

CalRegional

TRAINING INSTITUTE

(800) 927-5159

www.calregional.com/crti

2019 SCHOOL CATALOG

This catalog applies to the following Main & Branch locations at which all class sessions are held

Main Campus

4820 Business Center Drive, Suite 100
Fairfield, CA 94534

Stockton, Branch Campus

3520 Brookside Rd, Suite 111, Stockton CA
95219

Fresno, Branch Campus

45 River Park Place West, Suite 201, Fresno, CA
93720

Redding, Branch Campus

760 Cypress Ave, Room 212
Redding, CA 96001

Catalog of Courses
January 1, 2019 to December 31, 2019

| | |
|--|----|
| Institutional Mission and Objectives..... | 3 |
| Description of the Facilities | 3 |
| Library Resources | 3 |
| Admissions Policies & Recognition of Credits..... | 3 |
| Student’s Right to Cancel | 4 |
| Refund Policy..... | 4 |
| Grades and Standards for Student Achievement..... | 5 |
| Attendance Policy | 5 |
| Academic Probation and Dismissal Policies..... | 6 |
| Leaves of Absence | 6 |
| Student Grievance Procedures – Student Rights..... | 6 |
| Student Services | 6 |
| Placement Services..... | 6 |
| Student Housing..... | 7 |
| Privacy Act..... | 7 |
| Student Conduct..... | 7 |
| Nondiscrimination Policy | 7 |
| Academic Freedom | 8 |
| Sexual Harassment..... | 8 |
| Student Records and Transcripts..... | 9 |
| Requirements for Eligibility for Licensure | 9 |
| Faculty..... | 10 |
| Charges: Tuition & Fees | 10 |
| Externship Fee..... | 12 |
| Programs | 13 |
| Clinical Medical Assistant..... | 13 |
| Pharmacy Technician..... | 15 |
| Phlebotomy Technician | 17 |
| Emergency Medical Technician (EMT-B) | 19 |
| REQUIRED DISCLOSURES..... | 20 |

Institutional Mission and Objectives

The mission of CalRegional Training Institute is to provide students with high-quality, affordable, healthcare career education programs. Our fast-paced programs are designed for busy adults seeking a new career as a healthcare professional and for individuals looking to enhance their knowledge and skills in the healthcare field.

Our objective is to provide students with a hands-on training experience focused on the most up-to-date skills and techniques. We emphasize professionalism and inspire students to be leaders on the job and in their communities.

Description of the Facilities & Type of Equipment Used for Instruction

CalRegional Training Institute's main campus is approximately 7,000 square feet and includes of 4 large classrooms with an integrated computer lab/ learning resource library and a clinical laboratory.

CalRegional Training Institute Fresno Branch location is approximately 2,500 square feet and includes 2 large classrooms, a student break area and computer lab.

CalRegional Training Institute Stockton Branch location is approximately 4,000 square feet and includes 3 large classrooms, a clinical training area and a small administrative office.

CalRegional Training Institute Redding Branch location is approximately 1,000 square feet of classroom space and is equipped with a computer and overhead projector. Students also have access to the adjacent computer lab and student lounge during normal business hours.

Each classroom can accommodate up to 30 students. The classrooms are equipped with a computer, overhead projector and sound system. The clinical lab is equipped with phlebotomy chairs and equipment necessary for the clinical/practical portion of the programs.

Library Resources

Learning resources are available to meet the instructional needs of the students. The learning resources include access to books, periodicals, videos and specially selected internet sources of information which support the learning objectives of the programs being offered. Students may access learning resources by asking any staff member during normal business hours.

Admissions Policies & Recognition of Credits

All Programs

- Student must be 18 years of age or older at the time of program start date.
- Student must have a high school diploma, GED or equivalent. For the Phlebotomy Technician program, foreign diplomas must be evaluated for U.S. equivalency (for more information go to www.aes-edu.org).
- Students must pass a basic math and English assessment with a score of 70% or better.
 - The assessment will be taken on the first day of class.
 - Students are allowed two attempts to pass the assessment.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment agreement or make other arrangements acceptable to the school.

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.

Student's Right to Cancel

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 day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a registration fee not to exceed two hundred fifty dollars (\$250). A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to info@calregional.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. 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.

Refund Policy

A pro rata refund pursuant to section 94910© or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. 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. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. Refunds will be made according to how tuition was paid. If tuition was paid with a credit card, the money will be refunded to the card used.

Grades and Standards for Student Achievement

Students must maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. The grading policy includes: In-class labs, homework assignments, quizzes, midterm and final exams, participation, attendance and externship prerequisites. Students will be evaluated throughout the program. The student's final grade will be calculated by the following grading scale.

| GRADING SCALE | |
|--------------------------|-------------|
| In-Class Labs | 20% |
| Homework Assignments | 10% |
| Quizzes | 20% |
| Midterm and Final Exam | 40% |
| Participation/Attendance | 5% |
| Externship Prerequisites | 5% |
| | 100% |

Students who receive less than 70% on the midterm or final exam may retake the exam at the consent of the instructor. Students who are permitted to retake an exam will receive a maximum grade of 70% on the exam.

A student will be warned that they are in jeopardy of failing the program if their cumulative grade point average falls below 80%. If a student is dropped from a program for low grades or for failing the final exam, the student **will not** be allowed back to class and will not be eligible to take any state licensing exam if applicable.

Attendance Policy

Attendance, both in the classroom and at the externship site is one of the most important factors in a student's ability to succeed in the program. Students are expected to maintain 100% attendance to receive credit for each hour of the program. Students are required to notify the instructor in advance of any absence. Once students are in externship, they are required to notify their externship coordinator and their externship site in advance of any absence. Enrollment in a program can be terminated because of excessive tardiness and/or absences. Absences in class or externship include:

- Not attending on a date scheduled
- Late arrival
- Early departure
- Returning late from scheduled breaks
- Excessive personal breaks

For the Phlebotomy Technician program absences are not allowed. If a student misses a class, he or she will be dropped from the program. **For Clinical Medical Assistant, Pharmacy Technician, and Emergency Medical Technician Programs**, students who miss 8 hours of classroom instruction will be issued a warning. Students who miss more than 8 hours of classroom instruction may be dropped from the program and lose their eligibility to be placed in externship.

Academic Probation and Dismissal Policies

The Administration may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored throughout the duration of the program. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student via email or in person by the instructor, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to info@calregional.com.

Leaves of Absence

Due to the short duration of our program, no leave of absence is available to students.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus: CalRegional Training Institute, 4820 Business Center Dr, Suite 100, Fairfield CA 94534 or via email to Administration at info@calregional.com. The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a response within ten business days. Student's rights are set forth at various places in this catalog. Contact Administration if you require additional information via email to info@calregional.com.

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide job placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are required to be courteous and respectful at all times to fellow students, instructors, school personnel, patients, clients, visitors and externship personnel. Students should conduct themselves in a professional manner at all times, regardless of the circumstance. A student may be dismissed from a program for any reason, including but not limited to, if the student:

- Commits any safety violation that may endanger or harm the campus, students, administrators or staff.
- Commits an obscene act or engages in habitual profanity, vulgarity or behavior that could be perceived as sexual harassment.
- Causes or attempt to cause damage to school or private property.
- Takes medical supplies or removes equipment from the classroom or externship site.
- Causes, attempts to cause or makes threats to cause physical injury to another person.
- Commits or attempts to commit a sexual assault or battery.
- Is found to be in possession of (including selling, buying or furnishing) any firearms, knives, explosive devices, dangerous devices or other weapons, even if they are considered imitations.
- Unlawfully possess, uses, sells or otherwise furnishes any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Is under the influence of alcohol, drugs or intoxicants of any kind.
- Unlawfully possesses, or unlawfully offers, arranges or negotiates the sale of any drugs or paraphernalia.
- Knowingly receives stolen school property or private property.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operating Officer who is assigned the responsibility for assuring that this policy is followed.

Dishonesty Policy

Dishonesty will not be tolerated. Examples of dishonesty include:

- Cheating
- Plagiarism
- Assisting another student in cheating or plagiarism
- Giving false information to the school, program personnel, externship personnel or potential employers

Dishonest behavior will result in disciplinary action including:

- Issuance of a failing grade of “0” for an assignment or quiz
- Issuance of a failing grade for the program
- Denial of externship placement
- Dismissal from the program

Harassment Policy

There is no tolerance in the program for harassment or assault of, or by, students. Any person found to have engaged in such conduct will be subject to discipline, up to and including expulsion from the program. Students who feel they have been harassed are urged to report the incident as soon as possible to their instructor, CalRegional Training Institute, school authority and in any event of matters involving personal safety, law enforcement.

Classroom Cameras

Classrooms may be equipped with a camera or cameras. Cameras are not monitored continuously under normal conditions but may be monitored for legitimate safety, security, cheating, disciplinary or other purposes.

Academic Freedom

CalRegional Training Institute is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

CalRegional Training Institute encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual’s body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Requirements for Eligibility for Licensure

Medical Assisting

Certification is a goal of this program. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CCMA) through the National Healthcareer Association (NHA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

Pharmacy Technician

Certification is a goal of this program. In order to gain licensure as a Pharmacy Technician through the California Board of Pharmacy, the student must have successfully completed 240 hours of instruction as specified in Title 16 California Code of Regulations Section 1793.6(c)

Phlebotomy

Certification is a goal of this program. In order to gain licensure as a Certified Phlebotomy Technician (CPT1) through California Department of Public Health, Laboratory Field Services Division, the student must have successfully completed an approved Phlebotomy Training program and successfully pass an approved certifying exam.

Emergency Medical Technician (EMT-B)

A course completion certificate shall be issued that meets the strict criteria of California EMS, Solano County EMS and is drawn from the National Highway Traffic Safety Administration. Upon successful completion from our 172-hour course, students with an 80% score and higher on the final exam will be eligible to take the National Registry Exam. We do not offer licensure or a degree for this course.

Faculty

| | | | |
|------------------|-----------|--|--|
| Candy Peralta | Part Time | Lead Medical Assistant/Phlebotomy Instructor | 15 years teaching experience CPT1 Certified by American Medical Technologist as an RMA |
| Kristian Raynor | Part Time | Lead Pharmacy Technician Instructor | Nationally Certified Pharmacy Technician Registered Pharmacy Technician, California Board of Pharmacy, Lic#34976 |
| Peter Squellati | Part Time | Lead EMT-B Instructor | Licensed Paramedic Lic.# P28855 Graduate of the National Association of EMS Educator Instructor Course - 2014 |
| Kevin Alexander | Part Time | Lead Medical Assistant/Phlebotomy Instructor | 11 years teaching experience Licensed Phlebotomist - CPT1 00027638 |
| Vicki Beard | Part Time | Lead Medical Assistant Instructor | Certified Medical Assistant Since 2013 |
| Nicole Cui | Part Time | Lead Pharmacy Technician Instructor | Licensed Pharmacy Technician since 1999 13+ Years of Teaching Experience PTCB Certified |
| Bella Rodriguez | Part Time | Lead Medical Assistant Instructor | Licensed Vocational Nurse since 2005. Intravenous Therapy and Blood Withdrawal Certified. |
| Kimia Rezai | Part Time | Lead Pharmacy Technician Instructor | Licensed Pharmacy Technician since 2007 Community and Hospital Pharmacy Experience |
| Nikkole St. Mary | Part Time | Lead Pharmacy Technician Instructor | Licensed Pharmacy Technician Certified Pharmacy Technician BS in Healthcare Administration 6+ Years of Teaching Experience |
| Vanessa Martinez | Part Time | Lead Phlebotomy Technician Instructor | Licensed Phlebotomist – CPT1 American Medical Technologist - Registered Medical Assistant Emergency Medical Technician (EMT) |
| Misty Rae Baker | Part Time | Lead Phlebotomy Technician Instructor | Licensed Phlebotomist – CPT1 9+ Years Teaching/Training Experience |
| Katryna Sherby | Part Time | Lead Medical Assistant Instructor | Licensed Vocation Nurse since 2004 CPR/First Aid/AED Certified Instructor |

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

| Program Name | Tuition | Registration Fee (non-refundable) | STRF (non-refundable) | Textbooks | Externship Fee (non-refundable) | Total |
|------------------------------------|---------|--------------------------------------|--------------------------|-----------|------------------------------------|---------|
| Clinical Medical Assistant | \$2,546 | \$250 | \$0 | \$0 | \$199 | \$2,995 |
| Pharmacy Technician | \$2,546 | \$250 | \$0 | \$0 | \$199 | \$2,995 |
| Phlebotomy | \$2,546 | \$250 | \$0 | \$0 | \$199 | \$2,995 |
| Emergency Medical Technician (EMT) | \$2,546 | \$250 | \$0 | \$0 | \$199 | \$2,995 |

Student Supplies Not Included in the Tuition

| | |
|--|--|
| Clinical Medical Assistant Est. Total \$250 <ul style="list-style-type: none"> • Textbooks - \$130 • Scrubs - \$20/set • Blood Pressure Cuff & Stethoscope - \$20 • Background & Drug Screening - \$80 | Pharmacy Technician Est. Total \$345 <ul style="list-style-type: none"> • Textbooks - \$110 • Scrubs - \$20/set • Background & Drug Screening - \$80 • Exam Review & Test Fees - \$135 (not required) |
| Phlebotomy Technician Est. Total \$180 <ul style="list-style-type: none"> • Textbooks - \$80 • Scrubs - \$20/set • Background & Drug Screening - \$80 | Emergency Medical Technician (EMT-B) Est. Total \$465 <ul style="list-style-type: none"> • Textbook - \$180 • Uniform - \$60/set • Boots - \$75-100 • Medical Kit - \$70 • Background & Drug Screening - \$80 |

Clinical Medical Assistant

| | |
|--|---------|
| Total Charges for Current Period of Attendance | \$2,995 |
| Estimated Total Charges for the Entire Educational Program | \$3,245 |

Pharmacy Technician

| | |
|--|---------|
| Total Charges for Current Period of Attendance | \$2,995 |
| Estimated Total Charges for the Entire Educational Program | \$3,340 |

Phlebotomy

| | |
|--|---------|
| Total Charges for Current Period of Attendance | \$2,995 |
| Estimated Total Charges for the Entire Educational Program | \$3,175 |

Emergency Medical Technician (EMT-B)

Total Charges for Current Period of Attendance

\$2,995

Estimated Total Charges for the Entire Educational Program

\$3,460

Payment Plans

Students on a tuition payment plan will be billed each month according to the Payment Plan Agreement. All billing is carried out by CalRegional Training Institute and will be noted as such on the credit card statement or bank account associated with the student's Enrollment Agreement.

Failed Transactions & Late Payments

Students are required to make payments according to their payment plan. If a payment fails, the student will be placed on academic probation immediately. Students are required to make up the failed payment within 10 business days or will be dropped from the program. There is a \$35.00 fee for failed transactions. The failed transaction fee will be charged the same day the failed transaction occurs.

For more information on program fees, please refer to your Enrollment and Payment Plan Agreement.

Externship Fee

Under certain conditions, a student may be entitled to a refund for the Externship portion of the tuition (if any) in an amount not to exceed \$199. To be eligible, a student must satisfactorily complete the classroom portion of the program, meet all our externship placement obligations and the Externship Coordinator must be unable to schedule the externship within the required timeframe.

Programs

| Name of Program | Clinical Medical Assistant (All Campuses) |
|-----------------------------------|---|
| Program Description | The program is designed to train students to perform a variety of administrative, laboratory and clinical duties. The program introduces the student to front office administrative responsibilities such as record keeping, scheduling appointments and processing insurance claims. The majority of the program will focus on back office clinical responsibilities. Students will receive hands-on training on how to conduct a variety of diagnostic tests, take vital signs, draw blood (venipuncture), give injections and assist the doctor in patient procedures. Students will also learn medical terminology, anatomy, physiology and pharmacology. |
| Program Mission & Objectives | The mission of this program is to provide high-quality medical assistant training that prepares the student for the ever-changing healthcare environment. The program can prepare students to take one or more state or national certification exams like the Medical Assistant Certification (CCMA) through the National Healthcareer Association (NHA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT). |
| Graduation Requirements | To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully |
| Total Clock Hours | 320 Hours |
| SOC | Medical Assistant. (SOC 31-9092.00) |
| Final Tests or Exams | Yes |
| Required Internship or Externship | Yes |

Modules of Instruction

The Medical Assistant and the Health Care Team (32 Hours)

In this module the student will learn the fundamental knowledge, skills and responsibilities of the Medical Assistant including administrative skills, legal issues, communication skills and medical records/documentation.

Anatomy and Physiology (96 Hours)

In this module the student will learn medical terminology for anatomy and physiology, diseases, medical procedures, treatment for all 11 body systems. Clinical procedures taught in this module include injections, medical and surgical aseptic transfers, vital signs determination, assisting with physical exams, use of personal protective equipment, positioning and draping, patient history, EKG, phlebotomy, disinfection and sterilization, assisting with minor procedures, ambulatory aids, wound and cast care, medical office emergencies pulmonary functions testing and POC/CLIA waived testing.

Pharmacology (8 Hours)

In this module the student will learn the principles of pharmacology including types of medications, medication administration (oral, transdermal, topical, and parenteral), mechanisms of drug action, dose-response relations, pharmacokinetics, drug delivery systems, drug metabolism, toxicity of pharmacological agents, medical math and dosage calculations, drug interaction and substance abuse.

Pediatric Examinations (8 Hours)

In this module the student will learn the about pediatric patient care to include growth and development, pediatric office environment, the Medical Assistant role in pediatric care, child neglect and abuse, plot data on a growth chart, site selection for injections, well-baby checkups, vaccination administration recording and vision and hearing screening.

Workplace Readiness (16 Hours)

In this module the student will learn workforce entry though career exploration and planning, interview preparation, employment acquisition, communication and workplace skills development and resume writing skills.

Clinical (160 Hours) 160-hour clinical externship in a healthcare setting

| Name of Program | Pharmacy Technician (All Campuses) |
|-----------------------------------|--|
| Program Description | The Pharmacy Technician program is designed to help students acquire the practical knowledge and the specialized skills they will need as an entry-level pharmacy technician. Pharmacy Technicians work under the supervision of a licensed pharmacist in a variety of settings including pharmacies, hospitals, clinics, retail stores, mail-order and online businesses. As a pharmacy technician student will be responsible for receiving and filling prescriptions, assisting customers, maintaining customer records, answering phones, updating records in the computer system and taking payments. |
| Program Mission & Objectives | The mission of this program is to provide training that prepares students with the educational tools needed to become a qualified Pharmacy Technician. The program alone will qualify students for California State Licensure. No exam is required. Students who pass the program may take the Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTBC). |
| Graduation Requirements | To complete this program the student must: <ul style="list-style-type: none"> a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. |
| Total Clock Hours | 302 Hours |
| SOC | Pharmacy Technician (SOC 29-2052.00). |
| Final Tests or Exams | Yes |
| Required Internship or Externship | Yes |

Modules of Instruction

Introduction to Pharmacy (12 Hours)

An Introduction to Pharmacy introduces the student to the past, present and future of pharmacy practice. Key attributes and skills of the professional pharmacy technician are covered, as well as foundational concepts on communication, customer service, patient care, pharmacy law and professional ethics.

Lessons include:

- History of Pharmacy Practice
- Future of Pharmacy Practice
- The Professional Pharmacy Technician
- Communication & Customer Care
- Pharmacy Law & Ethics

Introduction to Pharmacology (14 Hours)

An Introduction to Pharmacology introduces the student key concepts for pharmacy technicians, including terminology, abbreviations, dosage formulations and administration, how the body and drugs work and

drug classifications. The topics covered in this course are instrumental for a solid understanding of material covered in subsequent courses.

Lessons include:

- Terminology & Abbreviations
- Dosage Formulations & Administration
- The Body & Drugs
- Drug Classifications

Pharmacy Technician Practice (Hours 34)

Pharmacy Technician Practice focuses on retail, institutional pharmacy, pharmacy practice. Students will review the characteristics of the different pharmacies and the roles and responsibilities of the pharmacy technicians that work in them. This module also covers important topics such as inventory management, aseptic technique, compounding and special considerations

Lessons include:

- Retail Pharmacy
- Institutional Pharmacy
- Inventory Management
- Introduction to Compounding
- Medication Safety and Error Prevention

BLS/CPR American Heart Association – Basic Life Support/CPR (6 Hours)

Pharmacology and Medications (116 Hours)

Pharmacology and Medications provides an in-depth study of the anatomy and physiology, common diseases, and treatments associated with the various body systems.

Lessons include:

- The Immune System
- The Cardiovascular, Circulatory and Lymph Systems
- The Hematological System
- The Respiratory System
- The Endocrine System
- The Gastrointestinal System
- The Renal System
- The Musculoskeletal System
- The Reproductive System
- The Nervous System
- The Respiratory System
- The Dermatological System

Clinical (120 Hours) 120-hour clinical externship in a retail or institutional pharmacy

| | |
|-----------------------------------|---|
| Name of Program | Phlebotomy Technician (Fairfield, Stockton and Fresno Campuses) |
| Program Description | The Phlebotomy Technician program is designed to help students acquire the practical knowledge and the specialized skill needed to draw blood from patients as an entry-level phlebotomist. |
| Program Mission & Objectives | Upon completion of the program and the required externship, students may take the Phlebotomy Certification exam through the National Healthcareer Association (NHA) or the National Certified Phlebotomy Technician exam (NCPT), through the National Center for Competency Testing (NCCT). Students who pass the exam may apply for state licensure CPT1 through the California Department of Public Health Laboratory Field Services. |
| Graduation Requirements | To complete this program the student must: a) Attend 100% of the scheduled hours of instruction. b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program. |
| Total Clock Hours | 112 Hours |
| SOC | Lab Asst; Patient Service Technician PST; Phlebotomist; Medical Lab Assistant; Registered Phlebotomist-Part Time (SOC 31-9097.00). |
| Final Tests or Exams | Yes |
| Required Internship or Externship | Yes |

Modules of Instruction

Basic Phlebotomy (36 Hours)

In this module students will learn the fundamental knowledge of the healthcare delivery system and the Phlebotomists role in collection and transporting of patient specimens. Lessons include:

- Basic infection control, safety equipment, universal precautions and safety.
- Skin Punctures and Newborn screens, capillary equipment, capillary punctures.
- Anatomy and Physiology with an emphasis on the circulatory system.
- Venipuncture Equipment including order of draw.
- Pre-analytical Considerations and Errors.
- Venipuncture Procedures including patient requisitions and patient ID.
- Special Collections and POC testing.
- Anatomy and physiology with an emphasis on the circulatory system.
- Medical Terminology.
- CPR/BLS for the healthcare provider.

Advanced Phlebotomy (36 Hours)

In this module students will learn and demonstrate advanced knowledge of blood collection equipment, various types of additives used and special precautions. Lessons include:

- Advanced infectious disease control and biohazards.
- Anti-coagulation theory.
- Knowledge of pre-analytical sources of error in specimen collection, transport, processing and storage.
- Anatomical site selection and patient preparation.
- Risk factors and appropriate responses to complications which may arise from phlebotomy.
- Recognition of, and corrective actions to take, with problems in test requisitions, specimen transport and processing.
- Applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics and legal implications of phlebotomy.
- Quality assurance in phlebotomy necessary to provide accurate and reliable laboratory test results.
- Legal issues related to blood collection.
- Arterial Puncture Procedures.

Clinical (40 Hours) 40-hour practical instruction in phlebotomy in a clinical setting.

| | |
|-----------------------------------|---|
| Name of Program | Emergency Medical Technician (EMT-B) (Fairfield Campus Only) |
| Program Description | Student's receive the skills necessary to respond to emergency calls and treat trauma patients as well as how to care for and transport the sick and injured. Students immediately put their skills into practice through clinical, residential, and ambulance simulations. Students receive hands-on training with actual field medical equipment, supervised by experienced paramedics and EMTs. These instructors bring a wide variety of EMT experience to the classroom and skills lab to expand our students' learning opportunities. |
| Program Mission & Objectives | The mission of our Emergency Medical Technician (EMT-B) program is to provide training for those individuals who desire more than basic first aid training and to contribute to the professional delivery of approved EMT training in the local community. On successfully completing the EMT program, the student will be eligible to take the national certifying exam through the National Registry of Emergency Medical Technicians – NREMT and receive the national EMT certification. (SOC# 29-2041) |
| Graduation Requirements | To complete this program the student must: a) Miss no more than 8 scheduled hours of instruction b) Maintain an 80% or better cumulative GPA to successfully pass the classroom portion of the program |
| Total Clock Hours | 206 Hours |
| SOC | 29-2041, Emergency Medical Technician |
| Final Tests or Exams | Yes |
| Required Internship or Externship | Yes |

Module of Instruction

Preparatory (28 Hours)

In this module the student will learn the fundamental knowledge of the emergency medical services (EMS) system, safety/well-being of the emergency medical technician (EMT), medical/legal, ethical issues to the provision of emergency care, medical terminology and anatomy and physiology

Airway Management (14 Hours)

In this module the student will learn anatomy and physiology to patient assessment and management in order to assure a patient airway, adequate mechanical ventilation, and respiration for patients of all ages

Patient Assessment (14 Hours)

In this module the student will learn about scene size up and safety, primary assessment, vital signs and monitoring devices, assessment of medical and trauma patients, reassessment, critical thinking and decision making, communication and documentation.

Medical/Behavioral Emergencies and Obstetrics/Gynecology (35 Hours)

In this module the student will learn about general pharmacology, cardiovascular emergencies, psychiatric emergencies, immunologic emergencies, patients with special challenges, gynecological emergencies, obstetrics and neonatal care and environmental emergencies.

Trauma (28 Hours)

In this module the student will learn the fundamental knowledge to provide basic emergency care and transportation based on assessment findings, bleeding and shock, soft tissue trauma, face and neck injuries, head and spine injuries, chest and abdominal trauma and orthopedic trauma.

Infants/Children and Geriatric (7 Hours)

In this module the student will learn about pediatric emergencies (PALS), geriatric emergencies, emergencies for patients with special needs.

Operations (21 Hours)

In this module the student will learn about operational roles and responsibilities to ensure patient, public and personal safety. Including incident management, vehicle extraction, multiple casualty incidents and disaster management.

Advance Airway (7 Hours)

In this module the student will be an effective team member through crew resource management, effective transfer of patient care from one provider to another and assisting with advanced life support (ALS)

Career Preparation (28 Hours)

In this module the student will learn about local emergency medical services authority (LEMSA) protocols and review ambulance license handbook and requirements to become a state certified EMT

Clinical (24 Hours) 24-hour ambulance ride along/emergency room observation to include at least 5 patient care reports (PCR)

REQUIRED DISCLOSURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market, Suite 225, Sacramento, CA 95834; P.O Box 980818, West Sacramento, CA 95798, 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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by calling the school's office.

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CalRegional Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the 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 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 CalRegional Training Institute to determine if your certificate will transfer.

Visa Related Services

This institution does not admit students from other countries, no visa related services are offered.

Language Proficiency

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet-based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English. This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

Policies and Procedures Regarding Financial Aid/ Financial Aid Disclosures

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

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 that, 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.

Financial Aid Disclosures

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. b

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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