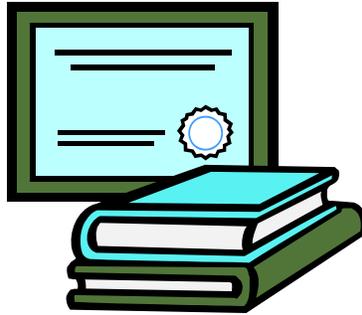


# JEM COLLEGE

## SCHOOL CATALOG



271 Ott Street, Suite 23  
Corona, CA 92882-7102

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This catalog is in effect from January 1, 2014 through December 31, 2015

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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.

New policies or procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice.

Addendums subsequent to catalog printing will be stapled to back page.

Publication Date: January 2014

## INTRODUCTION

### MISSION

To prepare students and to further competence through advanced training. The mission of this college is to provide classroom education along with practical application and to afford students an education that is updated in the most recent technical advancements

### PHILOSOPHY

JEM College provides an atmosphere that is conducive to learning specific occupational trades. The faculty and staff at JEM College instill professionalism, a sense of pride and accomplishment in the students while in the classroom and during their externship.

### PURPOSES AND OBJECTIVES

The education is intended for individuals who want to enter specific occupational fields. The expected outcome is for the students to become proficient in the skills required for their chosen occupations. This college maintains quality education, affording students a positive experience that will benefit them the remainder of their lives.

This College's Certificate Training Programs Are:

X-ray Technician	1015 Hours / 39.5 Quarter Credits Hours
X-ray Technician/Medical Assistant	1303 Hours / 52.0 Quarter Credits Hours
Diagnostic Medical Ultrasound	2065.5 Hours / 85.0 Quarter Credits Hours

\*\* All X-ray Technician Programs Are California Approved Limited X-ray Technician Permit Programs.

California statute requires that a student who successfully completes a course of study be awarded an appropriate certificate, verifying the fact.

All information in the content of this catalog is current and correct and is so certified as true by:

  
\_\_\_\_\_  
Joseph A. Melanson, CRT (R)(N) ARRT, NMTCB - President

Students will be notified of any policies and procedures implemented by this college prior to issuance of the annual catalog. Additions or changes may be made consistent with applicable laws and regulations. JEM College reserves the right to change, without prior notice, any policy and procedures, tuition or fee, curricular requirements or any other information found within this catalog. However, JEM College will endeavor to assist all students to adapt to any necessary changes.

All classes are held at JEM College, 271 Ott Street, Suite 23, Corona, CA 92882

## **HISTORY OF JEM COLLEGE**

JEM College, located at 271 Ott Street, Suite 23, Corona, California, was established January 2, 1996 as a branch of Central California School of Continuing Education, located in San Luis Obispo, California which started the first class in April 1989. Since its conception, the Corona campus has graduated students in fields of Medical Assisting, X-ray Technician, Combination Medical Assisting/X-ray Technician, and Diagnostic Medical Ultrasound. The Corona campus applied for accreditation as a main campus and was granted main campus status on August 6, 2006. The Corona Campus subsequently changed ownership hands on January 1, 2009 being purchased by JEM Educational Services, LLC – Joseph A. Melanson, CRT/President. Mr. Melanson founded the Corona campus and has been it's Director for the 13 years between 1996 and 2009. JEM College has graduated students in the field of X-ray Technician, X-ray Technician/Medical Assistant, Diagnostic Medical Ultrasound and Medical Assistant.

JEM College trains persons from this county and students who commute from outlying areas. The special characteristic of the college can be described as "caring." We care about the people we enroll and continue to keep in touch with our graduates. It has always been and will remain the ultimate objective of this college to graduate students who are true professionals in their attitudes, beliefs and actions.

No person shall, on the basis of race, color, religious beliefs, gender, national origin ethnicity, age, physical disabilities, veteran's status, sexual orientation, or marital status, be unlawfully subject to discrimination under any program or activity of JEM College.

## **OPERATING LOCATION, DATES AND HOURS**

All Didactic and Laboratory classes are conducted at the college's physical facility which is located at 271 Ott St. Suite 23, Corona, CA 92882-7104. The Clinical components are conducted at medical facilities which have externship agreements with JEM College.

Courses are in session seven days a week, from 8:00a.m. to 10:00p.m. Hours and days depend upon the program. Entry dates are posted at the school. Registration and entry dates are approximately every four months for most programs. For additional information, please contact the school.

## **PHYSICAL FACILITIES**

The facilities JEM College occupies and the equipment it utilizes fully comply with any and all federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. The facility encompasses 3898 square feet. It consists of four safe, well-lighted classrooms with three adjoining staff offices, an X-ray lab room, darkroom, digital radiography equipment, medical assisting lab, ultrasound lab, library and front lobby. There are four rest-room facilities for student use. Ample parking is available and several restaurants are close by. There is equipment to simulate a medical office and medical radiography equipment is available. There are visual aids to simulate the human body, anatomical charts and skeletons.

The following is the college's policy regarding student ratio: all programs have a lab ratio of a maximum of 10:1 at a time, and a maximum of 20:1 for lecture session.

## HOLIDAYS

This college observes Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the school closes for the Christmas Holiday Season, reopening after New Years Day.

## GOVERNING BOARD

Joseph A. Melanson is the President, Director and Chief Fiscal Officer. Marie Elena Melanson is Vice President.

## STUDENT SERVICE POLICIES

Student service policies can be found in the "Student Handbook" received upon registration. This handbook contains written statements of policies and procedures. Students are required to sign a receipt form attesting that they have read and understand the catalog and their student handbook.

## STUDENT SERVICES

**Housing:** A list of surrounding motels is available to those students commuting from outlying counties. JEM College does not provide student housing. We have a list of referral services for affordable rentals posted on the bulletin board.

**Remedial help:** The college has available, upon special arrangement, remedial video tapes & DVDs for students requiring this service. Remedial is defined as those students who have kept current with class attendance and homework assignments, but need extra information to help them understand the material. A remedial student is someone who is making an effort to achieve the required 75% GPA, per module component but who, despite their efforts, falls short of the 75% GPA. There is no extra charge for this service. Remedial help is monitored by the Campus Director.

**Tutorial help:** Upon request the college can provide individualized tutorial help. Instructors are available for this service. However, there is an additional \$25 per hour charge. Tutorial help can be requested by any student no matter what their current "GPA"

**Placement assistance:** This college maintains an active placement service, posting known openings and assisting graduates in obtaining interviews. There is no charge to the student for this assistance. Graduates are presented a portfolio containing their certificates, academic transcripts and a professional resume. As a matter of legal ethics, no school can guarantee placement or starting salaries. However, this college performs a postgraduate survey and maintains verifiable records of initial employment. This information is published in our annual report entitled, "The Fact Sheet," providing up to date statistics related to graduation, state board results and other examination, employment and average entry-level salaries of our graduates for the previous calendar year.

**Library facilities:** This college has sufficient resources to support library assignments given to students by the instructors and for research purposes. JEM College also subscribes to periodicals that bring up-to-date information to the students and Internet access for research. There are other resource libraries available within the immediate area.

**Insurance:** The school provides malpractice insurance for programs requiring externship.

## ADVISING

**Testing Service:** Applicants who do not have a high school diploma, GED or equivalent are encouraged to obtain a diploma or equivalency for enrollment. We recommend applicants contact the following source for information on California School Proficiency Examinations: web: [www.chspe.net](http://www.chspe.net), by telephone: (866) 342-4773 (toll free) or Corona Adult School (951) 736-3325

Applicants are requested to write a paragraph regarding their desire to enter a successfully complete the program. It is the opinion of the staff that the success of the student is proportional to his/her desires to complete a program.

**Counseling Referral:** Referral services are available to all students. A list of social service agencies and other professional counseling sources are found in the Student Hand Book for students who need a licensed, credentialed, professional counselor for their specific problems or concerns.

**Financial Planning:** Budget and personal financial planning concerns are addressed by this office.

**Documentation:** All advising sessions provided by school personnel are documented and retained in the student's file. This information includes, but is not limited to, the time and place of the advising session.

**Additional Services:** A list of housing availability and social service contact phone numbers are listed in the student handbook. Joseph A. Melanson, Director, conducts academic advisement if needed.

**Retention of Records:** All students' permanent educational files and financial records are securely maintained and protected against fire, vandalism and other perils. Records are kept indefinitely. Students may submit a written request for copies of documents/materials in their school file. The college has thirty days after receipt of the written request to provide the student with the requested materials.

**Status Reports or Routine Evaluations:** Students are given written status reports on their progress, including grades to date and number of absences. Each instructor is responsible for his student's progress reports. A copy of this report is maintained in the student's permanent file.

**Transcripts:** Permanent transcripts are maintained for each student and are given to the student upon completion of training or upon request. The student is presented with a transcript upon graduation. There is a \$10 charge for each additional transcript requested. Transcript request forms can be obtained from the director of education or campus manager.

## **ACCREDITATION & APPROVALS**

The following state boards, bureaus, departments or agencies set minimum standards for our programs of study:

JEM College is accredited by the Accrediting Commission of Career Schools and College (ACCSC). The ACCSC code for this school is: 070204.

All x-ray technician programs are separately approved by the California Department of Public Health, Radiological Health Branch – Certification Unit (CDPH-RHB). The CDPH-RHB school number for this school is: 1134

JEM College was granted approval from the Bureau for Private Postsecondary Education (BPPE) to operate in the State of California. The BPPE school code for JEM College is: #3302761

JEM College is approved, by the Department of Veterans Affairs, to provide education to Veterans who wish to utilize their GI Bill education benefits as well as certain members of their families who qualify. JEM College's veteran facility code is: 25160505

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 Capitol Oaks Drive, Suite 400. Sacramento Ca 95833 ([www.bppe.ca.gov](http://www.bppe.ca.gov)) P(916)431-6959 F(916)263-1897

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.

## **ADMINISTRATIVE AND BUSINESS OFFICE**

The administrative staff consists of Joseph A. Melanson, CRT and Marie Melanson. Mr. Melanson has prior school administrative experience having previously been the Director of three private vocational colleges in California. Mr. Melanson is in charge of the overall business operations of JEM College and all fiscal operations. Marie Melanson oversees the day-to-day operation of the college business office.

## **ADMISSIONS AND REGISTRAR**

Marie Melanson is in charge of enrollment, maintaining attendance records and assisting the campus manager in a secretarial capacity.

## FACULTY

The faculty consists of professionals whose primary goal is to instruct and guide students in their area of expertise. Our instructors are actively involved with the students and the externship sites.

Joseph A. Melanson, CRT, (R)(N), ARRT, NMTCB is the Director of JEM College and of the X-ray Technician Program. Mr. Melanson's combined experience as a Radiologic Technologist, director of Radiology Technology Programs, Instructor and Hospital Administrator equals forty eight years. Mr. Melanson also teaches part-time in the X-ray Technician Program.

Linda Ortega, CRT, ARRT (R)(CV) teaches the X-ray Technician Program and serves as the Clinical Coordinator. Ms. Ortega has twenty nine years experience in the medical field as a Certified Radiologic Technologist, which includes hospital administrative and managerial experience, in addition to her duties at this college.

Thomas Crosby, B.A., XT, MA is the Clinical Coordinator and teaches in both X-ray Technician and Medical Assisting subject matter. Mr. Crosby has fifteen years experience in the x-ray & medical assisting fields. He is also a Combat Medic / Healthcare Specialist with the California Army National Guard. Additionally, he is a CPR certified instructor as well as a currently practicing X-ray Technician and Medical Assistant

Candice Hight, XT is the instructor for the Diagnostic Medical Ultrasound Program. Ms. Hight has sixteen years in the medical field, ten of which were in medical imaging.

Rognean Strause, MA, XT teaches sections of the Medical Assistant/X-ray Technician Programs at the JEM College. Ms. Strause has forty years experience in the medical field as a medical assistant and x-ray technician. In addition to working at this college, she is also employed as a clinical medical assistant and x-ray technician supervisor for a medical center.

Alban Kitilya, XT, MA teaches the Anatomy and Positioning portion of the X-ray programs at JEM College. Mr. Kitilya has been practicing in the medical field for over four years. He has experience in urgent care, family practice, workers comp and multi-specialty medical facilities. Mr. Kitilya has also been involved with humanitarian efforts in multiple third world countries for the medical and imaging needs of the sick and poor where medical care is not locally available. Mr. Kitilya has also volunteered time in Haiti to assist in medical imaging after the hurricane in 2011.

Frank Vittorio, XT, MA teaches the Core and Radiation Protection portions of the X-ray programs at JEM College. Mr. Vittorio has been practicing as a Clinical Medical Assistant and X-ray Technician in the medical arena of Leg-Podiatrics. Mr. Vittorio has vast experience in out-patient surgical procedures and imaging of the foot and leg. Mr. Vittorio also lectures locally on the topic of Leg-Podiatric radiography.

## **ADMISSION REQUIREMENTS**

- ❖ Age 17 or older.
- ❖ Attend this college's orientation
- ❖ High school diploma, High School Equivalency, GED or a Bachelor Degree from a regionally accredited institution. The College requires all students to take and pass the Wonderlic Scholastic Level Exam. The College does not admit by means of Ability to Benefit (ATB)
- ❖ Persons admitted from foreign countries must have a valid student visa or proof of eligible noncitizen status or other documentation.
- ❖ A tuberculosis screening result must be provided at registration/admission or prior to being placed in clinical externship.
- ❖ Healthcare program students must provide proof of hepatitis series B via childhood immunization records or if needed, titer and booster, or other proof of immunization or start of hepatitis immunization or completed and sign an exemption waiver. The school strongly suggests completing the vaccination series.
- ❖ Satisfy any prerequisites for selected program (if applicable) prior to enrolling. See each program for prerequisites.

## **ADMISSION PROCEDURES**

- ❖ Attend an orientation session. This is an informational session only. No enrollments allowed.
- ❖ Make an appointment with the financial/business office to make financial arrangements.
- ❖ Submit all requested documentation.
- ❖ Consideration of transferable credit for prior education or work experience must be accompanied by an official transcript or other documentation.
- ❖ Register: Complete an enrollment agreement/contract and registration documents prior to starting class.

## **FINANCIAL PAYMENT ARRANGEMENTS**

The following options are available for payment of training costs and related fees:

- ❖ Payment of the total amount at the beginning of the program.
- ❖ A payment schedule not to exceed the length of the chosen program and to run concurrently with the enrollment period.
- ❖ Any payment arrangements, others than those noted above, are to be discussed with the College Director.
- ❖ Failure to remit payments as scheduled will result in suspension until the student's account is current. Any payment more than thirty (30) days past due will result in the student being placed on probation and a late fee. Any payment more than sixty (60) days past due will result in the student being suspended. Any payment more than ninety (90) days past due will result in the student being terminated from the program. All financial obligations must be met prior to the release of completion documents and/or transcripts.

## **STATE OF CALIFORNIA TUITION RECOVERY FUND**

The California Bureau of Private Postsecondary Education (BPPE) requires that, upon a student's enrollment, a fee be assessed the institution in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California legislature to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30 day period before the institution's closure. The fund protects only California students. Institutional participation is mandatory. It is important that enrollees retain a copy of any enrollment agreement, contract or application to document enrollment, tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of their rights under the STRF or if no notice of rights is served to the student, within four years of institution's closure. If a student is not a resident of the state of California, he/she is not eligible for protection under the "Student Tuition Recovery Fund."

## **ATTENDANCE AND TARDINESS**

Students are expected to attend all scheduled class sessions and clinical assignments. Students are expected to arrive on time. The minimum acceptable standard to ensue reasonable progress is 85% attendance. It is required that students report, by telephone, to the college on the day of the absence. If the absence involves the student's clinical assignment, the student must also contact the clinical site. However, all absences and tardiness count toward excessive absenteeism. Absences may be excused for childbirth, documented illness or death in the immediate family or other emergency situations acceptable to the director and/or administrator. Students who enter class sessions 15 minutes after it has begun or who leave early will be counted a tardy. Any combination of four late arrivals or early departures, leaving 15 minutes early from class during a 30-day period will equal one absence. Students must maintain 85% attendance during any 12-week period. If absences exceed 15%, the student will be placed on probation for the ensuing 30 days. Failure to improve attendance, during this 30-day probation period, will result in termination from the program. Students may reference reinstatement section of his catalog. Excused and unexcused absences are not distinguished for the purpose of computing the maximum number of absences allowed. Attendance will be monitored by classroom/lab sign-in sheets and clinical time sheets.

## **LEAVES OF ABSENCE**

A leave of absence period may not exceed 180 days within any 12-month period. A student may be granted more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

## **GRADING SYSTEM FOR CERTIFICATE OF COMPLETION**

The student must maintain a GPA of 75% or above throughout the entire training period, meaning at 25%, 50%, 75% and 100% of their training period and satisfy clinical and/or other requirements to successfully complete the program. Reference each program for specific requirements.

### **SATISFACTORY PROGRESS POLICY/GRADING SYSTEM:**

1. 100% to 90% = A (4.0)
2. 89% to 80% = B (3.0)
3. 79% to 75% = C (2.0)
4. 74% to 70% = D (1.0) Unsatisfactory
5. Below 70% = F (Failing)

If a student's GPA falls below the acceptable percentile (GPA Of 75%), for a calendar month, the student will be placed on academic probation and notified in writing. During the probation period, the student will receive special advisement from the school director and/or administrator. The student must then achieve and maintain satisfactory academic progress during this probationary period. Failure to meet the terms of probation will result in termination. Each course is arranged in modular components. Students failing two consecutive components will be placed on probation. Failure to improve during the next modular component within the probationary period will result in the student's termination from the program. Maximum time frame for completion of training is 1½ times the length of the program. A Student may be readmitted to the program based on planned repeating failed components per Repeating Program Component policy.

### **INCOMPLETE GRADE**

Students have 30 days after the incomplete grade is entered in their student grade database to complete the necessary work. Failure to comply with the instructor and/or director of education during this time frame will result in a failure, below 75% GPA, for that particular component, pending other grades taken into account.

### **FULFILLING EXAMINATION REQUIREMENTS**

Students have two weeks from their last regularly scheduled class date to complete all final course exams for the program. Non-completion of the final course exams will result in a zero grade and will be calculated into the final grade point average.

### **MAKE UP WORK**

The college policy on make-up work is based on the following:

1. The instructor may assign make-up work and the assignment grade will be averaged with the grade for the modular component.
2. Make up work is considered and assigned for special circumstances. The college does not encourage make-up work in lieu of completing required assignments.
3. This college allows make-up work on a maximum of two modules. Additional make-up work assignments are accepted only after a special advisement session with the chief academic officer, student and instructor.

## **REPEATING PROGRAM COMPONENTS**

Students, who need to repeat a particular component within a program because they received a failing grade on that section, must do so with the consideration of space available. There is an additional charge for the hours of that particular component, and the additional charge is calculated at the current didactic tuition fee. The grade received for repeating this program section would replace the previous grade.

### **PROBATION POLICY**

A student may be placed on a thirty (30) day probation for the following reasons:

- 1) Failure to maintain academic standards
- 2) Failure to maintain attendance standards
- 3) Failure to follow college policies regarding clinical externship
- 4) Issues involving conduct as noted in the student conduct policy
- 5) Failure to make financial payments (see Financial Payment options – Page 7)

During the 30 day probation period the student must rectify the issue which resulted in probation. Failure to meet the conditions of probation may lead to a 30 day suspension from the program or termination from the program.

### **STUDENT CONDUCT POLICY/SCOPE OF APPLICATION**

Students are held individually responsible for the information contained in the catalog. Failure to read and comply with college regulations will not exempt students from whatever penalties they may incur. All students are expected to conduct themselves in an acceptable manner while on campus and when representing JEM College in any off-campus activity. Each student has the responsibility to be aware of the college regulations. Conduct unbecoming the college and students will not be tolerated. The school administrator or director may dismiss a student from the college for incidents of intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at the college, disruption of classroom activity, disrespectful behavior to other students or staff and any other stated determined infraction of conduct. Misconduct for which student is subject to discipline fall into the following categories:

- Dishonesty, including but not limited to, cheating or knowingly furnishing false information to the college.
- Forgery, alteration or misuse of college documents.
- Unreasonable disrupting, obstructing or interfering with teaching, administrative, disciplinary or any other functions or activities of the college.
- Physical abuse, threat, harassment or assault of any person on college occupied or controlled property, or property in affiliation with the college, or conduct which threatens or endangers the health or safety of any such person.
- Theft or damage to property belonging to the college, staff, a student or visitor.
- Unauthorized entry into or occupancy of the college facility, or any part thereof.
- Unauthorized possession or use of any property or equipment belonging to the college.
- Violation of college policies or regulations, including but not limited to, the time, place and manner of public expression.
- Disorderly conduct or lewd, indecent or obscene conduct or expression.
- Failure to comply with directions of school officials in the performance of their duties.
- Possession or use of drugs, narcotics, alcoholic beverages and other controlled substances.
- Any act which is defined as a felony or misdemeanor under the laws of the State of California.

- Termination policy also includes those issues stated elsewhere within this catalog.
- Failure to pass the required drug test the second time is cause for dismissal from the college.

### **TERMINATION POLICY**

- Failure to adhere to “student conduct policy” stated above will result in termination without the possibility of re-entering.
- Failure to achieve and maintain academic progress, i.e., the terms and conditions of academic probation will result in termination.
- Failure to achieve and maintain the minimum acceptable rate of attendance, i.e., the terms and conditions of attendance probation will result in termination.
- Failure to meet financial obligations within the designated time period.

### **REINSTATEMENT PROCEDURES**

Students who wish to re-enter, must first wait *90 days* from the date of their drop, reapply by completing new registration documents. **The College is not obligated to re-enroll students who have withdrawn or whose enrollment has been terminated.** Re-admitted/reinstated students will be enrolled at the beginning of the program.

### **STUDENT GRIEVANCE APPEALS POLICY AND PROCEDURE**

Students seeking to resolve problems or complaints should follow the procedures listed below:

1. Submit a written complaint to the primary instructor.
2. If the problem/grievance is not resolved within fourteen (14) days, submit the written complaint to the Program Director.
3. Complaints not resolved within fourteen (14) days, should be submitted to the Director of Education.
4. If not resolved within fourteen (14) days, unresolved complaints should be submitted to the Administrator.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (P (916) 431-6959 F (916) 263-1897) or on the web at [www.bppe.ca.gov/students](http://www.bppe.ca.gov/students). A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number (800) 1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

Schools accredited by the Accrediting Commission of Career Schools and College must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the accrediting commission. All complaints considered by the commission must be in written form, with permission from the complainants(s) for the commission to forward a copy of the complaint to the school for a response. The complainants(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquires to: Accrediting Commission of Career Schools and Colleges; 2101 Wilson Blvd., #302, Arlington, VA. 22201, 703-247-4212. A copy of the complaint form is available at the school and may be obtained by contacting the director. The school maintains a complete record of all written student complaints for the last three years.

## **DEFINITION OF CLOCK HOUR TO QUARTER CREDIT HOUR CONVERSION**

The following formula is used to convert the program Clock Hours to Quarter Credit Hours:

### **QUARTER CREDIT HOURS:**

One Quarter Credit Hour equals 30 units

- One Clock Hour in didactic learning =2.0 units
- One Clock Hour in a supervised laboratory session = 1.5 units
- One Clock Hour of clinical externship = 1.0 unit
- One Clock Hours of assigned out-of-class and/or prep work = 0.5 unit  
(maximum of 25% of didactic or laboratory hours)

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at JEM College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 JEM College, to determine if your credits or a certificate will transfer.

JEM College has not entered into any articulation or transfer agreements with any other college or university.

## **TRANSFER OF CREDITS TO JEM COLLEGE**

Consideration is on a case-by-case basis and determined by the administrator / director of education. Transferable credits depend on the requirements and prerequisites of the individual program. Specific transferable credit would need to be documented. Transferable credits will be considered provided that the hours meet or exceed the hours of JEM Colleges program. No externship credits, performed at another institution, will be accepted. Transferring credit from one program to another program is allowable. Documentation from prior program is required. Additionally, each potential student who wishes to transfer credit from a similar program at another institution will need to take and pass a challenge examination in that subject matter. With regards to the X-ray Technician specific programs the possession of a current California X-ray Technician Limited Permit will be grounds to accept all previous x-ray course work done at another institution without a challenge examination.

## COMPARABLE PROGRAMS

Students can request information on comparable program length, tuition, and fees from accreditation commission by writing or calling Accrediting Commission of Career Schools and Colleges (ACCSC). 2101 Wilson Blvd., #302, Arlington, VA 22201, (703)-247-4212.

## CANCELLATION, REFUND SETTLEMENT POLICY

This same information appears in the school's enrollment agreement.

### Tuition Refund Policies:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. The college shall remit a refund, less the \$75 registration fee, in accordance with the BPPE regulations within thirty (30) days following the withdrawal, termination or expulsion.

The buyer/student may cancel this contract prior to the start of classes. The buyer/student has the right to cancel this contract for college without any penalty or obligation within five (5) business days from the date of the first class attended. Any payment made on your behalf will be returned to the payee within thirty (30) days following the college's receipt of the buyer's written, dated and signed cancellation notice. To cancel the contract for college, the buyer/student must mail or deliver signed and written notification to the college at the below address NOT LATER THAN MIDNIGHT of the fifth business day after the first class. REMEMBER, THE BUYER/STUDENT MUST CANCEL IN WRITING. You may cancel this enrollment agreement and receive a refund by providing written notice to Joseph A. Melanson, Campus Director, JEM College, 271 Ott Street, Suite 23, Corona, CA 92882-7104.

The student will be deemed by the college to have withdrawn from the course of instruction when any of the following occurs: 1) The student notifies the college of withdrawal or of the date of the Student's withdrawal, whichever is later; (2) The college terminates the student's enrollment; (3) The student fails to attend classes for a three-week period. For the purpose of the Withdrawal Calculation, the date of the Student's withdrawal will be deemed to be the last date of recorded attendance. Students wishing to cancel their enrollment must notify the Administrator in writing. The effective date of cancellation is the date the notice is postmarked or handed to an authorized college administrative officer. Tuition refund policies also apply to any student who may be terminated from the program by the administration. For a student withdrawing from a quarter credit hour program, the "percentage of quarter credits completed is determined by dividing the total number of quarter credits completed by the total quarter credits in the program. In the case of clinical externship the quarter credits completed will be determined by a ratio of hours completed to hours required by externship. This ratio will be used to prorate the clinical externship quarter credits completed. (See example below)

Example: A student is enrolled in a program that is 60 quarter credit hours and withdraws after completing 30 quarter credit hours. The total institutional charges are \$7500. The college received \$4000 of \$7500 Payments. The refund would be calculated as follows:

1. 30 quarter credit hours completed divided by 60 quarter credit hours in the program = 50%.The college has earned 50% (\$3750) of \$7500 total cost of program
2. \$4000 (amount funds received) - \$3750 (amount school earned) = \$250 refunded to the funding agency or person.

Refunds for students not participating in outside funding programs will be calculated identically to the example above. Refunds for students not receiving outside funding will also be based on the percentage of the credit units completed.

Unpaid intutional charges will be the sole responsibility of the student. Delinquent accounts will be turned over to a collection agency.

**Refund Proceeds:** If all or a portion of the tuition was paid from the proceeds of a student loan, the refund shall be sent to the lender, or, if applicable, to the private agency, State or Federal agency that guaranteed or reinsured the loan. The order of priority is regulated. Any amount of the refund in excess of the unpaid balance of the tuition will be first used to repay any outside funding agency from which the student received any benefits, in proportion to the amount of the benefits received. Any remaining amount will be made to him/her. If another funding source has paid monies to the School, the refund will be made to that source. Only with written permission from the above-mentioned source will the refund be made to the student

The college shall notify the Student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund and the name and address of the entity to which the refund was sent. Notification will be mailed to the Student within ten days of such refund. (End of Cancellation and Refund Policy).

## **CAMPUS SECURITY**

JEM College is dedicated to providing its students and staff a safe working and learning environment. The school parking lot is well illuminated and is patrolled by the Corona Police Department. Students enrolled in evening classes are encouraged to leave in groups. There have been no incidents of criminal activity in the history of JEM College.

## **PROHIBITION OF SEXUAL HARASSMENT**

It is the policy of JEM College that the School shall maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. Students should be aware that JEM College is concerned and will take action to eliminate sexual harassment. Sexual harassment is subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. (Refer to Student handbook Policy)

**Lectures:** These are conducted in the English language. JEM College does not provide "English as a Second Language" programs.

**Drug test:** All students are required to take a drug test. This test is requested and arranged with a local medical clinic. After the student enrolls, the test is randomly scheduled and the student is notified. If a student does not pass, they are again randomly tested within the next 30 days. There is an additional \$50 charge for the second test. Failure to pass the second time will result in being dropped from school. Throughout their training, at the discretion of the School Administrator, students may be subject to an additional drug test at no cost to the student. Failure to pass this additional drug test will result in termination.

**X-RAY TECHNICIAN  
Program Description  
Dot Code: 199.361.010**

Educational Objective: To train students to acquire satisfactory skill and demonstrate competence in radiographic examinations to be performed within the scope of the X-ray Technician categories of Chest, Extremities, and Torso-skeletal anatomical areas of the body. Upon successful completion of the program, graduate will be eligible to sit for the California Department of Public Health, Radiation Health Branch - Certification Examinations for X-ray Technician. Upon passage of the examination the graduate will be eligible for an entry-level position as an X-ray Technician in a health care facility.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess a authorization issued by the Department as required of anyone who actuates or energizes x-ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-ray School in California and take, and pass, an examination administered by the Department.

Prerequisite: Student enrolling only in the x-ray technician programs must have prior work experience or training in health occupations, i.e., medical assisting, chiropractic assisting, licensed vocational nurse, registered nurse, orthopedic technician or physician’s assistant. Documentation of the appropriate credentials is required for registration in this program. If the person has no prior health care occupation history in one of the listed professions, he or she must enroll in The X-ray Technician/Medical Assistant Program.

**Anatomy and Physiology (X-ray)**

**20 Hours / 1.0 QC**

This course will provide the student with a general overview of human anatomy. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation. Each of the body’s systems will be presented to include organs involved, physiology of each system and systems interrelations with other systems.

**Chest Radiography (or Leg-podiatric)**

**15 Hours / 1.0 QC**

Chest:

This course will provide the student with the knowledge of the structure and function of the respiratory and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed.

Leg-podiatric:

This course will provide the student with the skeletal anatomy of the knee, tibia, fibula, ankle and foot to include osteology and arthrology. Methodologies for performing radiographic procedures are presented. The basic principles and related terminology are discussed.

**Extremities Radiography (or Skull)**

**30 Hours / 2.0 QC**

Extremities:

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and relate terminology are discussed.

**Skull:**

This course will provide the student with the knowledge of the imaging the bone and soft tissue of the skull. The methodologies of for performing radiographic procedures of the skull are presented. The basic principles and related terminology are identified. **Skull is only provided to a person who is already a current X-ray Technician with Chest, Extremities and Torsoskeletal. Proof for transfer credit and financial reasons must be provided prior to enrollment. Additionally, a candidate for Skull must provide his/her own valid clinical externship site for Skull. This must be discussed with the Director prior to enrollment for approval.**

**Torso-skeletal Radiography****30 Hours / 2.0 QC**

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified.

**General Radiography Laboratory****10 Hours / 0.5 QC**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of general radiography learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

**Radiation Protection Laboratory****20 Hours / 1.0 QC**

During the hands-on course, the student will perform controlled radiographic lab assignments to demonstrate and reinforce the concepts of radiation protection learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

**Radiation Protection and Safety****50 Hours / 3.5 QC**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radiobiology and the effects of radiation are discussed. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments.

**Radiological Physics****20 Hours / 1.0 QC**

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

**Principles of Radiographic Exposure****30 Hours / 2.0 QC**

This course will provide the student with knowledge of the technical factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is presented.

**Equipment Operation, Quality Assurance and Control****15 Hours / 1.0 QC**

Presented in this course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components of x-ray technical factors and radiographic quality is presented. Equipment care and quality assurance control are discussed.

**Imaging Processing and Evaluation****15 Hours / 1.0 QC**

This course will provide the student with the knowledge to process radiographic film. Manual and automatic film processing are presented and explained. Requirements for the processing area are identified. Processor quality assurance/control is discussed.

This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

**Medical Terminology, Medical Ethics (X-ray)****10 Hours / 0.5 QC**

This course will provide the student with the elements of medical terminology. Specific medical/radiographic terminology is presented.

This course will provide the student with the knowledge of ethical legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented.

**Patient Care (X-ray), Pediatric and Geriatric Radiography****15 Hours / 1.0 QC**

This course will provide the student with methodologies of patient care. Routine and emergency nursing procedures are discussed. This course will provide the student with the knowledge for imaging the pediatric and geriatric patient. The discussion of the skeletal anatomy of the infant, children, adolescent and young adult, adult, and geriatric patient will include osteology and arthology. The methodologies of performing radiographic procedures of the pediatric patient and geriatric patient are presented. Basic principles and terminology are discussed.

**Digital Radiography****20 Hours / 1.0 QC**

This course will provide the student with the basic knowledge of Digital Radiography to include CR&DR. The information presented will be basic computer information, the differences between film radiography and digital radiography. Specific to Digital Radiography will be Detective Quantum Efficiency, Digital Receptors, Dynamic Range vs. Latitude, Image Acquisition Issues, Exposure Index, Histogram Analysis, QA and Maintenance Issues.

**Clinical Externship****640 Hours / 21 QC**

This course involves externship in a medical radiographic setting allowing the student practical experience working with real patient situations that involve exposures of the chest, torso-skeletal, and extremities.

Radiologic Health Branch Requirement to sit for State Board Examination (per category):

Chest:	100 Radiographic Studies
Extremities:	100 Radiographic Studies
Torso-skeletal:	200 Radiographic studies

Certificate verifying completion of required number of procedures is necessary to sit for state board exams.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High-quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room (darkroom) with processor, appropriate safelight and identification printer are utilized as well as two CR units. In addition there are varieties of radiographic phantoms utilized for positioning and exposure purposes.

Training is conducted Monday through Saturday. The student serves externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training can vary by facility. For detailed information, refer to schedule posted on bulletin board.

Certificate(s) received: Program Completion for X-ray Technician and certificate for required number of procedures per permit.

Certificate requirements: Satisfactorily complete academic portion with no less than 75% G.P.A. and fulfill clinical requirements.

Total Program Hours: 940 Instructional Clock Hours  
75 Outside Work Clock Hours  
1015 Total Clock Hours

Total Quarter Credits: 39.5 Quarter Credits Hours

Length of Program: 9 Months (36 Weeks) (180 days)

Maximum time for completion: 1 ½ x 9 months = 13 ½ Months (54 Weeks)

Program Fee: Reference Fee Schedule

**X-RAY TECHNICIAN/MEDICAL ASSISTANT**  
**Program Description**  
**Dot Codes: 079.367.010 and 199.361.010**

Educational Objective: To train students to acquire satisfactory skills and demonstrate competence in Radiographic examinations to be performed under the scope of the permits of Chest, Torso-skeletal, Extremities categories and to train students to acquire satisfactory medical assisting skills, and demonstrate competence of clinical skills in injections, venipuncture and electrocardiography. Upon successful completion, the student will be qualified to assume an entry-level position of an X-ray Technician/Medical Assistant in a health care facility. The student will be eligible: (1) to sit for National Medical Assistant Certification Examination and, (2) to sit for the examination administered by California Department of Public Health, Radiation Health Branch - Certification Examinations for X-ray Technician.

The State of California Department of Public Health – Radiologic Health Branch requires that a person possess a authorization issued by the Department as required of anyone who actuates or energizes x-ray equipment for limited category medical purposes. To obtain this authorization a person must present a diploma or certificate from an approved Limited Permit X-ray School in California and take, and pass, an examination administered by the Department.

**Clinical Medical Assisting:**

**128 Hours / 8.0 QC**

(98 classroom hours / 30 lab hours)

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection control and Physical Examinations. Upon completion the students will be prepared for externship and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, other topics covered are taking vitals signs, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the medical assisting skills necessary for the basic exam. Patient quality assurance is emphasized throughout.

**Medical Terminology**

This course consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Upon completion of this course the student will be able to correctly spell and pronounce medical terms.

## **Anatomy and Physiology**

This course consists of identification of anatomical structures and their functions as they are related to the systems of the body. This course is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion, the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

## **Office Emergencies, Medical Law and Ethics**

This course consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

## **Pharmacology and Injections**

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intra-dermal and intra-muscular injections. Drug schedules and classifications are also included in the module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedules. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

## **Medical Laboratory Procedures, Venipuncture, Urinalysis, EKG**

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentary rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. Quality control and patient quality assurance is emphasized within this unit.

## **X-ray Technician**

### **Anatomy and Physiology (X-ray)**

**20 Hours / 1.0 QC**

This course will provide the student with a general overview of human anatomy. The topics of discussion will be basic cellular composition of the body, tissue types and organ delineation. Each of the body's systems will be presented to include organs involved, physiology of each system and systems interrelations with other systems.

## **Chest Radiography**

**15 Hours / 1.0 QC**

This course will provide the student with the knowledge of the structure and function of the respiratory and related anatomy. The methodology for performing radiographic procedures of the chest is presented. The basic principles and terminology related to radiographic positioning are discussed.

## **Extremities Radiography**

**30 Hours / 2.0 QC**

This course will provide the student with the knowledge of the anatomy of the human appendicular skeleton, including osteology and arthrology. The methodologies for performing radiographic procedures of the extremities are presented. The basic principles and relate terminology are discussed.

## **Torso-skeletal Radiography**

**30 Hours / 2.0 QC**

This course will provide the student with the knowledge of the anatomy of the human spine, thorax, pelvis and shoulder girdle. Osteology and arthrology are discussed. The methodologies for performing radiographic procedures of the torso-skeletal regions are presented. The basic principles and related terminology are identified.

## **General Radiography Laboratory**

**10 Hours / 0.5 QC**

During this hands-on course, the student will perform controlled radiographic assignments to demonstrate and reinforce the concepts of general radiography learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

## **Radiation Protection Laboratory**

**20 Hours / 1.0 QC**

During the hands-on course, the student will perform controlled radiographic lab assignments to demonstrate and reinforce the concepts of radiation protection learned in the classroom. The student, using operational equipment under supervision, will perform a series of laboratory assignments and evaluate the results.

## **Radiation Protection and Safety**

**50 Hours / 3.5 QC**

This course provides the student with the principles of radiation protection responsibilities by the x-ray technician to patients, personnel and the public. Radiobiology and the effects of radiation are discussed. Methodologies of radiation protection and dose reduction are covered as well as regulatory provision of both State and Federal Governments.

## **Radiological Physics**

**20 Hours / 1.0 QC**

This course presents information regarding the principles of x-ray production and x-ray circuitry, including the x-ray tube and its use.

**Principles of Radiographic Exposure****30 Hours / 2.0 QC**

This course will provide the student with knowledge of the technical factors that govern and influence the production of the radiographic image. The evaluation of the radiographic quality factors is discussed. The methodology of technique chart development and utilization is presented.

**Equipment Operation, Quality Assurance and Control****15 Hours / 1.0 QC**

Presented in this course is information regarding the mechanics and functional operation of various components of the radiographic system. The influence of the components of x-ray technical factors and radiographic quality is presented. Equipment care and quality assurance control are discussed.

**Imaging Processing and Evaluation****15 Hours / 1.0 QC**

This course will provide the student with the knowledge to process radiographic film. Manual and automatic film processing are presented and explained. Requirements for the processing area are identified. Processor quality assurance/control is discussed.

This course will provide the student with the knowledge and skill necessary to evaluate the diagnostic quality of radiographs. Types and causes of artifacts are presented. The procedure for performing a retake analysis is discussed.

**Medical Terminology, Medical Ethics (X-ray)****10 Hours / 0.5 QC**

This course will provide the student with the elements of medical terminology. Specific medical/radiographic terminology is presented.

This course will provide the student with the knowledge of ethical legal practice in the medical profession. The ethical and legal responsibilities of the x-ray technician relative to health care delivery are presented.

**Patient Care (X-ray), Pediatric and Geriatric Radiography****15 Hours / 1.0 QC**

This course will provide the student with methodologies of patient care. Routine and emergency nursing procedures are discussed. This course will provide the student with the knowledge for imaging the pediatric and geriatric patient. The discussion of the skeletal anatomy of the infant, children, adolescent and young adult, adult, and geriatric patient will include osteology and arthology. The methodologies of performing radiographic procedures of the pediatric patient and geriatric patient are presented. Basic principles and terminology are discussed.

**Digital Radiography****20 Hours / 1.0 QC**

This course will provide the student with the basic knowledge of Digital Radiography to include CR&DR. The information presented will be basic computer information, the differences between film radiography and digital radiography. Specific to Digital Radiography will be Detective Quantum Efficiency, Digital Receptors, Dynamic Range vs. Latitude, Image Acquisition Issues, Exposure Index, Histogram Analysis, QA and Maintenance Issues.

## Clinical Externship

768 Hours / 25.5 QC

This course involves externship in a medical radiographic setting allowing the student practical experience working with real patient situations that involve exposures of the chest, torso-skeletal, and extremities.

Radiologic Health Branch Requirement to sit for State Board Examination (per category):

Chest:	100 Radiographic Studies
Extremities:	100 Radiographic Studies
Torso-skeletal:	200 Radiographic studies

Certificate verifying completion of required number of procedures is necessary to sit for state board exams.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High-quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room (darkroom) with processor, appropriate safelight and identification printer are utilized as well as two CR units. In addition there are varieties of radiographic phantoms utilized for positioning and exposure purposes.

Certification verifying completion of required number of procedures is necessary to sit for the State board examination.

Equipment available: A full radiography station, equipped with a functional x-ray unit, control panel and radiographic table is utilized. High-quality cassettes, intensifying screens and film are used for the radiographic laboratory. A fully functional processing room (darkroom) with processor, appropriate safelight and identification printer are utilized as well as two CR units. In addition, there are radiographic phantoms utilized for positioning and exposure purposes.

During training students also have access to EKG machines centrifuges and blood work including Hematocrit, venipuncture-training arms and fully equipped patient treatment simulation rooms.

Training is conducted Monday through Saturday. The student serves externship in medical facilities concurrent with classroom sessions. Dates and times for the externship portion of training vary by facility. For detailed information, refer to schedule posted on bulletin board.

Certification Requirements: Satisfactorily completed the academic and competency portions with no less than 75% a GPA and complete the total externship hours.

Certificate(s) received: Program Completion for X-ray Technician/Medical Assistant certificate required number of procedures per permit and proficiency certificate awarded for "Venipuncture: upon completion of the program."

Total Program Hours: 1196 Instructional Clock Hours  
107 Outside Work Clock Hours  
1303 Total Clock Hours

Total Quarter Credits: 52.0 Quarter Credits Hours

Program Length: 12 Months (50 weeks) (250 days)

Maximum completion time: 1 1/2 X 12 months = 18 Months (75 weeks)

Program Fee: Reference fee Schedule

**DIAGNOSTIC MEDICAL ULTRASOUND**  
**Program Description**  
**Dot Code: 078.364.010**

Educational Objective: To provide the didactic and scanning skills needed to enable the student to perform the duties and responsibilities of an entry-level diagnostic medical ultrasound technician in general abdominal and ob/gyn ultrasound. The graduate should assume a responsible position as a medical sonographer and a member of the health care team in imaging centers, private physician's offices, industry and government service. Upon graduation, the student will be qualified as an entry-level Diagnostic Medical Ultrasound Technician.

Prerequisite (one of the following): a) Must possess a Bachelor Degree (any major), foreign degree equivalent to a Bachelor's degree in the U.S. or Canada or b) be a graduate of a two-year allied health education program that is patient care related or c) approval of the School Director for unique situations which must be discussed directly with the Director.

Prior Allied Health Background: Persons with a comparable allied health background may challenge the exams, (both written and practical) within the Health Care Introduction portion of the course. If successful, the person will be granted credit for this component and would not need to attend classes for the Health Care Introduction portion or he/she may submit an acceptable transcript. The tuition charge for the program would remain the same.

**Introduction to Ultrasound**

**16 Hours / 1.0 QC**

This course is an overview of the theory of how ultrasound works and includes basic terminology and image recognition pertaining to the mechanics of imaging techniques. Included in this section is an overview of patient positioning, presentation of patients and images, reference planes, labeling, abbreviations, ACR standards and basic guidelines and protocols.

**Physics of Ultrasound and Quality Control**

**72 Hours / 5.0 QC**

The student will learn elementary principles, propagation of ultrasound through tissues, transducer construction and characteristics, utilization of pulse echo instrumentation principles of imaging; in addition, how to store images for display. The student will be able to understand the physical principles of Doppler ultrasound and will be able to detect features and artifacts for interpretation and performance of routine examinations. The student will understand the components of quality.

**Abdominal Ultrasound Imaging and Pathology**

**136 Hours / 9.5 QC**

In this course, the student will gain an understanding of pathology involving normal compared to abnormal for the organs within the abdominal region specifically, liver, biliary tree, pancreas, renal system, urinary tract, spleen and retro peritoneum. The student will become familiar with the anatomy and physiology of each body system, tumors, cysts, abscesses, laboratory values, hematomas and generalized situations that can occur within these anatomical areas and how they affect the overall health of the body

**Small Parts Ultrasound Imaging and Pathology**

**48 Hours / 3.0 QC**

In this course the student will learn about the thyroid, breast and testicular systems. The intricate anatomy of each and the unique pathology states of each system. The student will learn the necessary procedural techniques and professionalism to perform exams of these systems/organs.

## **Gynecological and Obstetrical Ultrasound Imaging and Pathology**

**76 Hours / 5.0 QC**

The student will learn the anatomy of the female reproductive system and supporting structures of the pelvis. Identification of pathology complications in relationship to intrauterine growth and understand gynecology in relationship to uterine masses, ovarian disorders, endometriosis, inflammatory disease and trophoblastic disease will be discussed. Ultrasound scanning procedures and techniques will be presented as well as ultrasound image identification.

AND

This course provides the student with fetal development and related anatomy. The student will learn and understand anomalies that are related to the pelvic anatomy and physiology, first trimester, gestational sac, placenta, pregnancy failure, masses and lesions and will understand the assessment of gestational age/maturity. Ultrasound scanning procedures and techniques will be presented as well as ultrasound image identification.

## **Vascular Ultrasound Imaging and Pathology**

**64 Hours / 4.5 QC**

This course provides the student with an introduction to the circulatory system, arterial and venous, the similarities and differences of the anatomy and the specific functions of each. This course includes normal and pathological conditions. The use of Doppler, color Doppler, spectral Doppler and power Doppler are covered for their use in determining pathology within the vessels of the human body.

## **Cross-sectional Anatomy**

**24 Hours / 1.5 QC**

This course provides the student with an introduction to anatomy of the human body in cross section. Topics include sectional anatomy as demonstrated by computed tomography, magnetic resonance and ultrasound. Upon completion the student will be able to identify cross sectional anatomy from CT, MR, and Ultrasound.

## **Ultrasound Scanning Laboratory**

**234 Hours / 12.5 QC**

This course involves "real-time" scanning labs in the school lab and clinical externship sites in addition to specific diagnostic studies reviewed. On site diagnostic ultrasound equipment allows the student to develop hands-on skills.

## **Health Care Introduction:**

**128 Hours / 8.0 QC**

(98 classroom hours / 30 lab hours)

This course is composed of the following sections: Basic Health Care Introduction, Vital Signs, Infection Control and Physical Examinations. Upon completion the students will be prepared for externship and know what duties are involved with a basic physical examination, medical office protocol and sterilization procedures. Also, covered are taking vitals, recording patients' blood pressure, temperature, pulse and respiration. At the conclusion of this section, the student will have the skills to take and record these measures on a patient's chart.

The Infection Control Section includes OSHA's Universal Precautions and Guidelines. At the conclusion of this section, the students will be familiar with procedures necessary to protect themselves from communicable diseases and sterilization methods to prevent cross-contamination to others.

The Physical Examination Section covers basic routine procedures to enable the student to prepare the patient and the exam room for the basic physical examination and will enable the student to perform the basic assisting skills. Patient quality assurance is emphasized throughout.

### **Medical Terminology**

This **component** consists of a concentrated introduction to Medical Terminology arranged by systems of the body. The student will know the prefix, suffix and combining forms of words and terms as they relate to body systems. The student will know how to subdivide words and terms to complete the meaning and to correctly spell a medical word by breaking down the word into components. Upon completion of this component the student will be able to correctly spell and pronounce medical terms.

### **Anatomy and Physiology**

This component consists of identification for anatomical structures and their functions as they are related to the systems of the body. This component is taught in conjunction with Medical Terminology and specific medical specialties. Upon completion, the student will have a working knowledge of basic human anatomy and functions of various body systems. The student will be able to identify anatomical structures and know their location within the human body. The student will also know the relationship of the anatomical structure of an organ, its function, and the relationship to the system where the structure is found.

### **Office Emergencies, Medical Law and Ethics**

This component consists of theory and practical application of emergencies that can occur in a medical office plus CPR and community first aid. The student will gain knowledge and practical application for CPR. The student will also have a working knowledge of various emergencies that medical offices handle, including burn procedures, minor fractures and casting procedures. The student will be familiar with medical legal terminology and definitions and procedures involving ethical issues as well as legal implications.

### **Pharmacology and Injections**

This unit consists of theory and practical application of calculation of dosages and procedure for injection techniques. Upon completion, the student will be able to calculate simple dosage orders. The student will also be able to correctly perform subcutaneous, intra-dermal and intra-muscular injections. Drug schedules and classifications are also included in the module. The student will gain knowledge of drugs in relationship to different classifications plus the category of drug schedule. During the practical application, patient quality assurance is emphasized throughout for administration of medications by injection techniques.

### **Medical Laboratory Procedures, Venipuncture, Urinalysis, EKG**

This unit consists of theory and practical application of various laboratory procedures including venipuncture for collection of specimens, capillary draws, sedimentary rates, blood glucose and urinalysis specimen tests. Upon completion of this module, the student will have a working knowledge of various medical laboratory diagnostic tests that can be completed in a medical office. The student will be able to correctly perform a venipuncture specimen collection with a vacutainer method and collect and prepare specimens for urinalysis. In addition, the student will be able to perform EKGs. Quality control and patient quality assurance is emphasized within this unit.

## Healthcare Introduction Clinical Externship

128 Hours / 4.0 QC

This consists of practical application to patient care within a health care facility. The student will complete 128 hours in a health care facility performing duties that have been learned and performed during his/her didactic and laboratory education.

## Ultrasound Clinical Externship

940 Hours / 31.0 QC

This consists of practical application of diagnostic medical ultrasound within a health care facility. The student will complete 940 hours in a health care facility performing duties that have been learned and performed during his/her ultrasound didactic and laboratory education.

Equipment that can be utilized at the school: Three full Diagnostic Imaging Units (real-time ultrasound) with two view monitors and a full VCR unit for recording studies.

During training, students also have access to: EKG machines, centrifuges and fully equipped patient treatment simulation rooms.

Training is conducted Monday through Saturday. For detailed information, refer to schedule posted on bulletin board.

Certificate requirements: Complete the training program with a satisfactory minimum grade point average of 75% and completion of all scanning time allotment.

Certificate(s) Received:	Program Completion for Diagnostic Medical Ultrasound
Total Program Hours:	1866.0 Instructional Clock Hours <u>199.5 Outside Work Clock Hours</u> 2065.5 Total Clock Hours

Total Quarter Credits: 85 Quarter Credits Hours

Length of Program: 18 Months (72 Weeks) (360 days)

Maximum completion time: 1 1/2 X 18 months = 27 Months (108 Weeks)

Program Fee: Reference Fee Schedule

## 2014 TUITION and FEE SCHEDULE

All programs fees include training materials and appropriate fees. This includes all books, program specific equipment, malpractice insurance, program specific State or Certification fees (as stated in the course description).

There is an additional \$75.00 non-refundable Registration fee for all programs

<u>PROGRAM</u>	<u>TUITION</u> (effective January 1, 2014)
X-ray Technician /Clinical Medical Assistant	\$12,500.00
X-ray Technician	\$10,000.00
Diagnostic Medical Ultrasound	\$16,500.00

Other Possible Fees which will be at the student's expense:

Tuberculosis Screening: Approximately \$25.00  
Hepatitis B Vaccination: Approximately \$210.00  
Uniforms: Approximately up to \$300.00  
Lost or damaged Dosimetry device: \$50.00

(Which of the above fees will be necessary will be determined on an individual basis)

Note: Tuition and Fees are subject to change during the year.

## **Student Tuition Recovery Fund Disclosures**

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, or are not enrolled in a residency program, or
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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, 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 costs.
4. There was a material failure to comply with the Act or this 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 student without a social security number or a taxpayer identification number.