinical site.

A student who will be absent from the clinical area must call the clinical site, school and the clinical externship coordinator to notify of absence no later than one (1) hour prior to the scheduled clinical time. The student must state his/her name, the instructor's name, class, and reason for absence. Students who will be more than 10 minutes late must call or page the externship coordinator. All students will be given the clinical externship coordinator's mobile phone number during the clinical externship orientation.

A student who is absent from clinical or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical or lab instruction,

without prior and proper notification, will result in a final warning, and the student will be terminated from the program if any further absences occur.

Externship Rules of Conduct

Students are required to act in a courteous, professional manner at all times during the clinical rotation. Any display of unprofessional, or unethical conduct by the student may result in immediate dismissal from the program.

Externship Evaluation

The clinical externship is evaluated on a **PASS/FAIL** basis. It is based on a Medical Assistant and Phlebotomy skills evaluation from your preceptor.

Drug Screening

Some externship sites require DRUG SCREENING, and, in order to participate at those sites students must pass the drug screening test.

Criminal Background Check Information

Criminal Background Check: Allied Health programs that use Joint Commission on Accreditation on Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital certifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and student as well as volunteer who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004)

Clearance for students will not be obtained where the background check identified a conviction, pending case, or incomplete deferral/diversion for any crime related to the following offenses in the past seven years: abuse of any form, any crime against person or property, assault, battery, burglary, concealed weapons, theft/extortion-including convictions for bad check charges, fraud, harassment, Medicare and MediCal related offenses, possession of stolen property, sexual crimes and robbery.

A student's inability to obtain criminal background clearance per the requirements outlined above may prohibit clinical site placement and program completion.

Externship Failure

Should a student receive a 'Fail' in externship, the Academy reserves the right to evaluate the student's skills, and may require the student repeat coursework (one or more modules).

STUDENTS WITH A CRIMINAL RECORD

Students are also reminded that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record. However, regardless of the findings, BAMA will perform the usual job placement assistance.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at foreign institutions (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken in the United States institution. The Academy accepts the evaluations of foreign course work from the following services:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO), One Dupont Circle NW, Suite 520, Washington, DC 20036, Tel: (202) 293-9161, Fax: (202) 872-8857
- World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, Tel: (415) 677-9379 (San Francisco office)

ADD / DROP PERIOD

Students who wish to add/drop a module must do so on the first day of the module. Students must be enrolled in a module and be attending and are not permitted to have lapses in attendance.

VISA SERVICES

Bay Area Medical Academy does not provide visa services, nor will vouch for student status.

ACADEMIC POLICIES

ATTENDANCE

The Academy policy regarding attendance is as follows:

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the Student Services Representative to leave a message or e-mail their Instructor. This is a courtesy to your instructor and is still considered an absence/tardy. If the Student Services Representative is unavailable, a message may be left on the attendance/tardy hotline, extension x101. This information will then be forwarded to the Director of Education and the appropriate Instructor.

Attendance Policy:

- a. Classes will begin on time. You may enter 20 minutes before each class begins
- b. Students are allowed to miss 10 % of each course (module) without having to make-up the work and additional 20% which has to be made-up. If you miss more than 30% of class time in any course, you will be withdrawn from the course, and must repeat the entire course. The final grade, in the withdrawn course, will be 'F'. You must pay for the tuition charge to repeat all courses from which you have withdrawn or been withdrawn.
- c. Students will receive a verbal warning as soon as they miss 10% of each course (module) and a written warning when they miss additional 20%. At the time the student reaches 30% absences, the instructor will arrange a Student Advising Session and will present the student with the required plan of action.

Tardiness Policy:

- a. Three tardies (come late or leave early) = 1 absence in any course (module).
- b. You are tardy if you are ten minutes late to class after the time the class is scheduled to begin. In addition all tardies will be documented on your attendance record. **IMPORTANT:** If you enter the class after the 10 minute tardy period you will be marked absent for the entire class.
- c. You will be placed on probation if you exceed three tardies in any one course, and continued tardies will result in withdrawal from the course.

Bay Area Medical Academy permits a student to “make-up” absences or tardies, which have accrued on the attendance record during the classroom training courses, as long as the accumulated tardies and absences are less than 30% of the scheduled clock hours per course/module. However, during the **externship portion** of training, all tardies and absences must be made up to ensure completion of the required number of extern hours prior to graduation.

Attendance is part of the overall grade for each course and is part of the “professionalism” grade. The student will be given a numerical grade for professionalism, encompassing attendance and participation. This grade is then combined with grades for homework/assignments/projects/field trips, tests/quizzes, and exams in a weighted average for the overall course grade. Weighting is as follows:

<u>Educational Programs:</u>		<u>CEU Courses:</u>	
Professionalism:	15%	Professionalism:	10%
Lab:	25%	Lab:	25%
Homework/Assignments/ Projects/Fieldtrips:	20%	Tests/Quizzes:	25%
Tests/Quizzes:	15%	Workbook:	10%
Final Exams:	25%	Final Exams:	30%
Overall Grade:	100%	Overall Grade:	100%

Clinical (EXTERNSHIP)/Skills Lab Absences: A student who is absent from clinical or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical or lab instruction, without prior and proper notification, will result in a final warning, and the student will be terminated from the program if any further absences occur.

No Call/No Show-Clinical or Lab: A student who is absent from clinical or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical or lab instruction, without prior and proper notification, will result in a written warning. A third absence without notification may result in program dismissal.

CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE

The Academy encourages students who have previous training or work experience to apply for evaluation of appropriate credit transfer. Students who have previous training may be granted credit towards Bay Area Medical Academy's programs. This credit cannot exceed more than 50% of the program. **See PREVIOUS EDUCATION CREDIT POLICY BELOW FOR MORE INFORMATION.**

PREVIOUS EDUCATION CREDIT POLICY

The Director of Education, along with the Lead Instructor, will conduct an evaluation to determine what level of learning the student's previous coursework is equivalent to, and how many credits may be granted. Bay Area Medical Academy will evaluate courses or programs from accredited public or private four-year universities, two-year junior community colleges, public, private, technical or vocational schools, or military schools without any fees. The Education Department will only recognize certificates earned from institutions accredited by an accrediting agency recognized by the U.S. Department of Education and/or Council for Higher Education Accreditation (CHEA) as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at Bay Area Medical Academy and a grade of 2.0 or better was attained. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the program.

In order to complete the evaluation process, the student must supply the Academy with an official transcript from the institution where the course(s) were taken, and copies of the course description from the Academy's catalog. Other criteria include that a grade of 2.0 or higher was earned and the course work must have been completed within the past seven years.

Bay Area Medical Academy will credit the student's tuition charge based on the approved number of hours accepted as transfer credit. The maximum number of hours the student is allowed to transfer to a Bay Area Medical Academy program is 50% of the total module hours in the program. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

RESIDENCY REQUIREMENT

Residency is defined as coursework completed at Bay Area Medical Academy, (does not include transfer credit). A minimum of 50% of credit units must be completed in residence. The residency requirement does not apply to students transferring from one Bay Area Medical Academy program to another.

PREVIOUS WORK EXPERIENCE CREDIT POLICY

For credit to be given for previous work related experience, students are required to complete a practical and/or written examination of skills and/or provide employment verification letter as required by Bay Area Medical Academy. Scores of 70% or higher must be achieved on every test that is administered. These exams can be taken only once. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the course/module.

Any and all credit must be granted prior to the start of the course. There is no charge to the student for the evaluation or testing process. Bay Area Medical Academy will credit the student's tuition charge based on the approved number of hours accepted for previous work experience. Appeals for credit denials are referred to and reviewed by the Director of Education, whose decision is final. All hours credited to the student based on previous work experience are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

MILITARY TRAINING

The Academy grants credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bay Area Medical Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in one of the Academy's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate 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 Bay Area Medical Academy to determine if your credits or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

PROGRAM/COURSE TRANSFERS

A student who wishes to transfer from a longer to a shorter program or a shorter to a longer program must request to do so in writing to the Student Services and make an appointment with the Financial Department. The transfer will be permitted only if the student has extenuating circumstances that cause hardship. Some examples of hardship include terminal illness (self or immediate family member), military transfer (self or spouse), or death of immediate family member. The student will be withdrawn from the original program (not withdrawn from the Institution) and the refund policy will apply to determine the amount of tuition and fees due by the student or refunded. Any balance due will

be the responsibility of the student. Requests will not be granted unless the student is in good standing and meeting Satisfactory Academic Progress. Documentation is required and a \$200 fee will be charged.

If Bay Area Medical Academy is unable to accommodate the request the fee will be refunded. A student who wishes to change their *program/class time* must do so in writing to Student Services, Financial Department and Registrar. A \$100 fee will be charged. If the Academy is unable to accommodate the request the fee will be refunded.

CHANGES TO PROGRAMS, SCHEDULES, ETC.

Bay Area Medical Academy reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

Bay Area Medical Academy reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs the student may request a refund or apply all monies paid to the next scheduled class start date.

ACADEMIC YEAR AND CLOCK HOUR DEFINITION

Bay Area Medical Academy defines its academic year as follows: 45 weeks of instruction. A clock hour is a 60-minute block of time consisting of a minimum of 50 minutes of instruction.

PROGRAM TITLES

The programs offered by Bay Area Medical Academy are not necessarily intended to lead to employment titles of the same or similar names. From time to time career fields/titles are utilized in the catalog and other marketing materials solely for the purpose of comparison and are not program titles.

GRADING FOR ALL PROGRAMS

The progress and quality of a student’s work is measured by a system of letter grades and percentages. The meaning of each grade and percentage is as follows:

Grade	Point Value	Meaning	Percentage
A	4.0	Excellent	90-100
B	3.0	Very Good	80-89
C	2.0	Good/Passing	70-79
F And Fail	0.0	Failure	0-69 Used in calculating the GPA
T		Transfer/Test Out Credit: Credit accepted from another school or credit by test out.	
IP		Incomplete	
L		Leave of Absence	
Pass		Pass (externship)	
Fail		Fail (externship) (See above – used in calculating GPA)	
W		Withdrawal	
WZ		Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for determining rate of progress.	

GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete the following requirements for each course.

Medical Assisting with Phlebotomy

- Successfully complete all required classroom courses (or Modules) of 900 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a final examination;
- Successfully complete all required clinical/externship clock hours;
- Receive satisfactory evaluations (Pass) from the externship/clinical facility, if applicable;
- Be current on all financial and administrative obligations to the Academy;
- Complete all required exit interviews; and
- Take and pass the following Certification Exam: NCPT (National Certified Phlebotomy Technician).

CEU Courses

ECG/EKG Technician

- Successfully complete required 60 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a final examination;
- Be current on all financial and administrative obligations to the Academy;
- Take and pass the following Certification Exam: NCET (National Certified Electrocardiogram Technician)

Phlebotomy Technician

- Successfully complete required 60 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a final examination;
- Successfully complete required minimum 40 clinical/externship clock hours;
- Receive satisfactory evaluations (Pass) from the externship/clinical facility;
- Be current on all financial and administrative obligations to the Academy;
- Take and pass the following Certification Exam: NCPT (National Certified Phlebotomy Technician)

AHA Healthcare Provider CPR-BLS

- Successfully complete required 4.5 classroom hours;
- Be current on all financial and administrative obligations to the Academy;
- Successfully complete the following Certification Exam: American Heart Association BLS HCP CPR.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY and SAP EVALUATION POINTS

To be considered to be making Satisfactory Academic Progress (SAP) towards graduation, students must maintain a specific grade point average (qualitative assessment) as well as proceed through the program at a pace leading to successful completion, including all required coursework and externship requirements within 150% of the normal length of the program in weeks of instruction (quantitative assessment). **Students are evaluated at the following SAP Evaluation Points:**

- **End of third module (or 300 clock hours attempted)**
- **End of seventh module (or 700 clock hours attempted)**
- **End of Program (or 900 clock hours attempted)**
- **End of 150% of total program clock hours of instruction (not to exceed 1350 clock hours of instruction)**

REQUIRED GRADE POINT AVERAGE (QUALITATIVE)

Students must maintain a **minimum grade point average of 2.0 (70%) in each module** attempted. Therefore, the student must have successfully passed all modules attempted in order to meet SAP Requirements.

REQUIRED TIME FRAME (QUANTITATIVE)

Students must complete the training program within a time period, which may not exceed 1.5 times the normal program length of the program in clock hours of instruction; this is considered the **MAXIMUM TIME FRAME ALLOWED A STUDENT TO SUCCESSFULLY COMPLETE THE PROGRAM**. A student who does not complete the program within the maximum time frame will be terminated from the program.

The program is 900 clock hours, therefore, the **MAXIMUM TOTAL CLOCK HOURS** the student may attempt no more than 1350 clock hours (1.5 x 900 Clock Hours in Program = 1350 Clock Hours).

Note: Clock hours granted for transfer courses from another institution or for work experience are counted as “attempted” and “successfully completed” in determining the student’s Satisfactory Academic Progress.

SATISFACTORY ACADEMIC PROGRESS POLICIES

Policies regarding the effect on satisfactory academic progress for course withdrawals, course failures and repeated courses, incomplete grades, non-credit courses, remedial courses, and pass/fail courses have also been established, as well as conditions for reinstatement, appeals, and academic probation. These policies are provided under the section titled ‘*Standards of Satisfactory Academic Progress*’ in this catalog.

All students must meet the following minimum standards of academic achievement and successful program completion within the Maximum Timeframe allowed of 150% of the normal program length in clock hours of instruction of instruction.

Satisfactory Academic Progress Requirements for ALL students is defined by the following criteria:

Minimum Academic Achievement Required:

1. The student is allowed up to 150% of the normal program length in clock hours of instruction, in which to satisfactorily meet the requirements. This is considered the Maximum Timeframe within which the student must successfully complete the program.
2. The student must earn a cumulative grade point average of at least 2.0 (70%) in each module.
3. The student must have successfully completed at least 90% of course hours in each module for successful module (course) completion.

Satisfactory Academic Progress Warning:

A student will receive an SAP Warning for failure to successfully meet SAP Requirements at any SAP Evaluation Point. The SAP Warning will be in effect for one additional course (module); at the end of the SAP Warning if the student fails a second course (module), the student will be withdrawn. REFER TO “INCREMENTAL ASSESSMENT CONDUCTED AT THE CONCLUSION OF EACH COURSE (MODULE)” IN THIS CATALOG FOR MORE INFORMATION.

Appeal Policy:

Should a student disagree with the application of the satisfactory progress standards, or with a determination related to academic progress, he/she must submit an appeal in writing to the Director of Educational Program Development. The Director of Educational Program Development will respond within five (5) business days. The Director of Educational Program Development may meet with the

student to discuss the appeal. The Director of Educational Program Development decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this catalog.

If the Academy grants a student's appeal for mitigating circumstances, the student will be placed on academic probation for one additional course (module) and will be reviewed for satisfactory academic progress at the conclusion of the probationary period. **Note: The student will only be granted probationary status if the student can reasonably be expected to meet SAP at the end of one module of probation. If the student is not making satisfactory academic progress at the conclusion of the probationary period, the student will be withdrawn.**

Academic Probation:

If the Academy grants a student's appeal for mitigating circumstances, the student will be placed on academic probation for one additional course (module). The length of probation will be for a period not to exceed one course (module).

1. The student's progress will be evaluated at the end of the probationary period. If the student has achieved a passing grade of 2.0 (70%) in his/her course (module) completed during the probationary period the probationary status will be removed, and student will be allowed to continue.
2. The student is not allowed to take a *Leave of Absence* during academic probation, and will not be granted a course 'Withdrawal' during academic probation.
3. If the student does not meet the above requirements by the end of the probationary period, the student will be withdrawn from the Academy.
4. A student will be allowed only one period of academic probation during the program.
5. If the student is withdrawn for failure to maintain satisfactory academic progress, the student may apply for re-admission to the program after 90 days has elapsed following withdrawal. If the student is re-admitted to the program, credit will be given for courses successfully completed (2.0 grade point average in each course and completion of 90% of course hours), and the total program hours will be reduced by the total clock hours the student has successfully completed; the student's maximum timeframe for completing the program will be calculated based on 150% of the remaining weeks of instruction left to be completed. **Note: The Academy reserves the right to re-evaluate the student's skills before giving the student credit for courses completed.**
6. If the student meets the SAP Requirements at the conclusion of the probationary period, the student's SAP Probation will be lifted and the student will be considered to have re-established satisfactory academic progress.

The following policies are part of the Standards of Satisfactory Academic Progress, and apply to all students:

Incomplete Grades:

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete ('I') will be allowed two weeks, after the end of the course, in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an 'Incomplete' grade. If, at the end of the incomplete period, the student has not completed the coursework, a final grade of 'Fail' will be recorded. An 'Incomplete' Grade does not affect the student's satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated 'Incomplete Period' of two weeks.

Course Repeats:

Students must repeat any course in which a final course grade of 'W' (Withdrawal), 'D' (Not Passing) or 'F' (Not Passing) is earned.

Note: The student must repeat the entire course and pay to repeat the course.

The course hours, of courses in which the student has earned a 'D' or 'F', are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade of 'D' or 'F' will reduce the student's overall percentage of successfully completed course hours of the total course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress.

A grade of 'W' Withdrawal is not used in determining the student's cumulative grade average, and therefore, has no effect on the determination of the student's cumulative grade point average. When the student successfully repeats the course, in which he/she earned a grade of 'W' Withdrawal, the highest grade earned will be the official course grade used in the determination of student's cumulative grade average for satisfactory academic progress at the next SAP Evaluation Point.

Note: Course hours attempted, in courses from which the student has been granted a 'Withdrawal', are counted when calculating the percentage of successfully completed cumulative course hours attempted in the program for the determination of Satisfactory Academic Progress (SAP). *A student is granted a 'Withdrawal' only when the student is withdrawing from a course to take a Leave of Absence. Students are not granted a Withdrawal for any other reason.*

In some cases the student's training may be interrupted as a result of a course withdrawal or course failure (not passing a course); such interruptions occur when the courses the student needs are not currently being offered. If the student's training is interrupted, the student will be required to withdraw from the program until the course is offered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the student record, and all scheduled course hours will be used in the student's academic progress determination.

Course Withdrawals:

A student may voluntarily withdraw from a course only when taking a Leave of Absence; students are not granted a 'Withdrawal' for any other reason. A grade of 'W' is posted to the transcript, and this grade is not used in determining the student's cumulative grade average for satisfactory academic progress at the SAP Evaluation Point. Once the course in which a grade of 'W' (Withdrawal) is repeated and a final course grade is earned, that grade will be used in determining the cumulative grade average for satisfactory academic progress.

Note: Course hours attempted, in courses from which the student has been granted a 'Withdrawal', are counted when calculating the percentage of successfully completed cumulative course hours attempted in the program for the determination of Satisfactory Academic Progress (SAP). *A student is granted a 'Withdrawal' only when the student is withdrawing from a course to take a Leave of Absence. Students are not granted a Withdrawal for any other reason. Therefore, a course Withdrawal will reduce the student's overall percentage of successfully completed cumulative course hours attempted and thereby have a negative impact on his/her satisfactory academic "Successfully completed course hours" are course hours in which the student completed and passed the course. All other course hours attempted (a course not completed and/or passed) will negatively impact the student's satisfactory academic progress in meeting the SAP requirements.*

Course Failures:

The course hours, of courses in which the student has failed, are counted in the determination of the percentage of successfully completed cumulative course hours of those attempted in the program, and in the determination of the student's grade when evaluating the student's progress at the SAP Evaluation Points. Therefore, a failed course grade will negatively affect the student's overall satisfactory academic progress.

Once the course in which a grade of “F” (Failure) is repeated and a final course grade is earned the highest grade earned will be official course grade used in the determination of student’s satisfactory academic progress at the next SAP Evaluation Point. (Both failing grade and repeat grade are reflected on the transcript, but only the highest grade earned is used in the determination of the student’s CGPA). The course hours, of courses from which the student has failed, are counted in the determination of the percentage of successfully completed cumulative course hours attempted in the program, when evaluating the student at the SAP Evaluation Points. Therefore, a course failure will reduce the student’s overall percentage of successfully completed cumulative course hours attempted and thereby have a negative impact on his/her satisfactory academic progress .

Pass/Fail Courses:

The School does not award course grades on the basis of Pass/Fail. All courses are graded based on the Grading Scale contained in this Catalog. Externship is graded on Pass/Fail, and the student must complete the requirements of Externship in order to receive a ‘Pass’. If the student receives a ‘Fail’ Grade, the grade will be used in calculating the student’s Cumulative Grade Point Average, and will be equivalent of an ‘F’ grade in this calculation. Note: Should a student receive a ‘Fail’ in externship, the Academy reserves the right to evaluate the student’s skills, and may require the student repeat coursework (one or more modules).

Remedial Courses:

We do not offer remedial or non-credit courses. *Bay Area Medical Academy* provides students, requesting information on obtaining a GED, with a list of test sites and related information.

Re-Admission:

Students who are withdrawn from the School for failure to maintain academic progress may appeal for re-admission. Should a student disagree with the decision, he/she must submit an appeal in writing to the Director of Education within ten (10) business days. The Director of Education will respond within five (5) business days. The Director of Education may meet with the student to discuss the appeal. The Director of Education decision is final, and may not be further appealed. Also, refer to the Grievance Procedure in this catalog. The Institution reserves the right to evaluate the student’s skills if the student has been out of the program for a period of 30 days or longer. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course.

Students who are readmitted will be placed on academic probation for at least one quarter (90 days). All grades previously earned will remain on the student transcript, and the maximum timeframe for program completion will be adjusted based on the remaining hours in the program to be completed.

Leave of Absence:

Students may be granted a Leave of Absence, during the program of training, based on the conditions described in the Leave of Absence Policy in this Catalog. A Leave of Absence will ultimately extend the time it takes for a student to complete the program, and, based on when courses are offered it may result in the student’s not returning to the program until the next enrollment period. The student will be withdrawn from the courses he/she is currently attending and a grade of ‘W’ will be posted to the transcript. Refer to ‘Course Withdrawals’ above for information regarding the effect that a course withdrawal has on the determination of the student’s satisfactory academic progress. Refer to the Leave of Absence Policy contained in this Catalog for more information. The time the student is on an approved Leave of Absence is not considered when assessing the student’s satisfactory academic progress in terms of completing the program within 150% of the normal program length in clock hours of instruction. Students will not be assessed any additional institutional charges while on LOA. The Institution reserves the right to evaluate the student’s skills if the student has been out of the program for a period of 30

days or longer. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course

Any student who fails to return from an approved LOA on the specified return date will be terminated, and the specified return date will be the official date of termination; the last time the student attended class before the LOA will be the last day of attendance when applying the refund policy. Students who do not return from an LOA will be terminated from the program and the refund policy will apply.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 each module. A VA student whose CGPA falls below 2.0 at the end of any module will be placed on academic probation for a maximum of two consecutive modules of enrollment. A VA student who fails a probationary period is not considered to be making SAP but may reestablish SAP by bringing his progress up to minimum standards and may reestablish VA benefits eligibility. If the VA student's CGPA is still below 2.0 at the end of the second consecutive module of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the Academy Director to be re-certified after one module has elapsed and after attaining a CGPA of 2.0.

INCREMENTAL ASSESSMENT CONDUCTED AT THE CONCLUSION OF EACH COURSE (MODULE)

Academic Progress is measured by the Education Department at the end of each module. The final grade for a module is comprised of tests/quizzes, exams, participation, homework/assignments/projects and attendance. In order to successfully pass a module the student must achieve a minimum score of 70% (2.0 GPA); externship is graded on Pass/Fail. If a student's final grade for a module is below the minimum passing score, he/she must repeat that module. Students receive a grade report at the end of each module ("student performance evaluation"). A record of Students grades are maintained in the BAMA computer system. Students should be aware that even though they may achieve a passing grade in a module, they are also required to meet the Satisfactory Academic/Attendance Progress policies as stated in this catalog. Also refer to Satisfactory Academic Progress Warning above.

ADDITIONAL SAFETY CONSIDERATIONS FOR MEDICAL ASSISTING & PHLEBOTOMY STUDENTS (invasive procedures)

Should it be determined by the instructional staff and Academy administration that at the end of student's training he/she is not considered to be "safe" with regard to patient welfare, he/she is retained in the classroom (conduct probation status) until he/she is 1) considered safe, and shall advance to externship; 2) not considered safe, at which time he/she will be terminated. In either case the time frame shall be at least the length of the next module. *NOT SAFE* is defined as follows: In the expert opinion of the Instructors, Program Directors, Lead Instructors, and Director of Education, the student may put patients and other medical professionals at risk by use of improper or inadequate practice of medical procedures or tasks. These risks include, but are not limited to: poor aseptic technique, inadequate instrument or procedure knowledge or performance, unprofessional behavior, unacceptable attitude and unacceptable work ethics.

TEST OUT MODULE

The Academy may assign a Test Out as a grade. This usually occurs when a student tests out of a module by taking an examination/test. A student cannot Test Out of a module in order to receive a higher grade. See also, Previous Work Experience Credit Policy.

MAKE-UP TESTS/ASSIGNMENTS

If a student arrives late for class, and a test is still in progress, the student may take the test without penalty. The student will not be allowed additional time.

Students absent on the day of the test/final exam can make-up the test/final exam. The test/final exam must be taken on the first day the student is back in class and the student will automatically receive 10% points (grade) deduction.

If the student does not make-up the text/final exam the day of his/her return back to class, he/she will receive a zero (0) for that test/final exam.

Tests/final exams cannot be retaken.

Arrangements for the make-up test/final exam should be coordinated via the Instructor. Permission to take a test/final exam in advance must have the approval of the Director of Educational Program Development.

If a student misses an assignment due to absences or tardiness the assignment will have five (5) points deducted from the score. If the student does not make-up the assignment within two (2) days of his/her return to class, the student will receive a zero (0) for the assignment.

TERMINATION (Dismissal) PROCEDURES

Students may be terminated by the Academy for cause. Examples include, but are not limited to, the following:

- Violation of the Academy's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the Academy.

Students to be terminated are notified in writing and may appeal to the Academy Director.

STUDENT APPEAL POLICY FOR MODULE OR TEST GRADES AND ATTENDANCE VIOLATIONS

Assignment/Test Grades: Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignment/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Academy Director. Only final module grades are eligible for appeal.

Final Module Grades: Appeals of final module grades must be made within ten (10) calendar days of the date the grade becomes final. The Academy Director may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

- A personal bias or arbitrary rationale;
- Standards unreasonably different from those that were applied to other students;
- A substantial, unreasonable, or unannounced departure from previously articulated standards;
- The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations: Appeals of attendance violations must be made within ten (10) calendar days of the violation. The Director may, as a condition of granting the appeal, require the student to make up the missed class time or assignment or place the student on probation and require the student to develop an Academic Advising Plan. In order for an attendance appeal to be considered, the student must:

- Have perfect attendance while the appeal is pending;
- Submit a written plan to improve attendance.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- The death of a family member;
- An illness or injury suffered by the student;
- Special circumstances of an unusual nature which are not likely to recur.

LEAVE OF ABSENCE (LOA) POLICY

Students may take a leave of absence while enrolled in the program. The student must file a written request for a leave of absence, stating the reason for the leave, which includes but is not limited to the following reasons: medical, financial, or personal. Students who are on academic probation will not be permitted to take a leave of absence. Readmission will be on a space available basis, and will fall under guidelines for readmission.

A leave of absence may be for a period of no more than 6 months. One leave of absence may be granted during the program of study. If the student does not return from the scheduled leave of absence on the scheduled return date, the student will automatically be withdrawn from attendance at the School, and will be notified in writing of this action. The Institution reserves the right to evaluate the student's skills if the leave of absence is longer than three months. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course. A student on an approved Leave of Absence is still considered by the Academy as enrolled and in good standing.

MAXIMUM CLASS SIZE

To provide meaningful instruction and training, the Academy limits class size. The maximum class size for lectures in all our programs is 28 students to one instructor. For laboratory classes, it is 14 to one instructor or lab assistant.

RULES AND REGULATIONS

DRESS CODE AND APPEARANCE STANDARD POLICY

Our students are preparing for professional employment in business and industry. Our Dress and Appearance Policy was created so that our students always make a very favorable impression to the hundreds of guests who visit our campus each year. Many of these visitors are employers or potential employers of our graduates.

It is the policy of Bay Area Medical Academy that each student's dress, grooming and personal hygiene should be appropriate to the academic environment. If a student does not adhere to this policy he/she may be subject to conduct probation. The Dress Code is as follows:

- **STUDENT ID'S MUST BE WORN AT ALL TIMES**
- Students are required to wear the designated Academy uniform.
- Plain white long sleeve T-Shirts or turtlenecks may be worn under the uniform top.
- We expect all of our students to come to Academy well groomed and clean.
- Wearing suggestive attire is not permissible on Academy premises at any time, i.e. (tube tops; tank tops; tight tops, skirts or pants; short shorts; exposed navels, low cut tops exposing the chest area or low riding slacks).
- Wearing T-shirts, novelty buttons, baseball hats and similar items of casual attire that promote or exhibit profanity or sexual connotation is not permissible.
- No headgear or headress is to be worn unless documented by your religion, or medical condition.

- All footwear is to be clean, and shoes are to be in good repair.
- Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible.
- Sideburns, mustaches, and beards should be neatly trimmed.
- Jewelry is permissible in moderation. Excessive necklaces, bracelets or rings are not acceptable.
- Since all students enrolled in our medical programs have some aseptic procedures to learn and practice, hands must always be clean and the fingernails neat and well maintained.
- Makeup and/or perfume are to be kept to a minimum.
- Student coming to school out of dress code: 1st violation=verbal warning and sent back to class, 2nd violation=put on conduct probation and sent back to class, 3rd violation=violation of probation and placed into the school computer lab/library for that day, 4th violation=appearance before the conduct review board for possible termination.
- Students should also understand that there might be other more stringent dress code requirements on Externship sites and eventually on the job.

USE OF CELLULAR PHONES

Cellular phone use is prohibited in the classroom; therefore, cellular phones must be turned off or on silent while in class. Students violating this policy may be subject to disciplinary action.

STUDENT CONDUCT

Students are expected to conduct themselves in an acceptable manner. Conduct that is detrimental to the individual, faculty or the community will be cause for probation, suspension or termination/expulsion. Violations of the Academy's policy include, but are not limited to:

- Slanderous, negative, exhibiting violence, insubordination, inappropriate language or inappropriate remarks towards the school, Instructor, Admissions Representative, Administrative Staff, and/or fellow students will not be tolerated.
- There is to be no conversing with other students while class is in session.
- Personal phone calls are not permitted while class is in session. If a personal phone call is necessary, you must wait until a designated break time and then you may use a courtesy phone, located in the office.
- There are no guests allowed in the student areas during class sessions without prior approval from the Program Director.
- The only acceptable language spoken in the classroom is ENGLISH, except for interpretation.
- The use, sale or promotion of illegal drugs or alcohol will result in immediate termination and prosecution.
- Cheating or misrepresentation will result in probation, suspension or immediate termination.
- Theft or damage of the Academy property or the exhibition of violent behavior will result in immediate termination and prosecution.

ACADEMIC INTEGRITY

- Any form of deception in the completion of assigned work is considered a violation of academic policy. Deception includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or for an assignment; any attempt to pass off the work, data, or creative efforts of another as one's own; knowingly furnishing false information about one's academic performance to the Academy.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Directors discretion, fail the assignment or exam. If repeated offenses occur, the student may be dismissed from the Academy as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The Academy does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of an employee violates this federal law.

Sexual harassment of employees or students at the Academy is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Academy Director. Please be reminded that this policy applies to students as well as employees.

WEAPONS POLICY

No weapons of any type are allowed at the Academy. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. The Academy maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the Academy and a complaint with local law enforcement.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the Academy does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

CONDUCT PROBATION / SUSPENSION

Students found to be in violation of the conduct policy are subject to being placed on conduct probation for a period of 30+ days and/or placed on suspension. If a student is on suspension attendance records will indicate "suspension" but student's attendance will not be affected. If a student, while on probation, violates any portion of the conduct policy, the student will be placed on suspension from school for a period of 3 class days. If an additional violation occurs while on probation or following suspension the student will be terminated. The Academy has an emergency disciplinary procedure in the event that a student has committed an act that is detrimental to the health and safety of other students and/or staff of the Academy. This procedure allows any employee of the Academy to contact local authorities for assistance as needed. Any student terminated for detrimental conduct will only be allowed to reenter the Academy at the sole discretion of the Academy Director.

STATEMENT OF NON-DISCRIMINATION

Bay Area Medical Academy, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Academy Director is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the Title IX should be directed to the Academy Director. The Academy Director acts equitably and promptly to resolve complaints and provides a response within seven working days.

Applicants with disabilities are eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability, and the Bay Area Medical Academy Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to the Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment, and document the disability. Bay Area Medical Academy is committed to providing reasonable accommodations including auxiliary aids/and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Academy.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Policy: It is the policy of the Bay Area Medical Academy to have a procedure and operational plan for handling complaints from students, employees and other interested parties.

The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff and public.

The Administration encourages open, honest communication among staff, teachers and students. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admission personnel or staff member as indicated in this policy. All formal complaints must be submitted in writing to the Academy Director. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. The student has a right to appeal to the Bureau of Private Postsecondary Education at the address below.

Informal Complaint Procedure for students:

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Academy representative in San Francisco Main Campus (SFMC). The student is defined as an individual who is currently enrolled in an educational program at Bay Area Medical Academy. If, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then contact the Education Director in SFMC.

Formal Complaint Procedure for Students, Faculty, Staff and the Public: From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

1. If, after following the above policy, the student, employee or other interested party still has concerns, he/she is directed to continue the Complaint Procedure:

- A. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
 - B. Submit the written statement of complaint to the Director in SFMC within 10 days of the incident.
 - C. The Director may require the complainant to meet with Academy representatives to discuss the grievance.
2. The Director will review the written grievance, and will notify the student, faculty or staff member or public member, in writing, of the decision within 10 days of receiving the written complaint.
 3. Whether or not the problem or complaint has been resolved by the Academy to the complainant's satisfaction, he/she may contact 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 www.bppe.ca.gov.

Student Complaint Records and Log: The Academy will maintain records and documentation related to complaints from students, faculty or staff, including a COMPLAINT LOG.

POLICY AND PROGRAM CHANGES

The Academy catalog is current as of the time of printing. The Academy reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This Academy reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The Academy reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

COPYRIGHT INFRINGEMENT POLICY

Bay Area Medical Academy has established the following Copyright Infringement policies.

Introduction: Bay Area Medical Academy wants to protect you and out information resources. To be compliant with federal regulations, this important notification is distributed to the Campus community. Courts have recently imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty and staff, that it is a violation of federal law and Bay Area Medical Academy policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the Bay Area Medical Academy policy. The following is the Bay Area Medical Academy Copyright Infringement POLICY.

File Sharing: File sharing software is most commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer file transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider and demand that the offending device be disconnected from the network. To

protect the user and Bay Area Medical Academy (BAMA) from further responsibility under federal copyright law or BAMA policy, the BAMA IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning: Administrative computers provide optical scanners to Faculty and Staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This file could be printed or read from the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done in excess of the accepted “fair use”.

Legal Liability: You can be sued for sharing copyrighted applications, songs and other digital materials without the permission of the copyright holder. For more information check the resources links below.

Fair Use and Copyright Law: The Copyright Law provides a set of rules regarding library reproductions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of the “fair use,” that user may be liable for copyright infringement.

This Academy reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

BAY AREA MEDICAL ACADEMY COMPUTER USE POLICY

The Bay Area Medical Academy COMPUTER USE POLICY states *“Bay Area Medical Academy considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution’s network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law.”*

FINANCIAL INFORMATION

TUITION AND FEES: Charges for the period of enrollment and the entire program.

Program	Medical Assistant with Phlebotomy	CEU COURSES		
		ECG/EKG Technician	Phlebotomy Technician	AHA Healthcare Provider CPR-BUS
Non-Refundable Registration Fee	\$50.00	\$50.00	\$50.00	\$10.00
Non-Refundable Student Tuition Recovery Fund (STRF)	\$10.00	\$2.50	\$2.50	N/A
Textbooks	\$340.00	\$94.50	\$94.50	included
Lab/Materials Fee	\$900.00	\$150.00	\$500.00	included
Uniforms & ID cards	\$60.00	\$5.00	\$30.00	Included

Tuition	\$7,640.00	\$948.00	\$1,823.00	\$69.00
Charges for the Period of Enrollment	\$9,000.00	\$1,250.00	\$2,500.00	\$79.00
National Exam(s)	\$450.00	\$150.00	\$150.00	N/A
License Fee	\$100.00	N/A	\$100.00	N/A
Charges for the Entire Program	\$9,550.00	\$1,400.00	\$2,750.00	\$79.00

ADDITIONAL FEES AND EXPENSES

The National Certification exam and other fees are charged separately at the time of testing.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1) 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 either by cash, guaranteed student loans, or personal loans, and
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident.
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before the course of instruction was completed.
- 2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3) The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- 4) There was a material failure to comply with the Acct or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any students without a social security number or a taxpayer identification number.

CANCELLATION AND WITHDRAWAL POLICIES

A student has the right to cancel his/her enrollment agreement and withdraw from school at any time. Withdrawal may be effectuated by the student’s written notice or by the student’s conduct,

including, but not necessarily limited to, a student's lack of attendance.

As outlined in the Refund Policy below, Bay Area Medical Academy will refund 100 percent of the amount paid, less the application fee of \$100, if notice is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. If a student cancels an enrollment agreement or withdraws after completing 60 percent or less of his/her program, the refund will be pro rata. The Academy will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the in enrollment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Bay Area Medical Academy, One Hallidie Plaza, Suite 406, San Francisco, CA 94102. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in you "Enrollment Period". **Enrollment Period** is defined as the time period encompassed by "Program Start Date" through the "Program End Date" as they appear on the first page of the Student's Enrollment Agreement. Any refund will be less a registration or administration fee not to exceed \$250.00, less any deduction for equipment not returned in good condition, and less present Non-Program tuition for all classes started or completed. Any Refund will be paid to student (or third party payer) within 45 days of withdrawal. If the student has completed more than 60% of their Enrollment Period all tuitions considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive days.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 consecutive days. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

FINANCIAL AID

The Academy does not participate in federal or state financial aid programs, therefore the Academy's certificates are not eligible for Title IV federal financial aid.

Although Bay Area Medical Academy does not offer financial aid, students may be eligible for financial assistance through other sources. Students Eligible for CalWorks/WIA, GAIN or Private Vocational Rehabilitation should have their counselors contact Bay Area Medical Academy.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

PAYMENT PLAN

Payments 10 days delinquent may accrue a LATE CHARGE of the lesser of 10%, \$15 or maximum allowed by law. Should this agreement be assigned, such a third party is independent of the School and any School related questions or problems that arise must be settled between me and the School. The Agreement is not binding until accepted by the School. Student may pay off balance in advance and receive a partial refund of interest computed by the actuarial method.

Payment Method Options

- **Check or money order:** Include the student's full name and ID (state issued driver's license or social security) number and mail to the address: **Bay Area Medical Academy, 1 Hallidie Plaza, Suite 406, San Francisco, CA 94102**
- **Credit card:** Pay in person or over the phone by calling the main campus during regular business hours (Monday through Friday 9:30 a.m. to 5:30 p.m.).
- **Cash:** Pay in person the San Francisco main campus.

RIGHT TO WITHHOLD CERTIFICATION

If a student is in default of fee obligations, his/her certificate may be withheld until fees are paid.

ASSUMPTION OF RISK

The student agrees to assume liability and financial responsibility for any injury that he/she might receive in the classroom or in an externship as an enrolled participant in any listed programs. For this reason, Bay Area Medical Academy recommends that students carry liability insurance in addition to medical insurance.

RETURNED CHECKS AND REPLACEMENT CERTIFICATES

There will be a \$25 charge for returned checks and replacement certificates.

STUDENT SERVICES

DISCLAIMER OF EMPLOYMENT GUARANTEE

While Bay Area Medical Academy offers Placement Assistance, the Academy cannot, in any way, guarantee employment after the student has successfully completed the program of study.

GRADUATE PLACEMENT ASSISTANCE

The Academy encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While no ethical academy can guarantee employment, Bay Area Medical Academy makes a sincere effort toward the successful placement of all of its graduates. The Academy believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search.

Student referrals for job placement result from direct contact between the Academy's Graduate Job Placement Assistance Department and prospective employers.

Student placement and placement rates are based on multiple outcomes. The programs are not represented to lead to any particular job title.

Following graduation or at any other time thereafter, graduates may take advantage of the Academy's Job Placement Assistance Program at no charge. The Academy makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Academy to assist in placement. Failure on the student's part to follow placement procedures may result in discontinuation of placement services.

We will provide you with any assistance you may need in finding a job within your field of study *upon completion of your course and payments*. This assistance includes:

- Showing you how to create a resume
- Helping you update your resume
- Teaching you how to search for a job
- Teaching you skills needed to interview
- Providing possible leads to jobs

Your success at the Academy is based upon your attendance and conduct, in addition to grades. Prospective employers *do ask* about these things and we cannot recommend someone who does not meet these guidelines. Bay Area Medical Academy offers job placement assistance. We *do not* guarantee employment.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

TUTORING

Bay Area Medical Academy provides tutoring and study assistance to all students upon request. Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement

are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Administration Office.

ADVISING

The Academy provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the Academy has information regarding community resources that are available upon request from the Academy Director.

HOUSING

Bay Area Medical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for San Francisco, CA rental properties in the city start at approximately \$1,200 per month for a studio. Rent for properties in the greater Bay Area starts at lower monthly amounts.

DISABILITY SERVICES

The Academy assists students with disabilities in need of programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

GRADUATION

Formal graduation ceremonies are typically held twice per year. There is no guarantee that a graduation ceremony will take place. In the event the Academy postpones or cancels graduation, the students' certificate and transcripts will be mailed. Students must complete all areas of the program with cumulative grade point average of 2.0 or better and satisfactorily complete the externship/supervised clinic portion, if applicable, in an approved facility. In addition, students must satisfy all financial obligations to the Academy and participate in an exit interview with the Financial Aid Department. A Certificate is awarded to those meeting the graduation requirements.

SPECIAL RECOGNITION AWARDS

Students have the opportunity to earn special awards while pursuing their studies. The accomplishments are acknowledged by the presentation of special certificates or announcements.

- Honor Roll: This award will be given to students achieving 4.0 CGPA cumulative grade point average or better and having 90% or better attendance in each class. Presented at graduation.
- Student of the Month: This award will be granted to students possessing a positive attitude and drive for success. This award is not given based solely on academics; however, grades are taken into consideration. Presented in each class and each month.
- Perfect Attendance: This award is given to students achieving 100% attendance. This shows the student's dependability. Dependability is truly important in the workplace. Presented in each class and each month.
- Director's List: This award is given to students that achieve:
 - ❖ 100 % attendance and 4.0 GPA per class = Platinum President's List
 - ❖ 92%-99% attendance and 4.0 GPA per class = Gold President's List
 - ❖ 89%-91% attendance and 4.0 GPA per class = Silver President's List

Students who are on probation (attendance, academic, conduct, financial aid, dress code) are not eligible for inclusion on the president's list. President List is posted at the end of each class.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for or renew

your driver's license or state-issued ID card. Voter registration forms are also available in the administrative office.

STUDENT RECORDS & INFORMATION DISCLOSURES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
 - a) Students should submit to the Director or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.
 - b) The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - c) If the records are not maintained by the Bay Area Medical Academy official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.
2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a) Students who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b) If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Bay Area Medical Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory or academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving the Board of Trustees, a person serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bay Area Medical Academy.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bay Area Medical Academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

RETENTION OF RECORDS

It is the policy of Bay Area Medical Academy to maintain all records at its primary administrative location for a minimum of five years from the student’s date of completion or withdrawal. Transcripts are maintained indefinitely.

EDUCATIONAL PROGRAMS AND CEU COURSES

All Bay Area Medical Academy educational programs are offered residentially.

Programs	Length
Medical Assistant with Phlebotomy	900 Clock Hours (700 Classroom/200 Clinical Hours)
CEU COURSES	Length
Phlebotomy Technician (CPT1)	100 Clock Hours (60 Classroom/40 Clinical Hours)
ECG/EKG Technician	60 Clock Hours (60 Classroom Hours)
AHA Healthcare Provider CPR – BLS	4.5 Clock Hours (4.5 Classroom Hours)

MEDICAL ASSISTANT PROGRAM with PHLEBOTOMY

CREDENTIAL: CERTIFICATE

SCHEDULE: DAY CLASS (900 CLOCK HOURS): M - F, 9:30am- 3pm, 36 weeks
 EVENING CLASS (900 CLOCK HOURS): M – F, 5:15pm- 9:45pm, 43 weeks

OBJECTIVE: The medical assistant program is intended to provide the entry-level student with a solid foundation in clinical and administrative duties to prepare for a successful entry into the medical field. Medical Assisting is one of the fastest growing occupations within the healthcare field today. Medical Assistants are multi-skilled individuals trained to assist physicians and members of the health care team in administrative, clinical, and laboratory work. The graduates of the program will:

- Demonstrate charity and respect for the human dignity and rights of all individuals.
- Demonstrate the ability to perform clinical assisting and laboratory procedures.
- Utilize critical thinking and decision making skills when providing clinical and administrative services in structures healthcare settings.
- Apply legal concepts to the medical practice
- Communicate professionally with patients, co-workers and providers.
- Participate in professional activities and continuing education

Potential entry-level job titles include Medical Office Assistant, EKG Technician, Medical Receptionist, Medical laboratory Assistant, and Phlebotomist.

PROGRAM DESCRIPTION: The Medical Assistant Program is the foundation for becoming a medical assistant in today’s healthcare world. The program consists of three components: Administrative Skills training, Clinical Skills training, and a Clinical Externship. The program is divided into 8 learning units called modules. The first seven modules, 1 through 7, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. Students may enter the program in any of the seven modules and continue through these modules until all have

been completed. Following the successful completion of the first seven modules, 1 through 7, students participate in a 200-hour Clinical Externship.

The 900 clock hour program was designed to provide, through classroom and practical instruction, training in a variety of healthcare settings. Lectures include anatomy and physiology, pathology, medical terminology, laboratory techniques, clinical and diagnostic procedures, medication administration, medical law and ethics, computer software applications, book-keeping and accounting, medical billing and insurance processing and other office procedures. Practical instruction provides hands-on training in vital-signs testing, venipuncture and patient preparation for exams and procedures which are verified through a skills check-off system. Completion of the Medical Assisting Program is acknowledged by the awarding of a certificate.

Module 1 (MA-1): Clinical Assisting/Duties & the Nervous, Sensory & Integumentary System

100 clock hours

Patient care is emphasized, including taking patient's history, body measurements, and vital signs, physical examinations and assessment procedures related to eyes and ears and the integumentary system. Students develop understanding of basic anatomy and physiology of the senses (eyes and ears), the nervous and the integumentary system, common diseases and disorders, and learn medical terminology related to these systems. In addition, students check vital signs and differentiate between normal values for pediatric and adult patients.

Module 2 (MA-2): Pharmacology & Minor Surgery in Medical Office

100 clock hours

Student gain an understanding of basic anatomy and physiology of the skeletal and muscular systems, common diseases and disorders, and medical terminology related to these systems. This module emphasizes the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs and their uses, inventory, and classification and effects on the body are included. Students learn the importance of asepsis and sterile techniques in today's health care environment. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures.

Module 3 (MA-3): Professionalism, Medical Ethics, and Communication & Digestive System

100 clock hours

This module covers the history and science of medicine, as well as the medical assisting profession and how it fits into the big picture of health care. Students gain an understanding of concepts related to patient reception in the medical office. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students also gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. They learn about healthy nutrition, weight control and strategies in promoting good health in patients.

Module 4 (MA-4): Clinical Assisting, Endocrinology, Reproductive, Respiratory and Urinary System

100 clock hours

This module identifies and examines the basic structural components and functions of the endocrine, the reproductive, respiratory, and urinary system, as well as diseases and disorders and special medical examinations related to these systems. Students learn about child growth and development and gain understanding about assisting in a pediatrician's office. Some of the specific skills students learn in this area are height and weight measurements and restraining techniques used for infants and children.

Module 5 (MA-5): Electrocardiography, Medical Office Emergencies & Diagnostic Procedures

100 clock hours

Students learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram along with basic interpretation of abnormal ECG. Students are introduced to the emergency medical services system with emphasis on office emergencies and first aid. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies.

Module 6 (MA-6): Medical Insurance, Bookkeeping, Medical Office Management & Employment

100 clock hours

Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students also build on their keyboarding and word processing skills, and learn about various job search strategies as well as how to write resumes and cover letters.

Module 7 (MA-7): Phlebotomy, Laboratory Procedures & the Immune System

100 clock hours

The students are introduced to microbiology and laboratory procedures commonly performed in a physician's office, with an emphasis on proper venipuncture procedure, skin puncture, body fluid collection and processing. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Students will also be taught the essentials of OSHA safety control procedures and regulations that will help them in their phlebotomy practice. Students gain an understanding of basic anatomy and physiology of the immune system, common diseases and disorders, and medical terminology related to this system.

Module EXT: Externship

200 clock hours

Upon successful completion of the classroom training, medical assisting students participate in a 200-hour unpaid externship at an approved facility. Students are expected to work a full-time (40 hours per week) schedule if possible. This module provides externs an opportunity to work on real patients and apply the principles and skills learned in the classroom. Externs work under the direct supervision of qualified personnel at participating institutions and under general supervision of the school staff. Externs are evaluated at 80-, 160- and 200-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Major Equipment: Examination Tables, Stethoscopes, Autoclave, Microscopes, PCs, Electrocardiography Machine, Sphygmomanometers, Hematology testing Equipment, Surgical Instruments, Training Manikins.

PHLEBOTOMY TECHNICIAN (CPT1) (CEU COURSE)

CREDENTIAL: CERTIFICATE (qualified for California State License)

SCHEDULE: DAY CLASS (100 CLOCK HOURS): M - F, 10 am - 4 pm, 3 weeks
EVENING CLASS (100 CLOCK HOURS): M - Th, 4 pm - 8 pm, 5 weeks
WEEKEND CLASS (100 CLOCK HOURS): Sat & Sun, 11 am - 5 pm, 6 weeks

OBJECTIVE: This program's objective is to train individuals who would like to start their career in the medical field as a Phlebotomist in a medical office, clinic, laboratory or hospital. The program trains students in proper venipuncture and blood specimen collection procedures. The curriculum also familiarize students with blood collection equipment, handling of specimens, safety and medical ethics, professionalism, anatomy & physiology and medical terminology. The program also prepares for the Certified Phlebotomy Technician's examinations.

COURSE DESCRIPTION: The program provides 60 hours of both lectures and practical instruction in a classroom (Segment 1), followed by 40 hours of facility staff supervised clinical externship (Segment 2) at a medical office, clinic, laboratory or hospital. *This course is required for licensure in the State of California as a Certified Phlebotomy Technician 1 (CPT1).*

Segment 1 (CPT-1): Phlebotomy Technician

60 Hours

The classroom segment consists of 60 hours of both lectures and practical instruction delivered in a classroom setting. This segment is designed to provide a theoretical foundation and hands-on training in venipuncture and skin puncture procedures. Lectures include basic anatomy and physiology with emphasis on the circulatory system, introduction to specimen collection, risk factors and complications, quality assurance in specimen collection as well as professional behavior and responsibilities in patient care settings.

Segment 2 (CPT-EXT): Externship

40 hours

Upon successful completion of the classroom segment, and after passing the national certification exam, the student is assigned to a Clinical Externship of at least 40 hours at a local hospital or clinic.

Major Equipment: Training Manikins, needles, needle holders, syringes

ECG/EKG TECHNICIAN (CEU COURSE)

CREDENTIAL: CERTIFICATE

SCHEDULE: DAY CLASS (60 CLOCK HOURS): W - F, 10 am - 5 pm, 3 weeks
WEEKEND CLASS (60 CLOCK HOURS): Sat & Sun, 11 am - 5 pm, 5 weeks

OBJECTIVE: The program provides students who would like to start their career in the medical field with the critical skills required to function as ECG/EKG Technicians and prepares them to take the National Electrocardiography Technician Certification exam.

COURSE DESCRIPTION: The program consists of both didactic and clinical instruction. This module introduces students to the emergency medical services system, with emphasis on office emergencies and first aid. Students also learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram.

Major Equipment: Electrocardiography machine.

AHA Healthcare Provider CPR – BLS (CEU COURSE)

CREDENTIAL: CERTIFICATE

SCHEDULE: DAY CLASS (4 CLOCK HOURS): Wednesdays, 12 noon - 4 pm
WEEKEND CLASS (4 CLOCK HOURS): Sundays, 12 noon – 4 pm

OBJECTIVE: The BLS for Healthcare Provider CPR course teaches the skills of CPR for victims of all ages including ventilation with barrier device, and oxygen, used of an AED on adults and children, and relief of FBAO in responsive and nonresponsive victims.

COURSE DESCRIPTION: The class of three main parts: Part 1, cognitive portion, is an instructor-led training session. Students then practice their skills (Part 2) and are tested (Part3) with a certified American Heart Association BLS instructor.

Major Equipment: Training and practice manikin, Resuscitators, Barrier Devices

APPENDIX A - SCHOOL GOVERNING BODY, ADMINISTRATORS, AND FACULTY

Owner

Bay Area Medical Academy, Inc is located at One Hallidie Plaza, Suite 406, San Francisco, CA 94102

Directors

Simonida Cvejic, President
Ruby Lu, Advisor

Officers

Simonida Cvejic, Chief Executive Officer
Simonida Cvejic, Treasurer
Simonida Cvejic, Academy Director

Operating Hours

Office:	Monday through Friday	9:00am – 6:00 pm
	Saturday and Sunday	10:30am-5:00pm
School:	Monday through Friday	9:30am – 8:30 pm
	Saturday and Sunday	10:30am-5:00pm

ADMINISTRATIVE OFFICIALS & STAFF		
Simonida Cvejic	Full-Time	President/CEO, School Director
Akiko Schelske	Full-Time	Associate Director of Operations/Finance
Amy Luu	Full-Time	Student Center Manager/Admissions/Business Development
Sipaea Webb	Full-Time	MA Externship Coordinator/Employer Relations
Rhona Mancilla	Full-Time	Phlebotomy Externship Coordinator/Employer Relations
Mabel Liang	Full-Time	Educational and Career Counselor/Job Placement
Kelly Carroll	Full-Time	Admissions/Office Assistant
Paola Hurtado	Part-Time	Admissions, Licensing & National Examinations Coordinator
Ruby Reyes	Part-Time	Admissions, Student Center Weekend Manager
Thuy Le	Part-Time	Office/Data Analyst/Laboratory Assistant
Savanna DeVee	Part-Time	Office Assistant

FACULTY			
Jagrup Kahlon*, MD	Full-Time	Director of Educational Program Development Medical Assistant with Phlebotomy	Doctor of Medicine Central America Health Sciences Univ. Belize
Andrea Earby	Full-Time	Medical Assistant with Phlebotomy	Medical Assistant, Bryman College, San Francisco, California
Rufino Francia*, MD	Adjunct	ECG/EKG Technician Training	Doctor of Medicine University of Santo Tomas Philippines
Readh Ibraheem, MD	Adjunct	ECG/EKG Technician Training	Doctor in Medicine, General Surgery MS in Medical Physiology Baghdad University, Iraq
Wendy B Knutson*, CPT1	Full-Time	Phlebotomy Technician (CPT1)	CPT1, Bay Area Medical Academy, San Francisco, California
Brandie Fulford, CPT1	Adjunct	Phlebotomy Technician (CPT1) Medical Assistant with Phlebotomy	CPT1, University of California San Francisco Medical Assistant, Bryman College, San Jose, California
Yesenia Aguirre, CPT1	Adjunct	Phlebotomy Technician (CPT1)	AS, City College of San Francisco CPT1, City College of San Francisco

*Program Director/Lead Instructor

APPENDIX B: ACADEMIC CALENDAR

ECG/EKG Technician							
San Francisco Day Class (Mon, Thu, Fri: 10AM-5PM)		San Jose Day Class (Mon, Thu, Fri: 10AM-5PM)		San Francisco Evening Class (Mon, Thu, Fri: 4PM-8PM)		San Francisco Weekend Class (Sat & Sun: 11AM-5PM)	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
03/31/12	02/17/12	01/03/12	01/20/12	02/22/12	03/16/12	01/21/2012	02/19/12
04/10/12	04/27/12	05/08/12	05/25/12	10/01/12	10/26/12	10/20/2012	12/18/12
06/05/12	06/22/12	08/13/12	08/31/12				
08/28/12	09/14/12						

Phlebotomy Technician (CPT1)							
San Francisco Day Class (M-F: 10AM-4PM)		San Jose Day Class (M-F: 10AM-4PM)		San Francisco Evening Class (M-Thu: 5:30PM-9:00PM)		San Francisco Weekend Class (Sat & Sun: 11AM-5PM)	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
01/03/12	01/13/12	12/12/11	12/23/11	04/02/12	04/27/12	01/07/12	02/05/12
02/06/12	02/17/12	01/23/12	02/03/12	07/11/12	08/02/12	02/18/12	03/18/12
03/05/12	03/16/12	02/21/12	03/02/2012	10/29/12	11/21/12	03/31/12	04/29/12
04/02/12	04/13/12	03/19/12	03/30/12			05/12/12	06/10/12
05/14/12	05/25/12	04/23/12	05/04/12			07/28/12	08/26/12
06/18/12	06/29/12	06/04/12	06/15/12			09/08/12	10/07/12
07/23/12	08/03/12	07/09/12	07/20/12			10/20/12	11/18/2011
08/20/12	08/31/12	08/06/12	08/17/12				
09/24/12	10/05/12	09/10/12	09/21/12				
10/29/12	11/09/12	10/15/12	10/26/12				
12/10/12	12/21/12	11/26/12	12/07/12				

Medical Assistant Program with Phlebotomy								
Module	San Francisco Day Class (M-F: 9:30AM-3PM)		Module	San Jose Day Class (M-F: 9:30AM-3PM)		Module	Evening Class (M-F: 5:15PM-9:45PM)	
	Program Start Date	Program End Date		Program Start Date	Program End Date		Program Start Date	Program End Date
4	01/03/12	09/14/12	6	01/23/12	10/05/12	6	01/17/12	11/16/12
5	01/30/12	10/12/12	4	02/21/12	11/02/12	5	02/21/12	12/21/12
6	02/27/12	11/09/12	1	04/16/12	12/07/12	7	04/02/12	02/17/13
7	04/02/12	12/07/12	2	05/14/12	01/04/13	1	05/07/12	03/02/13
1	04/30/12	01/13/13	3	06/11/12	02/15/13	2	06/11/12	04/06/13
2	05/29/12	02/17/13	4	07/16/12	03/15/13	3	07/23/12	05/18/13
3	06/25/12	03/16/13	5	08/13/12	04/12/13	4	08/27/12	06/22/13

Medical Assistant Program with Phlebotomy (modular calendar)								
Module	San Francisco Day Class (M-F: 9:30AM-3PM)		Module	San Jose Day Class (M-F: 9:30AM-3PM)		Module	Evening Class (M-F: 5:15PM-9:45PM)	
	Module Start Date	Module End Date		Module Start Date	Module End Date		Module Start Date	Module End Date
4	01/03/12	01/27/12	6	01/23/12	02/17/12	6	01/17/12	02/17/12
5	01/30/12	02/24/12	4	02/21/12	03/16/12	5	02/21/12	03/23/12
6	02/27/12	03/23/12	1	04/16/12	05/11/12	7	04/02/12	05/04/12
7	04/02/12	04/27/12	2	05/14/12	06/08/12	1	05/07/12	06/08/12
1	04/30/12	05/25/12	3	06/11/12	07/06/12	2	06/11/12	07/13/12
2	05/29/12	06/22/12	4	07/16/12	08/10/12	3	07/23/12	08/24/12
3	06/25/12	07/27/12	5	08/13/12	09/07/12	4	08/27/12	09/28/12
4	07/30/12	08/24/12	6	09/10/12	10/05/12	5	10/01/12	11/02/12
5	08/27/12	09/21/12	7	10/08/12	11/02/12	6	11/05/12	12/07/12
6	09/24/12	10/19/12	1	11/5/12	11/30/12	7	12/10/12	1/25/13
7	10/22/12	11/16/12	2	12/3/12	01/11/13			
1	11/19/12	12/14/12						

2012 Holiday Schedule					
Christmas Day	12/26/11	New Year's Day	01/02/12	Martin Luther King Jr. Day	01/16/12
President's Day	02/20/12	Memorial Day	05/28/12	Independence Day	07/04/12
Labor Day	09/03/12	Thanksgiving Day	11/22/12	Day after Thanksgiving	11/23/12
Christmas Day	12/25/12				