INSTITUTE of TECHNOLOGY

COURSE CATALOG

2021

Disclaimer

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, Institute of Technology reserves the right to make changes when required by institutional policy, federal, state, or accrediting agency regulation. Where required, the school will provide advance notice of changes to the information contained in this catalog to certain states where the school is licensed.

This catalog is provided to prospective students in hard-copy or electronic format while visiting the school. It is also available to the general public on our website www.iot.edu.

Sincerely,

Rick Wood
President/CEO
Institute of Technology

All photos on cover and throughout this catalog were either taken at IOT California campuses, or printed with permission from www.Photostock.com, www.dreamstime.com, or www.gettyimages.com.

Welcome

MESSAGE FROM THE OWNERS

It is our pleasure to have this opportunity to welcome you to Institute of Technology.

This institution was strategically planned and developed with your career and educational goals in mind. As an educational institution, we are committed to your success. Fulfilling our commitment to you begins by offering programs of instruction that allow for entry-level career opportunities – programs that provide a career-focused education.

In addition, to help ensure you receive the education you need, we employ an instructional staff that is experienced and knowledgeable in the various professions that correspond to our educational programs. At Institute of Technology you will gain knowledge and practical experience in all aspects of professionalism and personal growth development.

Our goal is that, ultimately, you will become not only employable, but also promotable...successful! Come and discover the varied career options available to you through Institute of Technology and begin today developing your career for tomorrow.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

INSTITUTIONAL PHILOSOPHY

Institute of Technology is a private postsecondary vocational institution dedicated to the training and development of professional skills for those who seek quality training in the shortest time possible. The staff and faculty are experienced in their fields, and have the desire to train others in their newly chosen careers. All courses have been designed to provide students with hands-on instruction.

ACCREDITATION & LICENSING

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and offers degree programs approved by ACCSC. The Accrediting Commission of Career Schools and Colleges is recognized by the U.S. Department of Education as a nationally recognized accrediting agency.

In addition, IOT is recognized by the following organizations:

- United States Department of Education to offer qualified students federal grants and loans.
- California State Department of Vocational Rehabilitation.
- California Student Aid Commission
- American Culinary Federation

IOT is approved for the training of veterans by the California State Approving Agency for Veterans Education.

MESSAGE FROM YOUR COLLEGE PRESIDENT

Our goal at Institute of Technology is to equip students to become productive, contributing employees within specific career paths. Upon graduation from Institute of Technology, students may begin a new career where they will contribute positively to the needs of the employer. Students can learn, grow, and adapt to the trends of their profession so that they can further advance and be successful in the years to come.

At Institute of Technology our entire staff is trained to support our students through an educational process that understands the importance of technical skills training. We ask each of our students to take advantage of our experience and knowledge. We encourage them to learn as much as they can, to ask questions, to ask for help and assistance from our instructors, and staff. We truly enjoy working with students and are committed to each student's success.

Clovis Main Campus

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Please refer to your campus Catalog Addenda for the following information:

- **Programs and Class Schedules**
- **Class Calendar**
- **Facilities and Equipment**
- **Program Costs**
- **Tuition Schedule and Refund Table**
- **Staff and Faculty**
- **VA Catalog Addendum**
- **Notice of Cancellation**
- **All other information not listed here**

Campus Addresses

Clovis Main Campus
564 W. Herndon
Clovis, CA. 93612
(559) 297-4500
Fax: (559) 297-5822

Modesto Branch Campus
5601 Stoddard Road
Modesto, CA. 95356
(209) 545-3100
Fax: (209) 545-1804

Redding Branch Campus
1755 Hilltop Drive
Redding, CA 96002
(530) 224-1000
Fax: (530) 224-1002

All classes are held at the addresses above.

All instruction is provided in English only.

Institute of Technology does not admit students from other countries.

WWW.IOT.EDU

Modesto Branch Campus

History and Objectives

HISTORY

Institute of Technology was originally founded and operated by Mr. and Mrs. Appleby in 1986, under the name of Central California Schools. Instructional activities were focused primarily on self-directed business administration programs. In 1989 the Appleby's elected to sell Central California Schools to their close business associates, Mr. and Mrs. Dages. Subsequent to the sale, the National Association of Trade and Technical Schools (NATTS) first accredited the school under the Dages ownership in June of 1991. NATTS later became the Accrediting Commission of Career Schools and Colleges which continues to accredit the Institute of Technology today.

In 1992, Central California Schools was sold to Jim and Laura Hines and Fred and Tami Freedman. At that time, the new owners conducted an in-depth labor market survey, the results of which initiated an intense review and evaluation of each instructional program. A decision was made to continue to provide "in demand" training opportunities for the communities served by the school.

Jim and Laura Hines subsequently acquired the school in 1994 becoming the sole owners of Fresno Institute of Technology. In June of 2001, Fresno Institute of Technology changed its name to Institute of Technology as it began to branch throughout Northern California.

On October 1, 2004, Institute of Technology incorporated and was purchased by the BrightStar Education Group, a Denver based company. The College continued its long history of providing relevant and accessible career oriented educational services to the communities it served.

In 2009, the Redding, CA campus opened as a new branch campus. In 2010, the Stockton, CA branch campus was opened.

In August, 2014 the Institute of Technology was acquired by Select Education Group, LLC an Arvada, Colorado company. Through its parent company, the National Holistic Institute, the Institute of Technology continues to be operated as a family owned school under the leadership of Mason Myers and Tim Veitzer.

Institute of Technology has been in continuous operation since its original opening in 1986 and has maintained its reputation for providing relevant, professional, and highly personalized career oriented educational services to the communities it serves.

OBJECTIVES

Institute of Technology contributes to fulfilling its mission through the attainment of these objectives:

- To seek out and employ qualified instructors who are effective in the classroom and experienced in the practices of the related industry.
- To offer programs of instruction which provide a positive career path for our graduates.
- To develop in each student a confident, competent and professional attitude and an awareness of contemporary business practices through exposure to pragmatic course content.
- To graduate students who are competent in their chosen job skills.
- To assist graduates in finding entry-to-intermediate level employment in satisfying positions.
- To provide professional and individualized career development services.

Baking & Pastry Specialist

COURSE OBJECTIVE

The Baking and Pastry Specialist (BPS) program is designed to prepare students for the specific skills needed to excel in a career in the foodservice industry.

Students learn the culinary skills that are foundational to Baking and Patisserie including breads, cakes, specialty breads and desserts, chocolates, tarts and torts. Students who complete the program and pass the appropriate ServSafe Exams will have met the American Culinary Federation Certification standards for Food Safety and Sanitation. Our BPS program at the Clovis Main Campus has been recognized as an American Culinary Federation Education Foundation Quality Program.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Bread and Pastry Baker, Dessert Specialist, Catering Specialist, Institutional and Cafeteria Baker, Bakery Chef, and Gourmet Specialty Baker.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a Pastry Tool Kit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

890 Hours / 48 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. *See your Admissions Representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

BPS101 Concepts of Food Service Industry

(7 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

BPS08-1 Yeast Raised Breads

(6 Qtr. Credit Units, 105 Hours)

This module will focus on culinary concepts and the production of a variety of yeast-raised breads and sweet doughs. Students will study the following topics: breads, rolls, specialty breads, hearth breads, laminated dough, dough mixing and fermentation.

BPS08-2 Quick Breads

(6 Qtr. Credit Units, 105 Hours)

Students will focus on culinary concepts and the production of a variety of breakfast items, including cookies, muffins, danishes, croissants, puff pastry, pate choux, and quick breads. Students will practice techniques central to foaming, creaming, and blending.

(Continued on page 7)

Baking & Pastry Specialist (continued)

(Continued from page 6)

BPS08-3 Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will review culinary concepts and create a variety of French pastries including; pies, pastries, unfilled cakes, tarts, and tortes.

BPS08-4 Cake Decorating

(6 Qtr. Credit Units, 105 Hours)

In this module, students will review culinary concepts and become proficient at designing and decorating a variety of cakes including special event items such as wedding cakes.

BPS08-5 Hot and Cold Plated Desserts

(6 Qtr. Credit Units, 105 Hours)

Students will explore the design and presentation of hot, warm, and cold plated desserts. Students will practice a variety of techniques using colors and textures to present exquisitely displayed creations. Students will also review culinary concepts.

BPS08-6 Advanced Patisserie

(6 Qtr. Credit Units, 105 Hours)

Students will experiment with sugar work and chocolate. Students will create a variety of candies and confections and learn to creatively display items for presentation. A final review of culinary concepts is also explored.

BPS08-7 Externship

(5 Qtr. Credit Units, 160 Hours)

Students will spend 160 academic hours on-the-job in an externship. Students can choose a local externship in the kitchens of restaurants, hotels, institutions and/or clubs. It is designed to give the student industry experience in an approved kitchen where they will rotate through various stations of production. Additionally, it will reinforce skills previously learned at the Institute and prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Barbering

COURSE OBJECTIVE

The objective of the Barbering program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Barbering. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of barbershop facials, straight razor shaving, and hair services on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hairdressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, straight razor techniques and shaving processes. Students will also receive a basic knowledge of laws pertaining to the field of Barbering. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed barber. Graduates of the Barbering program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair services in a broad range of settings.
- Demonstrate ability to provide hair and skin services in a safe manner.
- Utilize critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.
- Take the Board of Barbering and Cosmetology written and practical exam.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the barbering industry including the salon and barbershop environments.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. *See your Admissions Representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Barbering.

BARB 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

BARB 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

BARB 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be discussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

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Barbering cont.

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BARB 115 Barbershop Facials

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. Hot towel barbershop facials will be introduced. Preparation for the Barber State Board facials will be practiced.

BARB 120 Chemical Processes

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

BARB 125 Laws & Regulations

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

BARB 130 Hair Color

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

BARB 135 Shaving

(102.5 Clock Hours)

Students will be introduced to the fundamentals of straight razor shaving. The shaving module will cover sanitation and safety precautions associated with straight razor shaving. Students will focus on proper razor positions and strokes. Students will practice hot towel shave steps to prepare for the State Board exam.

BARB 150 Chemistry & Electricity

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

BARB 160 Cosmetology Anatomy & Physiology

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

BARB 170 Advanced Barber Services

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced barbering services. They will be challenged to be expressive while adhering to the basic rules of barbering.

BARB 180 Portfolio

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

BARB 190 State Board Exam Preparation

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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Cosmetology

COURSE OBJECTIVE

The objective of the Cosmetology program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in the field of Cosmetology. In addition to learning the basics of safety and sanitation, students will explore their creative side by performing a variety of hair, skin, and nail treatments on mannequins and clients. Classroom instruction will prepare students with the basic knowledge necessary to perform various services such as cutting, coloring, and styling hair. Salon floor practical hours provide the opportunity to gain real life experience by utilizing the skills learned in the classroom.

Students will be introduced to the fundamentals of hairdressing, which include haircutting, chemical processes, hair color, and finish work. Additionally, they will be introduced to skin care, facials, hair removal, make-up application and basic nail processes. Students will also receive a basic knowledge of laws pertaining to the field of Cosmetology. Throughout their training students will learn about professionalism in the industry, basic business practices, media marketing, and will be encouraged to build a professional portfolio.

This program builds upon entry-level training towards an exciting career path as a licensed cosmetologist. Graduates of the Cosmetology program will receive training that will prepare them to:

- Demonstrate the skills and knowledge to successfully provide hair, nail and skin services in a broad range of cosmetology settings.
- Demonstrate ability to provide hair, nail and skin services in a safe manner.
- Achieve adequate academic preparedness to take the Board of Barbering and Cosmetology written and practical exams.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a variety of jobs in the cosmetology industry including the salon and spa environments.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

A mobile tablet, e-textbook, instructional material, student kit, and uniforms are required and available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1680 Clock Hours

Classes are held Monday through Friday for 41 weeks. *See your Admissions Representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the field of Cosmetology.

COS 100 Disinfection & Sanitation

(102.5 Clock Hours)

Disinfection and sanitation applying to the cosmetology and barbering industries will be introduced. Procedures to protect the health of the client and student will be discussed. Proper disinfection techniques for equipment used in salons and barber shops will be identified.

COS 105 Haircutting

(102.5 Clock Hours)

Haircutting is a basic foundational skill which designs are built upon. Students will gain familiarity with the use of various tools of haircutting including successful client consultations. Four basic haircuts will be covered.

COS 110 Hairstyling

(102.5 Clock Hours)

Development of fundamentals of hairstyling will be dis-

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cussed. Skills of blow drying, iron works, roller placement, braiding and the elevated importance of finishing work will be covered. The five elements of hair design and their specific contributions to a hairstyle will be identified.

COS 115 Esthetics

(102.5 Clock Hours)

Students will be introduced to the underlying structure of the skin and discuss processes for providing excellent skin care for clients. The latest developments in state of the art delivery systems and ingredients to persevere, nourish, and protect skin will be discussed. Students will practice facials, make-up application and hair removal; these skills will enhance the range of services students will be able to provide to clients.

COS 120 Chemical Processes

(102.5 Clock Hours)

This module will cover the most creative part of the industry, chemical texture. The physical and chemical changes that can take place during a chemical texture service will be compared. Students will evaluate various wrapping patterns that can be administered during a service and the outcomes from those applications.

COS 125 Laws & Regulations

(102.5 Clock Hours)

Students will be introduced to the Board of Cosmetology and Barbering Laws and Regulations including the Barbering and Cosmetology Act. Students will practice salon and/or barber shop procedures while adhering to these guidelines.

COS 130 Hair Color

(102.5 Clock Hours)

Hair structure affects the quality and ultimate success of a hair color service; the 3 layers of hair will be analyzed. A general instruction of color theory will be introduced including base color, laws of color, primary colors, secondary colors, tertiary colors, and complimentary colors. Tone and intensity will be defined to help achieve the desired results. Types of hair color, formulations, and applications will be explained.

COS 135 Nail Processes

(102.5 Clock Hours)

In this module the structure of the natural nail, nail anatomy, and nail growth will be discussed. Students will learn to effectively recognize diseases of the nails that should not be treated in a salon. The steps of a State Board manicure service as well as State Board required nail enhancements will be demonstrated. Gel polish application, and pedicures ranging from basic to spa will also be conducted.

COS 150 Chemistry & Electricity

(205 Clock Hours)

Students will be introduced to basic chemistry and electricity pertaining to the cosmetology and barbering industries. Discussion and lab applications will include safe and professional use of salon and barber shop equipment, product knowledge, and troubleshooting problems that may arise during a chemical service.

COS 160 Cosmetology Anatomy & Physiology

(205 Clock Hours)

Students will become familiar with the anatomy and physiology of the human body as it pertains to cosmetology and barbering. Reference points of the body will be used for haircutting, styling, and coloring.

COS 170 Advanced Hair Services

(205 Clock Hours)

Students will express their artistic side by applying knowledge of advanced salon services. They will be challenged to be expressive while adhering to the basic rules of cosmetology.

COS 180 Portfolio

(205 Clock Hours)

Students will build a professional portfolio designed to introduce their skills and abilities to clients, industry professionals, and potential employers. The basics of business, marketing, professionalism, and soft skills relating to the cosmetology and barbering industry will be covered. State Board drills will prepare students for the licensing exam and will be practiced with an emphasis on efficiency and timing.

COS 190 State Board Exam Preparation

(40 Clock Hours)

To prepare for examination day students will participate in mock State Board practical and written exams. Students will practice the State Board practical exam from beginning to end, including how to enter the exam room and how to exit after the practical exam is concluded.

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Avocational Program: Concealed Carry Weapons (CLOVIS)

Concealed Carry Weapons (CCW)

Course Objective

The Institute of Technology offers both initial and renewal Concealed Carry Weapons classes. The course objective is to provide all the necessary laws and rights/ responsibilities of carrying a concealed weapon. You will be required to demonstrate proficiency in shooting all of the firearms you want to have included on your Concealed Carry Weapons Permit, up to a maximum of four firearms.

Hours of Instruction

Initial Permit course is 8 hours long.

Renewal permit course is also 8 hours long.

(*CCW is a cash pay program. Financial aid is not available.)

The Course

This is an introductory class that will teach you how to properly operate and use your defensive pistol in compliance with California CCW laws. Learn safe weapon handling, target acquisition and laws that govern concealed weapons possession in California. You will fire 100 rounds in this training to qualify for the CCW permit. This course is not vocational in nature, does not lead to initial employment, and does not provide credit toward any vocational program offered by Institute of Technology. Individuals who successfully complete the course will receive a CERTIFICATE OF COMPLETION.

***This course is NOT vocational in nature and does NOT lead to initial employment.**

Criminology & Emergency Response Management - AAS (Clovis)

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an ***ASSOCIATE OF APPLIED SCIENCE DEGREE***.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ150, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of this catalog

to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. *See your admissions representative for available class times.*

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board of State and Community Corrections.

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CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices**.** Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices**.** The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ150 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

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CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). ***Responder Certification outcomes for this course are dependent upon your campus location***. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

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SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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Criminology & Emergency Response Management - AOS Modesto

COURSE OBJECTIVES

Graduates of Criminology and Emergency Response Management (CERM) will have the entry-level knowledge, skills, and abilities needed for careers in law enforcement, EMR, corrections, security, and disaster response. Graduates of this program may pursue career opportunities in a variety of entry-level positions involving criminal justice, including local, state and federal law enforcement jobs in policing, crime commissions, parole, corrections and court systems.

The program also offers the academic preparation to pursue a broad spectrum of criminal justice careers in the private sector involving workplace security, private investigations, insurance investigations, safety officers and security patrol officers.

In addition to the criminal justice courses, the program utilizes curriculum approved by the Federal Emergency Management Agency (FEMA) and students are eligible for certificates of completion in emergency management in addition to their degree from the Institute of Technology. Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive an ***ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE***.

CERTIFICATIONS

In addition to the criminal justice courses, students that successfully complete and pass the requisite units and assessment outcomes are eligible for certificates of completion in emergency management, security, and medical in addition to their Associate's Degree from the Institute of Technology. These certifications, include: Emergency Medical Responder (EMR), CPR/BLS Card for Healthcare Providers, Disaster Management and certificates from the Federal Emergency Management Agency (FEMA). Upon successful completion of CJ250, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ250). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 250 is dependent upon your campus location.

CAREER PATHS/JOB TITLES

Graduates from the CERM program have the opportunity for success in these professions: Highway Patrol Officer*, Peace Officer*, Reserve Peace Officer*, Deputy Sheriff*, Private/Public Security Personnel, Security Specialist, Fraud Technician, TSA (Airport Security), Surveillance Technician, Emergency Services Coordinator, Emergency Response Personnel, Emergency Management Specialist, Response and Recovery Specialist, Detention Officer, Records Personnel, Community Service Officer, Dispatcher, Immigration Officer, Private Contractor, Deputy Extradition Specialist.

See the "Occupational Outcomes" section of the IOT catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

*An academy will be required after graduation from IOT.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

97 Quarter Credit Units, 1300 Clock Hours

Classes are held Monday through Thursday for 65 weeks. See your admissions representative for available class times.

REQUIREMENTS

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check and a Department of Justice fingerprint check to become a Peace Officer, Correctional Officer, Crime Scene Technician or Security Officer. Applicants cannot have any felony convictions. Applicant cannot have any misdemeanor conviction or any legal conditions that would prohibit the applicant from possessing a firearm.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no program will be taught out of sequence where a prerequisite is required. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Federal Emergency Management Agency or Board

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of State and Community Corrections.

CJ100 Laws & Regulations

(100 Hours / 7 Quarter Credit Units)

This course introduces the student to law enforcement rules of evidence and investigation. This module includes general discussions of criminology and emergency response techniques, tactics, and practices. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Instruction is provided in rules of evidence, interview techniques and criminal statutes. Instruction is included in maintaining control of a suspect when making an arrest and weapons instruction.

CJ110 Criminal Procedures

(100 Hours / 7 Quarter Credit Units)

This module includes general discussions of criminology and emergency response techniques, tactics, and practices**.** Students will learn criminal law and procedures. Students will be introduced to the legal process including how the criminal justice system works.

CJ120 Citizen Interaction and Suspect Control

(100 Hours / 7 Quarter Credit Units)

This course covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect in a crisis situation. This module also includes general discussions of criminology and emergency response techniques, tactics and practices**.** The course focuses on citizens' rights and dignity within the socio-legal operation of the justice system. The use of force and de-escalation of force is covered.

CJ130 Report Writing

(100 Hours / 6.5 Quarter Credit Units)

This course focuses on report writing skills including legal structuring of interviews and documentation of events. Students will practice writing and editing reports. This module also includes general discussions of criminology and emergency response techniques, tactics and practices.

CJ140 Corrections

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will study state laws and regulations that impact the correctional system. Students will study in detail the daily operations, techniques, and tactics of dealing with adult prisoners.

CJ250 Correctional Institutions

(100 Hours / 7 Quarter Credit Units)

This course covers an in depth study of the correctional systems. Students will continue to study state laws and ordinances that impact the correctional system. Students will continue to study in detail the daily operations, techniques, and tactics of dealing with adult prisoners. Upon successful completion of study, students may be eligible to receive their Adult Correctional Officer CORE Academy certificate. (CJ140 is a prerequisite for CJ150). Obtaining the STC certification (Adult Correctional CORE Academy Certificate) upon completion of CJ 150 is dependent upon your campus location.

EM120 Emergency Management and Security Services

(100 Hours / 7 Quarter Credit Units)

This course covers the skills and knowledge necessary to implement emergency plans and disaster relief. The module includes general discussions of criminology and emergency response techniques, tactics, and practices, officer safety and maintaining suspect control. Upon successful completion of core curriculum and testing, students will receive various FEMA (Federal Emergency Management Agency) certificates in Emergency Management and/or California BSIS (Bureau of Security and Investigative Services) certificates in security tactics and principles.

CJ160 Applied Criminal Justice Concepts

(100 Hours / 7 Quarter Credit Units)

This course focuses on the practical application of California Law Enforcement methods. The basic skills and knowledge necessary to perform the entry level duties of a peace officer are taught. Emphasis will be on missing person's investigations, unusual occurrences, cultural

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diversity and hate crimes, traffic collision investigations, active shooter response/building entries, terrorism and the proper use of force.

CJ170 Crime Scene Technician

(50 Hours / 3.5 Credit Units)

This course provides the student with an introduction to the technical aspects of basic crime scene investigation. Topics covered include crime scene drawing, facial composite drawing, crime scene security/integrity, crime scene investigation, crime scene photography, fingerprints, evidence collection / presentation, courtroom testimony, chain of custody. The student who successfully completes this course may be issued a certificate in crime scene drawing and facial composite drawing.

EM133 – First Responder

(100 Hours / 6.5 Credit Units)

The course is designed to provide students with the core knowledge, skills and attitudes to function in the capacity needed to respond professional and appropriately to medical emergencies.

The curriculum includes skills necessary for the student to provide emergency medical care with a limited amount of equipment. The curriculum for this course will cover either the US Department of Transportation National Standard Curriculum for Emergency Medical Responder Certification (EMR) or the American Safety and Health Institute First Responder Certification (ASHI). ***Responder Certification outcomes for this course are dependent upon your campus location***. The course also includes CPR instruction and certification. Various topics include legal and ethical issues, lifting and moving patients, advanced airway management, patient assessment, medical emergencies, bleeding and soft tissue injuries, muscle and bone injuries, pediatric and infant emergencies, and environmental hazards stabilization and transport.

PD100 Professional Development

(100 Hours / 6.5 Qtr. Credit Units)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PHIL100 Introduction to Ethics

(50 Hours / 5 Quarter Credit Units)

General Education Component

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues both in society at large and in daily life. Students will explore major ethical questions and be required to discuss their own ethical values and to write critically about the application of ethics to life.

MAT100 Algebra

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should be able to use mathematical methods, reasoning,

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and strategies to investigate and solve problems.

SPE100 Speech

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students should demonstrate confidence and credibility in communicating in a range of communication situations. Student will understand the concepts of adaptation and critical thinking in verbal communication. They will be able to apply effective communication skills to oral presentations, with and without the support of presentation software.

PSY100 Psychology

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

ENG100 English

(50 Hours / 5 Quarter Credit Units)

General Education Component

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization and word usage rules within a variety of narrative assignments. Oral and written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. A wide variety of prose and expository narrative will be reviewed. The preparation and format of a research paper is included.

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Culinary Arts Diploma

COURSE OBJECTIVE

There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.

Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

880 Hours / 52 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1

(7 Qtr. Credit Units, 100 hours)

This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie

(6.5 Qtr. Credit Units, 100 Hours)

Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

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CUL121 Kitchen Skills Development - Culinary Foundations 2

(6.5 Qtr. Credit Units, 100 Hours)

Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger

(6.5 Qtr. Credit Units, 100 Hours)

This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3

(6.5 Qtr. Credit Units, 100 Hours)

This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine

(6.5 Qtr. Credit Units, 100 Hours)

This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine

(6.5 Qtr. Credit Units, 100 Hours)

Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship

(6 Qtr. Credit Units, 180 Hours)

Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

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Heating, Ventilation & Air Conditioning

COURSE OBJECTIVE

The Heating, Ventilation & Air Conditioning (HVAC) program provides training for students in the theories, techniques, and practices involved in the HVAC field.

Students will learn to install, maintain, and troubleshoot HVAC systems installations and will be conversant with industry standards. Students must successfully complete the EPA Universal certification process in order to graduate.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the HVAC field including Refrigeration Technician, Heating Technician, Air Conditioning Technician, and Systems Engineer.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

800 Hours / 48.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. *See your Admissions Representative for available class times.*

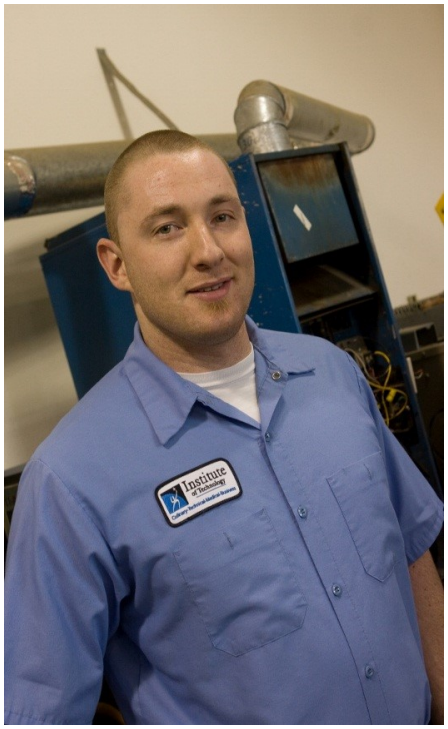
THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

HVAC08-1 HVAC Fundamentals

(6 Qtr. Credit Units, 100 Hours)

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams.



HVAC08-2 Introduction to HVAC Concepts

(6 Qtr. Credit Units, 100 Hours)

Students will gain a solid understanding of safely handling and using refrigerants and will study EPA 608 regulations to obtain their Universal license. Students will explore the theory of the HVAC system and learn the four major components including; the compressor, condenser, evaporator, and metering device. Students will also learn gas laws including Boyle's Law, Charles Law, and the universal gas laws and how they pertain to the foundations of refrigeration, heating and air conditioning.

HVAC08-3 Basic Refrigeration, Heating and Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

This module will include concepts of physical properties of air and air distribution, theories of heat, matter and energy, and heat load calculation. Students will expand knowledge of Boyles Law, Charles' Law and universal gas laws and how they apply to the foundations of refrigeration, heating, and air conditioning. Students will practice reading blue prints. Students will continue to improve their troubleshooting skills.

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HVAC08-4 Advanced Refrigeration

(6 Qtr. Credit Units, 100 Hours)

In this module, commercial refrigeration concepts will be discussed to include types of evaporators, condensers (including draft towers) and functions of compressors. Special refrigeration systems, including various components and expansion devices, with their applications will be covered. Students will continue to improve their troubleshooting skills.

HVAC08-5 Advanced Heating

(6 Qtr. Credit Units, 100 Hours)

In this module, heating will be explored in more detail including electric heat and gas heat. Students will have practice working with electrical schematics and wiring diagrams. Principles of forced air and types of furnace pilot lights will be discussed. Indoor air quality indicators will also be discussed. Students will continue to improve their troubleshooting skills.

HVAC08-6 Advanced Air Conditioning

(6 Qtr. Credit Units, 100 Hours)

Content of this module includes history of air conditioning including comfort charts and psychometrics. Air conditioning principles and their applications will be discussed and demonstrated. Air distribution and balance will be explained as well as installation of air conditioning units. Installation of various types of ducting will be explored. Students will continue to improve their troubleshooting skills.

HVAC08-7 EPA Regulations and Refrigerant Handling

(*6 Qtr. Credit Units, 100 Hours*)

Students will be reintroduced to EPA regulations, Boyle's law, Charles Law, and the universal gas laws, and how they pertain to the foundations of refrigeration, heating, and air conditioning. In this module safe system evacuation techniques will be demonstrated along with various types of tubing and piping including hands on skills in soldering and brazing. Students will continue to use proper methods of recovery and reclaiming refrigerant handling and learn proper techniques for evacuating and recharging the system.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

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Industrial Maintenance and Automated Technology

COURSE OBJECTIVES

This course is designed to introduce a potential industrial maintenance technician to inspecting, servicing, and maintaining complex mechanical systems. There will be a strong focus in troubleshooting techniques and procedures for mechanical and/or electrical applications, including cooling towers, heat pumps, and chillers. The course will take a student into load calculations, liquid piping, pneumatics, plumbing, wiring, drives, and much more. In addition, you can learn about vital safety considerations, including electrical, maintenance, building, OSHA and health codes.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA.***

EMPLOYMENT OPPORTUNITIES

The industrial maintenance and automated technology field is a dynamic and hands-on career. In this rewarding and broad skilled trade industry there are many options when it comes to career paths. The industrial maintenance field involves everything from mechanical and electric repair to welding and preventative maintenance within industrial or commercial settings. Opportunities stretch out from manufacturing/processing plants to sales and marking within the Industrial Maintenance field.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT EQUIPMENT AND SUPPLIES

Uniforms and a toolkit are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

49.5 Quarter Credit Units, 800 clock hours

Classes are held Monday through Thursday for 40 weeks. See your admissions representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology reserves the right to change the content of the courses due to modifications in content by the Industrial Maintenance and Automated industry.

Professional Development

100 hours / 6.5 Quarter Credit Units

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

IMAT 100: Safety, Code Compliance, & General Manufacturing Practices (100 Instructional Clock Hours/6.5 Credit Hours)

The course focuses on workplace safety, general manufacturing practices and OSHA compliance. In addition; it will focus on laws governing workplace safety and environmental concerns. Students will study basic principles of interpreting engineering drawings and schematics. Through interpretation and sketching, students will develop a visualization of the part, section or assembly. This course will use drawings pertinent to Industrial Maintenance along with examples and discussions of manufacturing processes.

IMAT 120: Introduction to Electricity (115 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will introduce basic electricity including AC and DC, Ohms Law, magnetism, components, electrical quantities, and measurement. Students will be introduced to power distribution and various types of electric motors, including how the motors are used, and various

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types of motor controls. Additionally students will analyze, construct, and troubleshoot electrical circuits using ladder diagrams. IMAT students will also explore AC and DC Motors, single phase and 3 phase motors, and variable frequencies drives.

IMAT 140: Industrial Fluid Distribution Systems (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This Module will cover installation and repair of fluidic systems. Will include fittings, thread cutting, pipe sweating, roll grooving, solder, plastic cementing, repair equipment and tools. The course will also include pumps, valves, water supply systems and fire protection distribution systems. In addition, students will be provided instruction in basic metalworking processes.

IMAT 150: Industrial Equipment Mechanisms, Electricity and Controls
(100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will cover basic principles of physics specific to electro-mechanical systems. Students will learn how to emphasize measurement, lubrication, energy, power, machines and fluid, and chemical properties. Introduce installation, timing & synchronization of machine drive components. Introduce motors, transformers and various electro-mechanical devices to enhance AC power distribution and control topics. Introduce PLCs in the on/off mode.

IMAT 160: Introduction to Programmable Logic Controllers (PLCs)
(100 Instructional Clock Hours / 6.0 Quarter Credit Units)

Students will build off fundamental knowledge and training of Industry standard PLCs programming language from earlier modules. Students will build on the installation, interfacing, operation and programming. Study discrete analog input and output; hardware sensor interfacing and troubleshooting techniques; fundamentals of digital systems and will program PLCs using timer, counter, latch, data movement, sequencing, integer arithmetic and other instructions.

IMAT 170: Industrial Fluid Power, Hydraulics & Pneumatics (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will study the fundamentals of fluid power (hydraulics and pneumatics) and its components as well as principles, functions and terminology. Will cover the application of fluid power systems to various machines along with maintenance and troubleshooting.

IMAT 175: Industrial Maintenance Mechanic & Manufacturing Systems (100 Instructional Clock Hours / 6.0 Quarter Credit Units)

This module will place an emphasis on the tools used for maintenance. Presents review of lock out / tag out, confined space and safe rigging practices, manufacturing types and operations, torque, metal properties and hardness, gaskets, pumps, gears, motors, pulleys and alignments.

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Medical Billing and Office Administration

COURSE OBJECTIVE

The objective of the Medical Billing and Office Administration (MBOA) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide quality education in general medical office procedures; including scheduling appointments, patient records, and filing. Students are taught coding procedures, and the proper management and execution of various medical insurance plans and programs.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing and collections, along with the study of medical ethics and public relations. In all classes, students practice keyboarding, 10 -key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician or medical scientist with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Recent legislation regarding privacy of patient files has made it necessary for physicians and medical facilities to rely on, and have complete confidence in, the abilities of those who manage their practices included but not limited to Health Insurance Portability and Accountability Act (HIPAA) and medical law and ethics considerations. Students will also be introduced to Electronic Medical Records (EMR) and office applications used in the medical office environment.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

CERTIFICATION

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

MBOA110 Medical Records Management

(6 Qtr. Credit Units, 100 Hours)

This module introduces students to administrative duties and procedures required in a medical office setting to include an understanding of medical law, ethics, and HIPAA regulations. Insurance terminology is addressed as well as the basics of health insurance, billing and coding practices. Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system,

MBOA120 Medical Office Communication

(6 Qtr. Credit Units, 100 Hours)

This module focuses on student development in keyboarding and computer application skills to create source documents, collection letters, and spreadsheet for tracking/analysis purposes. Students will also learn how to build skills in various types of contracts and how these contracts impact billing accuracy. Coordination of these benefits will be a continual developing skill. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA130 Office Applications and Insurance Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on preparing the students for medical billing and basic computer software applications. Students will learn the importance of phone etiquette, completing referrals, and authorizations. Students will continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA140 Medical Coding

(6 Qtr. Credit Units, 100 Hours)

This module develops the student's basic diagnostic and procedural coding skills utilizing the ICD, CPT, and HCPCs coding books. The student will be able to explain the importance of the codes and how these codes are used in the medical billing environment. Hands-on application of coding introduces the students to various types of medical specialties and the standards for accuracy and compliance. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

MBOA150 Medical Billing

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instruction to the students in medical billing terminology. Additionally, students will develop an understanding of medical and dental terminology as well as basic anatomy and physiology. Keyboarding and ten-key calculator are practiced for increased accuracy and speed. Students will receive certification upon successful completion of training and examination of CPR and emergency procedures.

MBOA160 Electronic Medical Records

(6 Qtr. Credit Units, 100 Hours)

This module focuses on instructing the students in software that assists in all aspects of the medical office. This includes scheduling, service charges, payment processing, billing and various reports. Understanding the fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are covered. Additionally, students continue to develop an understanding of medical terminology with skills built on word parts for each major body system, along with coding. Keyboarding and ten-key calculator are practiced for increased accuracy and speed.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

MBOA-10 Medical Office Externship

(5 Qtr. Credit Units, 160 Hours)

This module enables the student, during a 5-week practicum, to apply and develop knowledge and skills in a medical office, clinic environment. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Medical Billing and Office Administration Program.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Nursing Assistant

COURSE OBJECTIVE

The objective of the Nursing Assistant (NA) program is to prepare students with the knowledge, technical skills, and work habits required to become a Nursing Assistant. IOT instructors provide quality Nurse Assistant training in classroom and clinical settings.

Students will receive a basic knowledge of terminology, an overview of California regulations, along with law and ethics associated with the role of Nursing Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical setting.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student. (Financial Aid is not available for the Nursing Assistant program. The Financial Aid department can provide information regarding payment options.)

HOURS OF INSTRUCTION/PROGRAM LENGTH

NA 110: Nursing Assistant Theory/Lab: 85.5 hours

NA 120:Nursing Assistant Clinical: 100 hours

The Training Program Schedule approved by the State of California Health and Human Services Agency is a day program. Classes are held Monday - Friday for approximately 7 weeks. See your Admissions Representative for available class times.

THE PROGRAM

The theory and clinical learning experiences will include the following:

Introduction to Nurse Assistant

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole. They must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The Nurse Assistant's role in creating a safe environment for the resident is discussed.

Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

Medical and Surgical Asepsis

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistant in the clinical setting.

Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas

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of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The Nurse Assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the Nurse Assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the Nurse Assistant in Long-Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Long-Term Care Patient

The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

Abuse

The purpose of this unit is to introduce ethical and legal issues regarding preventing, recognizing, and reporting instances of abuse.

Preparation for State Exam

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Nursing Assistant

Institute of Technology's Nursing Assistant program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Nursing Assistant program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Pharmacy Technician

COURSE OBJECTIVE

Pharmacy Technicians assist and support licensed pharmacists in providing healthcare and medications to patients. They must have a broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, and prepare medications. Having a sound education in pharmacy technology and law, pharmacy calculations, drug distribution, and the preparation of sterile dosages will prepare participants to compete in the job market.

Because the staff at IOT is dedicated to your success, you will be provided with a comprehensive education that teaches technical skills along with the professional skills you will need to succeed. Students will receive instruction in all aspects of retail and institutional pharmacy positions, while communication and interpersonal training will prepare them for a successful life in this rewarding profession. Customer service skills are essential for the pharmacy technician who must interact with pharmacy coworkers, patients, and other healthcare professionals on a daily basis. Students will acquire skills in computer applications, interpretation of prescriptions, and pharmaceutical calculations.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment in a pharmacy, hospital, or other health care facilities as a Pharmacy Aid, Pharmacy Clerk, or Registered Pharmacy Technician.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

REGISTRATION

In order to obtain a Pharmacy Technician (PT) position in the State of California, all Pharmacy Technicians must be registered with the State. All enrolled PT students will be given a Pharmacy Technician Registration Application and Requirement Package prior to the 3rd module of instruction. All applicants, prior to enrollment, must sign a Pharmacy Technician Disclosure Statement signifying understanding of the requirements.

STUDENT SUPPLIES

A lab coat and supplies are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. The Pharmacy Technician program total clock hours exceeds the minimum requirements for State Licensure by 620 hours. The material required for registration as well as additional professional development and office management outcomes specific to both retail and clinical sites is covered throughout the current program. *See your admissions representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification. Please check with your campus for specific exam availability.

PT08-1 Pharmacological Management

(6 Qtr. Credit Units, 100 Hours)

The students will be able to distinguish between antibiotic, antifungal, and antiviral medications. Vitamins and herbal supplements will be discussed. Also included will be discussions and activities to familiarize the students with financial issues and inventory management in the pharmacy.

The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-2 Principles of Pharmacy Practice

(6 Qtr. Credit Units, 100 Hours)

In this module, students will become familiar with the us-

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es of antidepressants, anticonvulsants, and medications used to treat gastrointestinal disorders. Topics of discussion will also include practices in a community pharmacy setting, including typing and filling prescriptions. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-3 Overview of Drug Effects

(6 Qtr. Credit Units, 100 Hours)

Students will become familiar with the appropriate use of cough medications and respiratory drugs, antihistamines, topical (skin) and, ophthalmic drugs. The principles of compounding will be discussed. Students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-4 Hormonal Therapies

(6 Qtr. Credit Units, 100 Hours)

Students will learn the different hormones for the male and female, as well as their relationship to the medications used to treat various hormonal disorders. Drugs to treat urological problems will also be explored. Topics of discussion will include drug delivery processes and actions, side effects such as allergic responses, medication errors, and drug interactions. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

PT08-5 Cardiac and Cancer

(6 Qtr. Credit Units, 100 Hours)

The students will be able to identify and categorize medications used to treat cardiac disorders. The students will also become familiar with cancer medications and treatments. The students will become familiar with the practices in an institutional pharmacy setting, including aseptic technique and the preparation of injectable products. The students will acquire skills in computer applications, medication order interpretation, and pharmaceutical

PT08-7 Pharmacy Law and Ethics

(6 Qtr. Credit Units, 100 Hours)

The students will become familiar with the history of pharmacology, be able to discuss current practices and legalities of drug testing and approval, the role of the FDA and regulatory standards, and legislation related to drug use. The students will be able to distinguish between narcotic and non-narcotic medications including anesthetics and analgesics. In addition, muscle relaxants and drugs for arthritis will be discussed. The students will acquire skills in computer applications, prescription interpretation, and pharmaceutical calculations.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PT08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

In this final module, arrangements will be made to place students in an externship site in the business community. To graduate, students must successfully complete 160 hours in the externship. The externship is designed to allow the students to acquire practical experience and mentorship as they transition into the pharmacy business.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Institute of Technology's Pharmacy Technician program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Pharmacy Technician program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Physical Therapist Assistant

COURSE OBJECTIVE

The Physical Therapist Assistant program builds upon entry-level training towards an exciting career path as a licensed or certified physical therapist assistant.

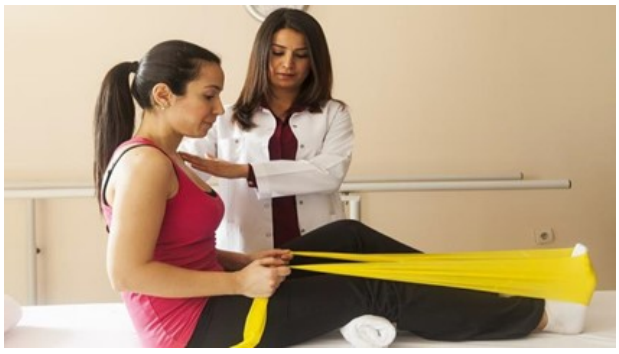
Upon completion of the Physical Therapist Assistant program, graduates will be able to:

- Demonstrate the skills and knowledge to successfully provide physical therapy interventions across a broad range of clinical settings under the guidance of a physical therapist.
- Achieve adequate academic preparedness to sit for the National Physical Therapy Exam for PTAs.
- Demonstrate ability to use technology and electronic communication.
- Demonstrate proficiency in critical thinking, information management, communication skills, respect and responsibility.
- Demonstrate professional behavior.

Students who successfully complete the program will receive an ***ASSOCIATE OF APPLIED SCIENCE*** degree as a Physical Therapist Assistant.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to seek entry-level employment as a Physical Therapist Assistant, Home Health Physical Therapist Assistant, Skilled Nursing Facility Physical Therapist Assistant, Outpatient Physical Therapist Assistant, and Acute Care Physical Therapist Assistant.



See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Textbooks are provided to the student either as classroom resource or are purchased by the student. A gait belt, goniometer, and a student uniform are required and are available for purchase.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1,573 Hours / 65.5 Semester Credit Hours

Classes are held Monday through Thursday for 75 weeks. *See your Admissions Representative for available class times.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. The Institute of Technology, Inc. reserves the right to change the content of the courses due to modifications in content by the field of Physical Therapist Assistant.

SEMESTER 1

BIO-105 Anatomy & Physiology

75 hours/4.5 Semester Credit Units

This course addresses the structures and function of components of the human body including homeostasis, regions of the body, anatomical directions and planes, chemical level of organization, cellular level of organization, tissue level of organization, and body systems. Body systems discussed are integumentary, skeletal, articular, muscular, nervous, endocrine, cardiovascular/hematologic, lymphatic/immune, respiratory, digestive/hepatic and biliary, nutrition/metabolism, urinary/renal, and reproductive.

PSY-101 Introduction to Psychology

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, the student will have been exposed to the nature, scope and methods of psychology as well as an introduction to the various content areas of the field such as adjustment, motivation, learning, personality, and development. Students will demonstrate respect for individual dignity, and identify their own strengths, weakness, and growth areas.

PHYS-125 General Algebra and Physics

45 hours/3.0 Semester Credit Units

This course addresses general Algebra and Physics concepts. The first weeks of the class are dedicated to quantitative principles including solving and graphing linear equations and inequalities, algebraic formulas, geometric applications, and scientific notation. The remaining weeks incorporates Physics concepts including Newton's Laws of Motion, momentum, rotational motion, gravity, properties of matter, kinetic energy, heat, thermodynamics, sound, electricity, and light. Principles of Algebra introduced earlier are applied to facilitate critical thinking, reasoning, and strategies to solve physics problems.

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ENG-101 English

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will be able to apply appropriate grammar, punctuation, capitalization, and word usage rules within a variety of writing and oral assignments. Written examples of English will be reviewed for the organization of clarity, format, style, and idiomatic appropriateness. The preparation and format of a research paper is included. Oral communication is included focusing on organizing and delivering various types of presentations, listening skills, and interpersonal responses.

PTA-101 Introduction to Physical Therapy

30 hours/2.0 Semester Credit Units

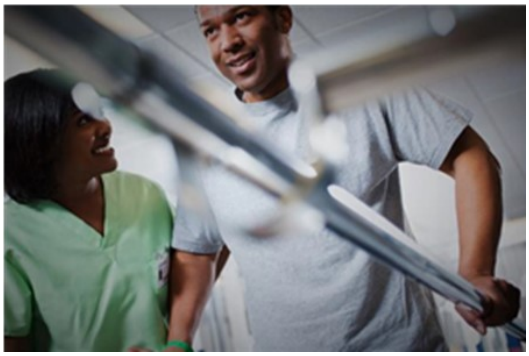
This course introduces the student physical therapist assistant to the physical therapy profession including history of the profession, scope of practice/work, jurisdictional practice act, practice environments, overview of therapeutic interventions, professional organizations, cultural awareness regarding colleague/client/patient interactions, documentation, and obligation for lifelong learning. The course includes medical terminology commonly used in physical therapy.

SEMESTER 2

PTA-150 Clinical Science I

45 hours/3.0 Semester Credit Units

This course addresses the pathophysiology of diseases commonly seen in physical therapy involving the skeletal, muscular, integumentary, immune, cardiovascular, respiratory, endocrine, gastrointestinal, urinary and reproductive systems. The course material focuses on the implications for physical therapy relative to the disease process. Basic principles of pharmacology and common drugs for the disease processes are included.



PTA-107 Functional Anatomy

30 hours/1.5 Semester Credit Units

This course addresses biomechanics, normal movement of the musculoskeletal system, coaction of the nervous system with the muscular and integumentary systems, surface anatomy, palpations, normal gait, and posture. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

COM-101 Communication

45 hours/3.0 Semester Credit Units

Upon successful completion of this course, students will demonstrate confidence and credibility in communicating in a range of situations. Students will explore theories and models of communication while participating in a series of oral presentations to help build verbal and nonverbal communication skills.

PTA-108 Kinesiology

30 hours/1.5 Semester Credit Units

This course addresses manual muscle testing, goniometry, and special tests and measurements commonly used in physical therapy. Assessment data gathered is applied to normal and abnormal movement patterns. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-110 Patient Care

30 hours/1.5 Semester Credit Units

This course addresses principles of patient management, infection control, assessment of vital signs, positioning and draping, wheelchair management, transfer activities, gait training with assistive devices, and introduction of special equipment. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-115 Therapeutic Interventions

60 hours/2.5 Semester Credit Units

This course addresses the theoretical principles, application, and physiological responses to superficial thermal agents, deep thermal agents, athermal agents, cryotherapy, electrotherapeutic agents, hydrotherapy, and mechanical traction. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

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SEMESTER 3

PTA-215 Therapeutic Exercise I: Introduction to LE

75 hours/3.5 Semester Credit Units

This course addresses the fundamental principles of therapeutic exercise including indications and physiological responses. Aerobic conditioning and health promotion through exercise is incorporated into the theoretical principles. Anthropometric measurements are covered relative to health. The specific exercise focus is for orthopedic conditions involving the lower extremities and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-201 Physical Therapy for the Pediatric Population

45 hours/2.5 Semester Credit Units

This course addresses fine and gross motor milestones, infant reflexes, righting responses, normal and delayed development patterns, conditions affecting children and the application of interventions. The focus is development of the person from prenatal through early adulthood.

PTA-202 Physical Therapy for the Geriatric Population

30 hours/1.5 Semester Credit Units

This course addresses the effects of aging on the various body systems and the implications for physical therapy. Cardiac rehabilitation is included in the course topics. Common assessments used to determine patient safety and functional level are presented.

PTA-250 Clinical Science II

15 hours/1.0 Semester Credit Units

This course addresses abnormal conditions of the nervous system including common pharmacology. It is designed as a companion course to PTA 251.

PTA-251 Neuromuscular Rehabilitation

60 hours/2.5 Semester Credit Units

This course addresses assessment and interventional techniques for neurological conditions. It is designed as a companion course to PTA 250. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-220 Professional Issues & Ethics I

15 hours/1.0 Semester Credit Units

This course addresses HIPAA, OSHA, FERPA, patient safety, emergency management, jurisdictional regulations, supervision, Code of Conduct, risk management, healthcare models, payment for physical therapy services, and health and wellness. Students will complete a certified CPR class.

SEMESTER 4

PTA-225 Therapeutic Exercise II: UE, Spine, and Pelvis

63 hours/3.0 Semester Credit Units

This course addresses therapeutic exercises for orthopedic conditions involving the upper extremities, spine, and pelvis. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-210 Clinical Simulations

30 hours/1.0 Semester Credit Units

This course allows the student to perform integrated treatments based on mock clinical scenarios. Emphasis is placed on the ability to follow an established plan of care, make appropriate adjustments and progressions within the plan of care, and to determine when to contact the physical therapist. The treatment must be completed correctly, safely, professionally, and within an appropriate timeframe. The student will prepare and instruct another person is a home exercise program. The course includes the components of documentation with emphasis on the SOAP note. The training for the electronic CPI is included and the student must demonstrate proof of completion.

PTA-205 Manual Therapy

30 hours/1.5 Semester Credit Units

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This course addresses the principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice. Grade 1 and 2 peripheral joint mobilizations and compression therapies are included in the course material. Principles of wound care and management are presented including mock scenarios to apply/remove dressings and maintain a sterile field. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-260 Clinical Practicum I

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. Emphasis is placed on principles of patient management, written and oral communication, safety, and correctly and efficiently performing skills taught in the program. The Director of Clinical Education and the clinical instructor monitor the student's progress. The student is expected to obtain entry level in critical performance areas and rate 75% entry level in other graded skill/intervention areas. The student must pass this clinical experience to proceed to PTA 270.

SEMESTER 5

PTA-230 Physical Therapy for Special Populations

45 hours/2.5 Semester Credit Units

This course addresses special considerations, management, and physical therapy interventions for the patient with an amputation including fitting/use/care/gait training with prosthetics, patient with respiratory condition, patient with an oncology diagnosis, the pregnant patient, and patient with a urogenital diagnosis. Indications, fit, and care of commonly used orthotic devices are presented. The course includes the components of documentation with emphasis on the SOAP note. Students must successfully complete skill competencies and laboratory practical exams to pass the class.

PTA-235 Preparation for the National Exam

15 hours/1.0 Semester Credit Units

This course addresses standardized test taking strategies and review of material from technical courses. Student will have the opportunity to take mock board exams and analyze performance based on knowledge or test taking strategy. Students must successfully pass a mock exam to graduate from the PTA program.

PTA-240 Professional Issues & Ethics II

30 hours/2.0 Semester Credit Units

This course addresses current professional issues in physical therapy, administrative policies and procedures, clinical management, use of outcome measurements, and career preparation and development.

PTA-270 Clinical Practicum II

320 hours/7.0 Semester Credit Units

This course is an eight-week full-time clinical experience. It provides students with an opportunity to apply theory and skills learned in the classroom and laboratory to a clinical setting under the supervision of a licensed physical therapist or licensed physical therapist assistant. The student is expected to obtain entry level in all graded performance/skill/intervention areas. The student must pass this clinical experience to graduate from the PTA program.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Institute of Technology's Physical Therapist Assistant program curriculum meets the educational requirements for licensure in the state of California*.

Institute of Technology has not yet made a determination as to whether our Physical Therapist Assistant program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

*See the campus catalog addenda for PTA accreditation status and licensure requirements.

Professional Medical Assistant

COURSE OBJECTIVE

The goal of the Professional Medical Assistant (PMA) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, hematocrits, electrocardiographs, emergency and surgical procedures, patient preparation, patient medical records, accounting and insurance claims processing utilizing Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also be taught to manage a medical office or healthcare facility.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist, and Medical Records Clerk.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 47.5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks and include an Independent Study component. *See your Admissions Representative for available class times.*

CERTIFICATIONS

As a graduate of IOT, you may be eligible to sit for and obtain national certification as a medical assistant.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

PMA08-1 Anatomy & Physiology

(6 Qtr. Credit Units, 100 Hours)

This module will provide an overview of the basic principles of the human body, along with an introduction to clinical assisting. This module will also assist with the development of a medical vocabulary utilizing word construction and analysis. The students will be introduced to both OSHA and CLIA regulations. The students will also learn to obtain vital signs, prepare patients, obtain patient histories, and proper documentation of patient charts. Students will be able to identify and properly apply a 12-lead EKG unit to a patient, along with an introduction to PQRST analysis and EKG strip mounting. This module will include an introduction to Radiology safety, contrast medias, and patient education.

PMA08-2 Introduction to Microbiology

(6 Qtr. Credit Units, 100 Hours)

This module will introduce students to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. In this module, students will also learn how to safely handle all specimens and identify the types of media used to collect specimens.

Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgical assisting.

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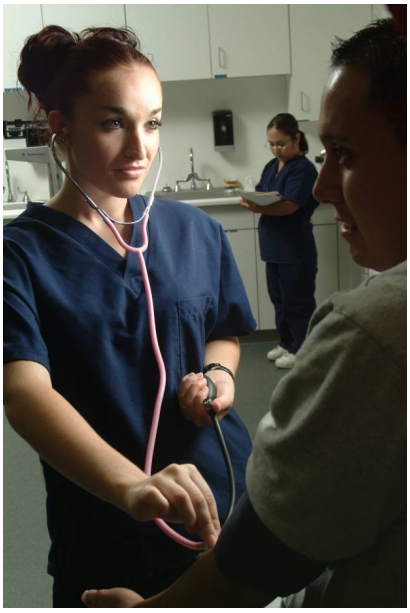
PMA08-3 Pharmacology & Hematology

(6 Qtr. Credit Units, 100 Hours)

The focus of this module will include pharmacology, administration of both parenteral and nonparenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this module. Students will be given an introduction to hematology, chemistry lab values, venipuncture, microhematocrits, differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

PMA08-4 Medical Law & Ethics

(6 Qtr. Credit Units, 100 Hours)



The focus of this module will include strategies to manage both the medical office and personnel. Following federal, state and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

Students will gain an understanding of ethical principles, the promotion of the RMA credential legal concepts, confidentiality expectations, preparation and maintenance of confidential records, and appropriate guidelines to follow when releasing information.

Additionally, students will be taught emergency procedures and CPR & First Aid. Students will also be introduced to nutrition in health and disease.

PMA08-5 Computerized Medical Office/ Insurance Processing *(6 Qtr. Credit Units, 100 Hours)*

Students will learn computerized management of the medical front office in this module. Fee for service, insurance billing, electronic medical records (EMR), and coding procedures will be also be discussed. Students will learn patient file management, appointment management and telephone procedures.

PMA08-7 Administrative Applications

(6 Qtr. Credit Units, 100 Hours)

Students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to, or the quality of health care delivery.

Students will also learn to obtain vital signs and will learn proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job.

The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

PMA08-6 Externship

(5 Qtr. Credit Units, 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic or hospital. Students will receive practical experience in all phases of medical assisting. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Professional Medical Assisting Program.

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Vocational Nursing

COURSE OBJECTIVE

Nursing careers offer a wide variety of roles and a broad scope of responsibility. There are many different types of nurses, and several different ways to obtain nursing careers.

Many procedures once performed only in hospitals are being performed in physicians' offices and in outpatient care centers such as ambulatory surgical and emergency medical centers, largely because of advances in technology. LVNs care for patients who undergo these and other procedures, so employment of LVNs is projected to decline in traditional hospitals, but is projected to grow faster than average in most settings outside of hospitals. However, some hospitals are assigning a larger share of nursing duties to LVNs, which will temper the employment decline in the industry.

Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a ***DIPLOMA***.

CAREER PATHS/JOB TITLES

Successful completion of our Vocational Nursing program qualifies graduates to take the state licensing examination, the NCLEX-PN. The state license allows graduates to practice as a **Licensed Vocational Nurse (LVN).**

Vocational Nurses can expect a professional nursing position, under the direction of a physician or a registered nurse, entailing: providing basic nursing care, patient data collection and health-related patient teaching, performing medical treatments as prescribed, administering prescribed medications, continuous monitoring of patient health in long-term care and acute care settings.

See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1575 Clock Hours

62.5 Semester Units

Full Time

3 Semesters, 51 Weeks

Classes are held Monday through Friday with occasional weekends possible; various shift schedules may be required for clinical rotations.

Part Time

5 Semesters, 81 Weeks

Classes are held 3 evenings per week with all day Saturday clinicals. Various shift schedules and week day clinical rotations may be required.

See your Admissions Representative for available class times.

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability.

FULL TIME (CLOVIS & MODESTO)

PREREQUISITE (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

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CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Culture; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance; and Palliative Care. Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of: acid-base, thermoregulation, intracranial, hormonal, and glucose regulation, nutrition, elimination, perfusion, gas exchange, immunity, inflammation, infection, tissue integrity, and sensory perception. Exemplars will provide further understanding for concepts covered.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/ procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

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NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

FULL TIME (REDDING)

PREREQUISITE (completed prior to VN courses)
BIO100 Introduction to Human Anatomy and Physiology
(90 Contact Hours/4 Credit Units)
This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-F1 Introduction to Client Centered Care

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; Sleep and Fatigue; Pain; Safety; Fluid and Chemical Balance and Acid -Base; Diagnostic Testing; Principles of Pharmacology; Medication Administration; and Palliative Care (including Gerontology). Dorothea Orem's Theory of Self Care is the framework applied to all concepts. The students will begin to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance.

VN-F2 Care of the Client with Self Care Deficits I

(165 Didactic/Theory Hours/330 Supervised Skills Lab Clinical Hours) 19.5 Credit Hours

This term is based on Dorothea Orem's theoretical framework, Care of the Client with Self-Care Deficits. The course builds on the competencies learned in Semester 1 while further developing learned fundamental nursing concepts as they apply to nursing care. Health and illness concepts will be presented with a focus on acute and chronic conditions across the lifespan. This semester an emphasis will be placed on the concepts of the Im-

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mune System, including inflammation and infection; Perioperative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; Tissue Integrity; Intracranial (Nervous system) and Sensory Perception. Nutrition and Pharmacology are integrated into the various topics covered this semester.

Common threads integrated throughout the semester are: critical thinking, nutrition, psychology, communication, nursing care throughout the life span, and the role of the vocational nurse. Other topics to be covered with each concept/exemplar include, focused assessment, common therapeutic measures, diagnostic test/ procedures, and drug, diet or other therapies. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health promotion and maintenance.

VN-F3 Care of the client with Self Care Deficits II

(165 Didactic/Theory Hours/306 Supervised Skills Lab Clinical Hours) 18.5 Credit Hours

This course focuses on concepts necessary for the development of the role of the Vocational Nurse. The course provides opportunities to develop competencies necessary to meet the basic need of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts basic to the art and science of nursing. Concepts introduced in this course include: the reproductive system, basic obstetric care, the stages of life development from infant to adulthood, family dynamics, and the care of the infant and child at various stages of development; the musculoskeletal system and disorders, the nervous system and the sensory system, care of clients with mental illness or substance abuse, emergency care, and leadership and supervision principles.

The students will continue to develop proficiency in the calculation of drug dosages and in safe medication administration.

A strong emphasis is placed on the acquisition of theory and skills necessary for the practice of nursing. The student will have the opportunity to establish intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client in the clinical setting. Students will take an active role in assisting the client in health maintenance. For the last 5 weeks, the student will have the opportunity to participate in a preceptorship program designed to assist the student into entering the nursing profession.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.

PART TIME

PREREQUISITES (completed prior to VN courses)

BIO100 Introduction to Human Anatomy and Physiology

(90 Contact Hours/4 Credit Units)

This course is an introductory study of human anatomy and physiology. The fundamental facts and concepts of the normal structure and function of the human body are presented. The course progresses from the structure and function of cells and tissues to the anatomy and physiology of the integrated organ systems. Basic concepts of fluid and electrolyte and acid/base balance are introduced as well as the effects of disease on body systems. Medical terminology used in healthcare settings is integrated into the course presentations.

CORE VN COURSES

VN-P1 Introduction to Client Centered Care

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course presents basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children. Common threads inte-

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grated throughout the program are initiated: Professional Identity; Clinical Judgment; Culture; Communication; Caregiving; Ethics and Law; Functional Ability; Stress and Coping; Collaboration and Patient Education; Nutrition; Elimination; and Fluid and Chemical Balance and Acid-Base; Diagnostic Testing.

The student will learn how to enter a person's intimate space, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. Students will take an active role in assisting the client in health maintenance.

Critical thinking concepts are included and all aspects of the fundamentals of nursing are addressed. This term is the first step of a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices needed for the role as a Vocational Nurse.

Semester I offers introductory subjects, which will then be applied to the systems in the following terms.

The program is based on a simple to complex philosophy, which means each term is the building block for the next term. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform self-care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P2 Care of the Client with Self Care Deficits I

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This course is a continuation of VN-P1; basic nursing concepts that provide the foundation upon which the Health Continuum is maintained in adults and/or children.

Common threads integrated throughout the program are initiated: common deficits, diagnostic testing, medication administration, pain management, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects utilizing the nursing system approach. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex.

Anatomy and physiology will be the first objective in each body system of the curriculum. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed, and a focus of medication administration is addressed throughout the semester. The respiratory and cardiovascular systems will be introduced. The curriculum is based on *Dorothea Orem's Theory of Self Care* and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use *Dorothea Orem's Theory of Self Care* theoretical framework along with the nursing process for their basic care.

VN-P3 Care of the Client with Self Care Deficits II

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client. Common threads integrated throughout the program are initiated: Peri-operative nursing; Shock; Cancer; Gas Exchange (Respiratory); Perfusion (Cardiac system); Clotting (Blood and Lymph systems), Nutrition and Elimination (GI and GU systems), Musculoskeletal; and Tissue Integrity. Nutrition and Pharmacology are integrated in these topics as appropriate. The curriculum introduces the material through a body systems approach. The following systems will be introduced: Integumentary, musculoskeletal, gastrointestinal;, endocrine, neurological, urinary, and sensory. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P4 Care of the Client with Self Care Deficits III

(99 Didactic/Theory Hours/198 Supervised Skills Lab Clinical Hours) 11.7 Credit Hours

This term will further the student's knowledge in the care of the medical/surgical client, including the nursing care of the client during childbearing and childrearing. Common threads integrated throughout the program are initiated: Intracranial (Nervous system) and Sensory Perception; Hormonal and Glucose Regulation; the Reproductive System; Basic obstetric care, the Stages of life development from infant to adulthood; Care of the Infant and Child at various stages of development; Family dynamics; and Holistic Care. Nutrition and Pharmacology are integrated in these topics as appropriate.

The curriculum introduces the material through a body-systems approach. The following systems will be introduced: Oncology; immune system; hematologic; lymphat-

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ic systems; reproductive system; sexually transmitted diseases; prenatal care; complications of pregnancy; the birth process; postpartum care; newborn care; basics of pediatric care; infants with special needs (birth to 12 months); and common pediatric problems (1-18 years). The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self -Care activities. The student has to apply that concept within a nursing process approach. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

VN-P5 Care of the Client with Self Care Deficits IV

(99 Didactic/Theory Hours/174 Supervised Skills Lab Clinical Hours) 10.7 Credit Hours

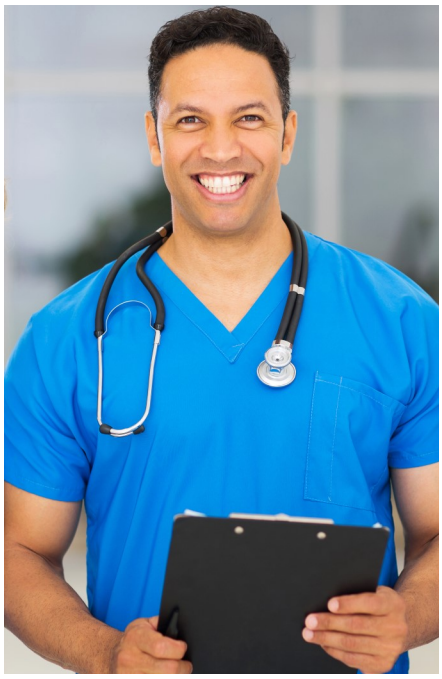
More advanced deviations are introduced and Self-Care concepts continue to be the basis for the care of the client. Common threads integrated throughout the program are initiated: Care of the clients with mental illness or substance abuse; Emergency Care and Disaster Preparedness; and Leadership and Supervision principles. Pharmacology and nutrition are integrated throughout the various topics covered in this semester.

The student will be introduced to the client with mental deficits. Theories on leadership and supervision are introduced and followed by a clinical preceptorship. The curriculum is based on Dorothea Orem's Theory of Self Care and is based on a client's ability to perform Self-Care activities. Students will use Dorothea Orem's Theory of Self Care theoretical framework along with the nursing process for their basic care.

NCLEX Prep

(24 Didactic/Theory Hours) 1 Credit Hours

In this course students are provided a broad review of nursing theory topics required for licensure examination and entry into the practice of vocational nursing. Students assess their own strength and weakness of nursing knowledge through diagnostic tools and formulate a plan for areas of needed growth. Students will advance their skills by participating in computer adaptive testing that simulates the NCLEX testing format. Test taking strategies, critical thinking, and alternate item formats will be reviewed.



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Institute of Technology's Vocational Nursing program curriculum meets the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Vocational Nursing program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Welding Technician

COURSE OBJECTIVE

The Welding Technician program provides training for students in the theories, techniques, and practices involved in the Welding field.

Students will be taught the basics of the welding trade including safety, and methods for various forms of welding. Additionally, soldering and brazing will be explored.

Students who successfully complete the program will be documented as “Graduate” and as proof of such accomplishment will receive a ***DIPLOMA*.**

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the Welding field including Welders, Cutters, Welder Fitters, Solderers and Brazers in addition to associated fields such as Metal Workers and in Production Occupations.

See the “Occupational Outcomes” section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES

Uniforms and supplies are required and are available for purchase. Textbooks are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

900 Hours / 51 Quarter Credit Hours

Classes are held Monday through Thursday for 45 weeks and include an Independent Study component. *See your Admissions Representative for available class time.*

THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability. However, no class will be taught out of sequence if a prerequisite is required.

WELD100 Introduction to Welding Technician

(6 Qtr. Credit Units, 100 Hours)

This course introduces the student to basic safety skills in the welding field. Basic math skills needed in the construction environment are addressed. Identification, use, and care of hand tools is introduced as well as descriptions of some of the power tools used by construction workers. The student will also identify and describe various types of construction drawings. Methods and procedures of oxyfuel cutting processes are introduced along with plasma arc cutting. Additionally, soldering and brazing are explored. Finally, welding symbols are introduced.

WELD110 Introduction to Weld Quality and Preparation

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to preparing base metal for welding. The student will learn the basics of weld quality, SMAW equipment and setup, SMAW electrodes, joint fit-up and alignment, and SMAW groove welds with backing.

WELD120 Introduction to SMAW

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to the methods and procedures related to SMAW beads and fillet welding. Students will learn safety procedures, equipment setup, how to strike an arc, and how to produce weave beads and stringer beads. Hands-on practice and the completion of welding-related performance tasks complete this learning process.

WELD130 Introduction to Metals, Filler Metals, and Equipment

(5.5 Qtr. Credit Units, 100 Hours)

This course introduces the student to various physical and mechanical characteristics of ferrous and nonferrous metals. The student will learn how to safely control heating during each stage of a welding operation. Additional-

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ly, this course covers methods and procedures related to GMAW and FCAW processes, along with GTAW welding techniques and provides them with sufficient practice to master those techniques.

WELD140 Basic Weld Beads

(5.5 Qtr. Credit Units, 100 Hours)

This course provides the student with methods and procedures related to GMAW. Students will learn safety procedures and the techniques used to produce various basic weld beads.

WELD150 SMAW Open-Root Pipe Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

WELD160 SMAW Stainless Steel Plate and Pipe Groove Welds

(5.5 Qtr. Credit Units, 100 Hours)

This course focuses on shielded metal arc welding (SMAW) of open-root pipe joints. Students will learn how to prepare and perform open-root V-groove welds on pipe in all positions using SMAW equipment and electrodes.

WELD170 GMAW and GTAW Welding Processes

(5.5 Qtr. Credit Units, 100 Hours)

This course provides introduces the student to gas metal arc welding (GMAW) welding processes. It covers some basic concepts of open-root GMAW of pipe and describes how to prepare and perform open-root V-groove welds on medium and thick walled pipe in all positions. Additionally, the course provides instruction in the use of GTAW for carbon steel pipe welding, including guided practice. The student will also learn the use of GTAW for low alloy and stainless steel pipe.

ProDev-5wk Professional Development

(6.5 Qtr. Credit Units, 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in today's job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied in the workplace, and, similarly, how workplace skills translate to the classroom and to continued success in life.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Approval/Licensure Disclosure Statement

Institute of Technology was granted final course licensure from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's licensure means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every year and is subject to continuing review. The following programs are licensed:

- Criminology and Emergency Response Management (AAS Degree)
- Criminology and Emergency Response Management (AOS Degree)
- Physical Therapist Assistant (AAS Degree)
- Baking and Pastry Specialist
- Barbering
- Cosmetology
- Culinary Arts
- Heating, Ventilation, and Air Conditioning
- Industrial Maintenance and Automated Technology
- Medical Billing Office Administration
- Nursing Assistant
- Pharmacy Technician
- Professional Medical Assistant
- Vocational Nursing
- Welding Technician

- Avocational: Concealed Carry Weapons

Note: Programs are not offered on every campus. See Catalog Addendum for Start Dates of available programs, and for campus specific programs.

California statute requires that students who successfully complete a course of study, be awarded an appropriate diploma or certificate verifying the fact. Upon successful completion of their course work, Institute of Technology graduates will be awarded a diploma, or Associate's degree for selected programs.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees: Federal Pell Grants, Federal Direct Student Loans, Federal Supplemental Opportunity Grant, and Federal Work Study.

BANKRUPTCY DISCLOSURE

The Institute of Technology has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints can contact the Bureau for Private Postsecondary Education, Accrediting Commission of Career Schools and Colleges, or school personnel.

Although not a requirement, please give us the opportunity to address your problem or complaint by contacting:

1) Director of Student Services, Director of Education and the College President
2) Rick Wood, Chief Executive Officer
   Select Education Group
   564 W. Herndon Ave.
   Clovis, CA 93612
   rwood@selecteducationgroup.com

Bureau for Private Postsecondary Education

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.

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 P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, phone: (916) 574-8900, fax: (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.

Accrediting Commission of Career Schools and Colleges

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools
and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the College President.

The Institute of Technology does not tolerate discrimination and that means:

The College does not discriminate on the basis of sex in educational programs or activities (including admission and employment). Inquiries about the application of title IX may be referred to the Title IX Coordinator, the Department of Education Office for Civil Rights Assistant Secretary, or both. Contact information for the campus Title IX Coordinator and the Office for Civil Rights is listed below.

Any person may report sexual harassment by contacting the campus Title IX Coordinator. A report may be made at ***any time*** by telephone, e-mail, or by mail using the contact information below.

TITLE IX COORDINATOR CONTACT INFORMATION

CLOVIS CAMPUS
Ron Gardner
Title IX Coordinator
Telephone: (559) 297-4500
Email: rgardner@iot.edu
564 W. Herndon Ave.
Clovis, CA 93612

MODESTO CAMPUS
Ezra Salas
Title IX Coordinator
Telephone: (209) 545-3100
Email: esalas@iot.edu
5601 Stoddard Rd.
Modesto, CA 95356

REDDING CAMPUS
Jim Herberger
Title IX Coordinator
Telephone: (530) 224-1000
Email: jherberger@iot.edu
1775 Hilltop Drive
Redding, CA 96002

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-453-6012; TDD: 1-800-877-8339
Email: OCR@ed.gov

ADMISSIONS PROCESS

Students may inquire about the program via the telephone, internet, through the mail, or on a walk-in basis. An appointment is then made with an Admissions Representative at the campus. All students interested in applying must first meet with an admissions representative and successfully pass a 12-minute assessment test. All ability to benefit applicants (students without a high school diploma or GED) who qualify to enter, or re-enter the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test preceding their application to the College and enrolled in a Title IV program, or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program and demonstrate that they have passed an approved ATB test prior to applying to the College.

Those students who wish to acquire their General Education Development Certificate (GED) should contact one of the following agencies for information:

Clovis Campus:

Fresno Adult School
2500 Stanislaus
Fresno, CA
(559) 457-6000

Clovis Adult School
1452 David E. Cook Way
Clovis, CA
(559) 327-2800

Modesto Campus:

Modesto Jr. College
435 College Avenue
Modesto, CA
(209) 575-6550

Redding Campus:

Shasta Adult School
590 Mary Street, Building 70
Redding CA 96001
Phone: (530) 245-2626

Institute of Technology accepts, as regular students, those who are being vocationally rehabilitated, whether it is through a private rehabilitation agency or a state agency. An Admissions Representative will assist in the application process. Students are encouraged to contact Student Services about GED preparation courses.

ADMISSION REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age, or 17 years of age and possess one of the following, or have the written consent of a parent or guardian:

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provide by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official), or
- Valid government or state issued GED; or
- Successful completion of an official recognized and accredited home schooling program. Students who apply and present a diploma or certificate evidencing completion of home schooling or an approved and accredited online high school program will be required to pass an entrance examination.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency at the prospective student's expense.

Assessment of prior education, motivation, work experience, employment potential and general aptitude for training is made at this time. Each applicant is assessed individually. The Campus President may be called upon to make appropriate determinations in special cases.

- Students enrolling in degree programs at the Institute of Technology must possess evidence of high school graduation or the equivalent as stipulated on the previous page and achieve the appropriate passing score on the required entrance examination.
- Students who have delinquent student loans from this or any other institution, must resolve the delinquent status of those loans in order to be considered for enrollment. Students who have previously defaulted on a student loan will not be considered for admission. For more on student loan repayment policy, please see page 59.

Pharmacy Technician Admissions Requirements

Applicants to the Pharmacy Technician program receive a copy of the California State Board of Pharmacy "Pharmacy Technician Registration Application Requirements."

Applicants are responsible to read its contents. Applicants must be a high school graduate or possess a valid general education development (GED) equivalent AND meet all requirements listed on the "Pharmacy Technician Registration Application and Requirements." Applicants must submit to and pass a background check to be considered for enrollment at the Institute of Technology in the Pharmacy Technician.

If an applicant does not pass the background check they are not eligible to enroll in the Pharmacy Technician pro-

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gram. Applicants need to be approved for licensing by the State of California Board of Pharmacy in order to obtain employment as a Pharmacy Technician.

Applicants are responsible to maintain a clean criminal record and avoid any conduct that might disqualify them from obtaining licensing by the State of California Board of Pharmacy during enrollment in the program.

Pharmacy Technician Licensure Requirements from the Business and Ethics Code Chapter 9, Division 2

4202. Pharmacy Technician: License Requirements for Education, Experience; Board Regulations; Criminal Background Check; Discipline

(a) The board may issue a pharmacy technician license to an individual if he or she is a high school graduate or possesses a general educational development certificate equivalent, and meets any one of the following requirements:

(1) Has obtained an associate's degree in pharmacy technology.

(2) Has completed a course of training specified by the board.

(3) Has graduated from a school of pharmacy recognized by the board.

(4) Is certified by a pharmacy technician certifying organization offering a pharmacy technician certification program accredited by the National Commission for Certifying Agencies that is approved by the board.

(b) The board shall adopt regulations pursuant to this section for the licensure of pharmacy technicians and for the specification of training courses as set out in paragraph (2) of subdivision (a). Proof of the qualifications of any applicant for licensure as a pharmacy technician shall be made to the satisfaction of the board and shall be substantiated by any evidence required by the board.

(c) The board shall conduct a criminal background check of the applicant to determine if an applicant has committed acts that would constitute grounds for denial of licensure, pursuant to this chapter or Chapter 2 (commencing with Section 480) of Division 1.5.

(d) The board may suspend or revoke a license issued pursuant to this section on any ground specified in Section 4301.

(e) Once licensed as a pharmacist, the pharmacy technician registration is no longer valid and the pharmacy technician license shall be returned to the board within 15 days.

Heating, Ventilation and Air Conditioning (HVAC) Admissions Requirements

In order to obtain employment as an HVAC Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the HVAC industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the HVAC industry when you graduate.

Criminology and Emergency Response Management (CERM) Admissions Requirements

Applicants must be a high school graduate or possess a valid general education development (GED) equivalent. Applicants must pass a Criminal History background check. Applicants cannot have any felony convictions, misdemeanor convictions or any legal conditions that would prohibit the applicant from possessing a firearm. Applicants must pass a health screening to be eligible for admissions.

Industrial Maintenance & Automated Technology (IMAT) Admissions Requirements

In order to obtain employment as an IMAT Technician, graduates **may** be required by future employers to have a clean driving record and **may find it difficult** to obtain employment in the IMAT industry if there are blemishes on their driving record. Furthermore, applicants to this program are personally responsible to maintain a clean driving record during their enrollment and failure to do so may create obstacles to future employment in the IMAT industry when you graduate.

See the Catalog Addenda for Vocational Nursing and Physical Therapist Assistant requirements.

ADMISSIONS STANDARDS FOR PREVIOUSLY QUALIFIED ATB APPLICANTS

A Student who does not, at the time of enrollment, meet the entrance requirements listed previously, may qualify for the ATB exception option to enroll as an ability to benefit student.

1. If a student is beyond compulsory age for high school attendance as outlined under their residence state law, presents a certificate of completion from their high school, in lieu of a diploma, solely because the student did not pass the state required high school exit exam, he/she can be admitted under the following conditions. All ability to benefit applicants (students without a high school diploma or GED) who

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qualify to enter, or re-enter, the College will be required to demonstrate eligibility by providing documentation that they have successfully passed an approved ATB test in the 12 months immediately preceding their application to the College and enrolled in a Title IV eligible program; or provide documentation that they have successfully completed 6 units of study in a course, or courses, that are part of a Title IV eligible program. ATB applicants that have taken an approved ATB more than 12 months immediately preceding their application to the College and meet all other requirements for admissions will be required to take and pass an approved ATB test as a component of enrollment, or re-enrollment.

An ATB applicant may request to have 6 credit hours of course work from an eligible Title IV program at another college considered to qualify as an ATB student. These 6 credit hours are defined as, six semester, trimester or quarter hours or 225 clock hours.

The applicant student must make the request in writing and if requesting to have 6 credits from another college considered as proof of Ability to Benefit, the applicant must provide an official transcript in a sealed envelope at the time of the request for evaluation.

The credits must be determined to be part of a Title IV eligible program for ATB admissions to be granted under this provision. The evaluation will be conducted by the Director of Education and the Registrar.

These units if accepted are not “transfer units” unless they are determined to be transferable to a program of study at the Institute of Technology. This evaluation is separate from the ATB admission evaluation.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: WBST
- See the catalog addenda for additional examination requirements for the Vocational Nursing and Physical Therapist Assistant programs.
- Minimum Score Required: All ATB (Ability-to-Benefit) applicants seeking admission, or re-admission, to Institute of Technology must have previously passed the WBST (Wonderlic) with individual scores meeting the published minimum testing standards of 200 verbal and 210 quantitative.
- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic) for admission to a diploma program will be required to pass with a minimum score of 10 for all programs except Vocational Nursing and all degree programs.

Applicants applying for admissions to Vocational Nursing or a degree program must achieve the passing score indicated below for each degree program:

CERM AAS or AOS program: 16

Physical Therapist Assistant program: 20

Vocational Nursing program: 20

CONDUCT

Students must act with courtesy and consideration toward instructors, staff, and other students.

Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, homework, satisfactory progress, attendance, absences, tardiness, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

Smoking is not allowed in or within 25 feet of the buildings. Smokers and Vapers must smoke in designated smoking areas.

Sexual Harassment will not be allowed. Students or applicants who feel they are victims of sexual harassment should report any such incident to a college staff member of their choice. Reports of incidents received by Institute of Technology will be investigated in a completely confidential manner. Students receiving independent government agency funding (such as WIA) may also report the incident to their agency representative.

Safety is important! Deliberate disregard of safety instructions will not be tolerated. Horseplay is unsafe!

Students are not permitted to bring their children on campus during school hours.

This institution, the facility it occupies, and the equipment it utilizes, complies with all federal, state and local ordinances and regulations, including those requirements specific to safety and health.

Alcoholic Beverages, Narcotics or Dangerous Drugs are not permitted on school property under any circumstances. Proven possession or use is grounds for immediate dismissal.

Firearms and Explosives are not permitted on campus (authorized peace officers who are required to carry firearms are excluded). Therefore, unauthorized possession of firearms or explosives on Institute's premises will result in disciplinary action and/or dismissal.

Speed Limit anywhere on school property and surrounding parking area is 10 miles per hour.

Auto Parking is provided at the school. Students are to park in designated parking slots only.

Theft, Willful Destruction, Misappropriation or Defacing of school property are grounds for immediate dismissal.

FOOD SERVICE

Students may use the Snack Area. Food and drinks are allowed only in designated eating areas of the facility to prevent accidental damage to computers and other electrical equipment. It also keeps accidental spills from leaving stains and damage that do not reflect pride in our school. For this reason, chewing gum is not allowed anywhere on campus.

SATISFACTORY ACADEMIC PROGRESS

(SAP) POLICY DEFINITION (ALL STUDENTS)

In order to remain eligible for continuous enrollment under regular student status and to retain eligibility for Federal Student Aid, all students must be making satisfactory Academic Progress (SAP). Satisfactory Academic Progress is a measure of the student's qualitative (GPA) and quantitative (rate of progression towards completion) performance, both of which must be at or above minimum standards.

Academic SAP Review

Grades are given at the end of each mod/term or as designated by the program requirements. Evaluation of grade-point average (GPA) takes place at the end of each period of instruction. A period of instruction has been defined as an academic term for nursing programs and as a module for mod based programs.

Financial Aid SAP Review

A student will be evaluated for compliance with the Financial Aid Satisfactory Academic Progress (SAP) policy at the end of each payment period.

SATISFACTORY ACADEMIC PROGRESS - APPLICATION TO PRIVATE PAY AND AGENCY FUNDED STUDENTS

All Satisfactory Academic Progress requirements, standards, consequences and other covered information contained in this section, applies equally, in the same manner, force and effect, to students choosing to participate in the Federal Grant and/or Direct Loan program, as well as to those who do not, including, but not limited to, students covering tuition by private payments (examples: cash, non-TIV or non-agency), and/or agency funding (some examples: VA benefits, Trade Act, Tribal Funding, Voc. Rehab).

QUALITATIVE EVALUATION

Students must complete each class in the program within a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a minimum of a 2.0 grade point average. Students not maintaining at least a 2.0 GPA (70%) when measured at the end of the module will be placed on academic probation until the end of the next module. Students on probation are eligible for financial aid during the probation peri-

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od. Students who do not achieve a 2.0 grade point average (70%) at the end of the probation period will be terminated by Institute of Technology. Because nursing program content is presented in a sequential manner, Vocational Nursing students must maintain a 2.5 GPA (75%) at the end of each semester in order to proceed to the next semester. Cumulative grades are assessed throughout the semester. If a student's GPA falls below 2.5 (75%), they may be placed "At Risk" or on "VN Academic Probation".

QUANTITATIVE EVALUATION

Students are expected to complete the program within 100% of the normal time frame and may not exceed 150% of the normal projected time frame in any defined academic year, and may not exceed one and one half times the length of the program. Therefore, students may attempt a maximum of 86-quarter credit hours in a 57-quarter credit hour program. Students who have failed four modules (three modules in the Culinary Arts Specialist program) may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame

Students must also successfully complete 67% of their attempted units. At each evaluation point, each student's cumulative grade point average and completion rate is reviewed to determine if she/he is meeting the standards. The "SAP at a Glance Chart" defines the unit completion requirements. Successful progression toward program completion is one aspect of satisfactory progress. While it is recognized that individual programs vary in length, typical program requirements are as follows: Students enrolled in a diploma program are required to complete 48.5 quarter units; 92 quarter units must be completed for an AOS degree program; and students enrolled in an AAS degree program must complete 91 units. Please refer to program descriptions for specific unit requirements.

A successful completion of a credit attempted is defined as a student enrolling in the course, and successfully passing the course based upon the grading criteria. Classes that a student has repeated, withdrawn from, or has been discharged from will count towards the attempted credits.

SAP at a Glance Chart

Unit Completion Requirements (SAP)

Undergraduate	Total Units	Minimum Completion of Credits Attempted
Academic Year One	39	26
Academic Year One and One Half	60	40
Academic Year Two	90	60

CONSEQUENCES OF FAILURE TO MEET SAP STANDARDS

Satisfactory Academic Progress (SAP) "Warning"

A student, who has failed to meet SAP standards, will be notified by the Academic Review Committee. The student will be required to sign a "Change of Status" form indicating that they have been placed on Satisfactory Academic Progress (SAP) "Warning" for failure to maintain SAP. A re-evaluation of the student's academic progress will be scheduled at the end of the following enrollment period (or payment period for financial aid review).

While a student is placed on Satisfactory Academic Progress (SAP) "Warning," a student will continue to have all rights and privileges afforded to all students. Students who are not successful during the Satisfactory Academic Progress (SAP) "Warning" period can follow the institution's SAP appeal process.

SAP Appeal Process—Submitting an SAP Appeal

Students have the right to appeal a SAP determination. The appeal must be filed within fourteen (14) days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Services, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury

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or illness of the student, or other special circumstance related to the appeal.

The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

Satisfactory Academic Progress (SAP) "Probation"

If a SAP appeal is granted the student may remain in school for one additional grading period as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on SAP "Probation". A student who cannot meet the SAP standard at the end of the SAP "Probation" period, will be terminated from the program, unless an appeal has been submitted and approved, or the student is determined to be complying with the signed "Academic Action Plan." The student will be notified in writing by the Financial Aid office.

Satisfactory Academic Progress (SAP) "Suspension"

Upon the determination that the student was not successful during the Satisfactory Academic Progress (SAP) "Warning" period, the student will be placed on Satisfactory Academic Progress (SAP) "Suspension", pending an appeal determination. While on SAP "Suspension," the student will not be eligible for Title IV Funds or Agency funds, including VA Benefits

ACADEMIC "ACTION PLAN"

Before an SAP appeal may be granted, a written Academic "Action Plan" must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If it is determined after an initial appeal is granted that the student cannot complete the program within the maximum timeframe, a supplemental appeal may be submitted for consideration. If the supplemental appeal is not granted, the student will be terminated.

At the end of the Satisfactory Academic Progress (SAP) "Probation" period, the student must be meeting SAP. If the student is not meeting SAP, but is successfully following an established Academic "Action Plan", the student would continue to be eligible and remain in school. The student must agree to the Academic "Action Plan" established jointly with the college. A student must also appeal to change their Academic "Action Plan". The student must explain what has happened to make the change necessary and how they will be able to make academic progress.

A student will be evaluated for compliance with the SAP standards while on an Academic "Action Plan" and will be evaluated as to whether the student is successfully following the Academic "Action Plan" at the end of each enrollment period. If at the end of an enrollment period, a SAP appeal is not granted, or a student is determined to not be complying with an SAP "Action Plan," the student will be terminated from the school.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost their eligibility for financial aid due to lack of satisfactory progress during the probation period, may regain eligibility by remaining in school and meeting the school's satisfactory progress policy for one module. Students may be paid for the payment period in which they regain satisfactory progress, but not for any payment periods in which they did not meet the standards. Students may be reinstated to receive financial aid in one of two ways:

1. By appeal to and approval of the Academic Review Committee.
2. By remaining in school and re-establishing compliance with the minimum cumulative GPA and Institute of Technology standards.

RE-ADMITTED STUDENTS

When a student who has been placed on Satisfactory Academic Progress (SAP) "Warning," "Suspension," or "Probation," for failure to meet SAP standards withdraws from a program and later re-enters, the Satisfactory Academic Progress (SAP) status must be resumed. A SAP Appeal must be submitted and approved, and an Academic "Action Plan" must be developed and signed prior to resuming classes

A student cannot choose to withdraw from a program to satisfy SAP standards. Upon re-entering, all previous SAP restrictions, according to the SAP status will be enforced.

TRANSFER STUDENTS

A student who transfers from one program to another will not be subject to qualitative and quantitative standards for courses not accepted for credit in the new program.

UNABLE TO ACHIEVE SAP STANDARDS

If at any point in the program, the college has determined that a student cannot achieve the minimum SAP standards required for graduation, the college will withdraw the student from the program and notify the student immedi-

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ately. (E.g. In evaluating a student, IOT determines a student who continues in the program will exceed the Maximum Time to Complete). A student may follow the SAP Appeal process.

IOT allows for an appeal of the Maximum Time to Complete; however, a student who is given notification that the college has determined that if he/she continues in the pro - gram he/she will exceed the Maximum Time to Complete, and must be withdrawn, may submit an appeal as outlined above, to be permitted to continue in the program beyond the Maximum Time to Complete and continue to receive Title IV aid, if otherwise eligible.

A student who is successfully following an established Academic "Action Plan" taking the student through to completion of their program, even beyond the Maximum Time to Complete, is not required to submit a new appeal, unless a change to the academic plan is requested.

- Example: A student could continue to receive Title IV aid, if otherwise eligible, if the student's academic plan includes the possibility of successfully completing their program within 59 credits, instead of the required 57 credits (150% of their program) in the student's final term of the program.
- If the student fails to complete the program within the permitted 59 credits according to their plan, the student would be withdrawn by the college as set forth above– subject to any appeal

ACADEMIC REVIEW AT EACH "GRADING PERIOD"/"ARC PLAN" (NON-TERM BASED PROGRAMS)

Satisfactory Academic Progress (SAP) is reviewed at the end of each "payment period" for non-term programs; however, in the interim, if at the end any "5 week class period," a student is not meeting the required academic standards to be successful in their program, the student will be placed on "Academic Review."

The student then must meet and work with a member of the "Academic Review Committee," usually the Student Success Leader (SSL). They will work to develop and sign an "Academic Review plan (ARC plan)" designed to permit the student to meet the required academic standards within the next "5 week class period."

The period can be extended in the "ARC Plan" if the student requires more than one "5 week class period" to meet the requirements.

Students who have failed four (4) non-term based classes may be terminated from enrollment, as they may be unable to complete the program within the maximum time frame to complete—MTFC. Students may follow the Appeal Process.

SATISFACTORY ACADEMIC PROGRESS (SAP) "PROBATION" FOLLOWING ACADEMIC REVIEW

If at the end of the non-term based "payment period" a student is determined to have failed to meet the Satisfactory Academic Progress (SAP) standards, the student will be places on Financial Aid Warning

The student may remain in school for one additional "payment Period" defined as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on Financial Aid Warning.

A student placed on Financial Aid Warning will be reviewed at the end of the next "payment period" for Satisfactory Academic Progress (SAP). The student will be reviewed again at the end of each class period by the Academic Review Committee (ARC) to determine if the student is complying with the signed SAP Academic "Action Plan."

The plan is designed to permit the student to again meet SAP standards so that the student may continue to receive Federal Aid and Agency funding for the remainder of the "Payment Period."

Impact on Satisfactory Academic Progress, Course Repetitions, Withdrawals, Incompletes, and Pass/Fails

- Students who need to repeat a module should be aware that all credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.
- Students will be given a grade of "I" (Incomplete) in a module if they do not fulfill the assignments or objectives of a module within the first five weeks of the module or if they choose to withdraw from the module. The number of credits attempted for that module would not be computed in the cumulative grade point average until the student has completed the coursework.
- Students granted an "I" are expected to complete the required work within the next week, with supervision from the instructor of record. Upon completion of the coursework, the instructor will replace the "I" with the earned letter grade.
- Students who do not complete the terms of the incomplete by the first week of the subsequent module, will have the "I" grade replaced by the earned grade indicated by the instructor. Taking an incomplete could alter a student's schedule of classes, the student's eligibility to continue required course work in sequence, and may result in dismissal from the academic program.

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- Students may request a special extension up to, but not exceeding 5 weeks to turn in incomplete work. All extensions must be approved by the Director of Education.
- Pass/No Pass grades receive no “grade points” and are not calculated in the grade point average. If the grade is a pass grade, then the credits count as completed. If the grade is a no pass or fail grade, then the credits do not count as completed. **All credits count as credit hours attempted for the quantitative evaluation (time frame) and are used in the GPA calculation.**
- Module Failure. In order to pass a module, students must achieve at least a 2.0 GPA (70%, the equivalent of a letter grade of C)* in each module within the program enrolled. Students not passing a module must retake that module at the earliest possible scheduling opportunity. Withdrawal “W” entries on a student transcript will receive no grade points and will not be considered when calculating grade point average. If the student was seated in the class and recorded attendance, “W” entries will be counted in the quantitative evaluation as attempted credits. If the student was not seated in the class, “W” entries will not count in the quantitative evaluation.

* See the catalog addenda for more information about grading policies for the Vocational Nursing, Physical Therapist Assistant, and Cosmetology and Barbering programs.

TERMINATION OR SUSPENSION

Students may be terminated from the school or suspended because of unsatisfactory grades, failure to achieve the appropriate proficiency level within the prescribed time-frame, use of controlled substances on campus, conduct detrimental to the school, insubordination, failure to comply with financial aid regulations, failure to make required payments or non-observance of other student regulations.

PETITIONING FOR RE-ENTRY

Students who have been dismissed, or voluntarily terminated enrollment, are required to petition in writing for re-entry into the school. These individuals may request an appointment for re-enrollment. An Academic Representative shall review all requests on a case-by-case basis. Appointment, denials and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Institute of Technology reserves the right to refuse re-admittance to any student who does not meet the school's academic, student conduct, or financial requirements. Re-entry applicants returning within one (1) year from their last day of attendance, or entering into a new program, are considered returning students.

Applicants returning after one (1) year, or graduates enrolling in an advanced degree program, will be enrolled as a new student. Any module price increases will be handled on a case by case basis for any student returning within 180 days from LDA into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

ATTENDANCE POLICY

Students shall attend scheduled classes, as they would be expected to be present for work.

For students to successfully complete coursework, regular attendance is required. When possible, students should contact the instructors to discuss reasons for any absences. Students who fail to attend 12 consecutive scheduled class days will be terminated from the program. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

ABSENTEEISM

Institute of Technology discourages absenteeism, tardiness, and leaving early. Institute of Technology acknowledges that illness or personal situations may cause a student to be absent occasionally. However, students who have a poor attendance record are unlikely to acquire the knowledge, attain satisfactory progress, and complete the curriculum as scheduled. Additionally, prospective employers often look upon a student's attendance as an indicator of reliability and dependability.

In our participatory learning environment, absences will have a negative impact on grades and learning. Grading includes a daily participation component.

Previously absent students are expected to resume their individualized study of the curriculum at the point they had achieved prior to their absence and to proceed with the new course material in their originally scheduled sequence. Students may attend additional unscheduled hours and/or use personal time to make up for missed course work to comply with the college's satisfactory progress standards.

Students must make special arrangements with their instructors for tutoring other than during their normal scheduled hours. Students are charged tuition for all absences. Students are encouraged to notify Institute of Technology if they will be absent and must give a valid reason. Any student absent without notification will be contacted to ascertain the reason for the absence. Additional docu-

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mentation concerning the absence may be requested. All students who fail to attend twelve consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than 14 consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Students dropped for absences shall receive a refund of tuition in keeping with the college refund policy. Readmission of such students shall be made at the discretion of the College President and/or the Academic Review Committee.

LEAVE OF ABSENCE

The College recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave date.
- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.
- Appropriate documentation must be turned in with the leave of absence petition form.

The Director of Student Services will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving financial aid, will be required to meet with a Financial Aid Officer to discuss possible financial aid ramifications.

After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, etc.

Leave of Absences are not granted for students that are on academic probation.

The total combined leave time cannot exceed 180 days in any 12 month period (the 12 month period begins with the first day of the leave of absence). Exceptions include leaves granted for jury duty, military reasons, or circumstances covered under the Family Medical Leave Act.

Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective immediately.

An unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal for financial aid purposes. A financial aid refund calculation will be made based on the beginning of the leave of absence.

INDEPENDENT STUDY

Students in all programs, with the exception of Barbering, Cosmetology, Nursing Assistant, Physical Therapist Assistant, and Vocational Nursing, will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

Aside from the introduction to independent study and specific assignments on the first day of the module, students will be expected to work independently, or in groups outside of scheduled class hours to complete the Independent Study (IS) project.

Students will record their hours spent in independent study on a log that will be submitted as documentation at the end of the module. In all cases, the instructor will get a verbal update from each student when the weekly grade sheets are reviewed with the students.

Independent Study can represent no more than 10% of the total course. Grades for the independent study projects cannot represent more than 10% of the final grade. Students who fail the IS component or elect not to complete the IS project will have their grade adjusted accordingly.

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HOMEWORK AND OUT OF CLASS PROJECTS

Depending on the specific course module within the program, students can expect at least 1 to 2 hours of assigned homework or outside projects for every four hours of class instructions—excluding the externship module where applicable.

As such, homework is an integral part of the module and grading criteria and should be completed as assigned.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

GRADING

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points per Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

INCOMPLETE/MAKE-UP WORK

All assignments, including quizzes and examinations, must be made up within one (1) calendar week of the original due date as scheduled by the instructor and will be reduced by 10% per class day. A grade of zero will be given for assignments not taken on the day of return. Any extensions past the one (1) calendar week will be at the discretion of the instructor and Director of Education. Students absent the day of the final examination must make arrangements prior with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member, or birth of a son or daughter.

CLASS FAILURE

In order to pass a module, students must achieve an overall module grade of 70%* (see addenda for grading policy for semester and clock hour programs), which is the equivalent of a letter grade of C. Students not passing a module must retake that module at the earliest possible scheduling opportunity.

* See the catalog addenda for more information about grading policies for the Vocational Nursing, Physical Therapist Assistant, Barbering and Cosmetology programs.

GRADE AMENDMENTS

Grade amendments for module not passed must be completed within one module of the failed module. Students who wish to amend their grade to pass the module must receive approval from the Director of Education, to retake any unfinished work.

REPEAT OF CLASSES

When any module is repeated, the higher of the grades will be used in Cumulative Grade Point Average (CGPA) computations.

STUDENT RECORDS

The information in student files is confidential. Students may view the information contained in their files at any time by making an appointment with the Director of Education. IOT requires a signed release from all students who wish information released to anyone other than appropriate governmental or funding agencies. IOT maintains these files for not less than five years as per section 94900.5 of the California State Private Post-secondary Education Act. The official transcript with the grades, courses and units earned and the degree or certificate granted and the date it was granted must be maintained indefinitely in the student record.

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LIABILITY

Institute of Technology is not responsible for loss or damage to personal property or for personal injury which may occur while on the school grounds, or on field trips, or on extern assignment.

TRANSFER STUDENTS

Students who transfer from another institute will be accepted with an academic "clear slate". If they owe refunds of TITLE IV funds or are in default on a loan, they are ineligible for financial aid. Students who transfer to Institute of Technology should be aware that the aid that they have already received will be calculated into the amount for which they will qualify while they attend Institute of Technology during the same financial aid year.

FINANCIAL AID CONSUMER INFORMATION PACKET

IOT publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolling student.

STUDENT REPAYMENT RESPONSIBILITY

It is the sole responsibility of our students for the repayment of all debts incurred from their education.

Students who obtain a loan to pay for the course of instruction will have the sole responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Convenient monthly payments may be available.

The following sanctions may result if students default on a loan that is guaranteed or insured by the State or Federal Government:

- You can be sued for the entire amount of your loan.
- Your credit rating can be severely damaged, making it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full.
- Your Federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld.
- Your disposable income can be garnished (administrative wage garnishment) without a court order.
- You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make acceptable arrangements to repay what you already owe.
- You may be ineligible for assistance under most federal benefit programs.
- You'll be ineligible for deferments or forbearance.
- You may be liable for the costs associated with collecting your loan (could be as much as 25 percent of your principal and interest balance), plus court costs and attorney fees.
- You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment.
- Your loan may be assigned to a professional collection agency.

SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. Cancellation occurs when you give notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you are unable to mail or deliver a copy of the notice you may email or call your campus Student Services department. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event may the school retain more than $150, within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.
2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed be-

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low for information.

3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

   Bureau for Private Postsecondary Education

   P.O. Box 980818

   West Sacramento, CA 95798-0818

   Phone: (916) 574-8900

   E-mail: bppe@dca.ca.gov

   You have the right to cancel this agreement until _____.

WITHDRAWAL PROCEDURES

A student who wishes to withdraw from the institution should provide official notification, in person, to the Student Services Office. In cases of emergency or serious illness a student may withdraw by phone, email, or postal mail. Failure to provide the school with official notification of withdrawal may delay the processing of applicable refund and negatively impact a student's academic record. All students receiving financial aid/assistance should also meet with the Financial Aid Office to complete an exit interview upon withdrawal. This meeting will provide students with information regarding remaining financial obligations to the institution and/or student loan lender.

When a student withdraws from class (or the Institution determines that the student has withdrawn but did not begin the official withdrawal process), the last date of attendance will be used to calculate the refund amounts, in accordance with Federal and State regulations.

WITHDRAWAL FROM THE PROGRAM

Students who withdraw (or are withdrawn from their program) after the cancellation period will receive a pro-rata refund for tuition (see Refund Policy) if they have completed 60% or less of the period of attendance. Students who wish to withdraw from their program must submit a signed Withdraw Authorization form to the Student Services Office.

The amount of that refund is to be "pro-rated" according to the not completed portion of the program less the cost of any equipment returned in good condition and a registration fee not to exceed $150. The refund is to be paid within 45 days of withdrawal.

REFUNDS (FOR REFUND TABLE SEE CATALOG ADDENDA)

Institute of Technology is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA) as amended. When a student withdraws, the institution must complete two separate calculations.

The federal Return to Title IV Funds calculation - Though student aid is posted to a student's account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period, the school must apply a specific formula to determine the amount of aid the student has earned. If the student (or their parent or school on behalf of the student) receives LESS assistance than the student has earned, the student may be eligible to receive those additional funds via post withdrawal disbursement If the student/school received MORE assistance than was earned, those funds excess funds must be returned by the school and/or the student to the Federal program(s) or lender, as applicable. Any unpaid balance that remains after the Return to Title IV and the refund under the state policy has been applied to the student's account, must be paid by the student to the institution. For full calculation details, please see "Federal Return of Title IV Funds Policy". The State Refund Policy/Calculation-The student earns tuition on a pro-rata basis up through the 60% point, after which 100% of the tuition earned. Please see "State Refund Policy" below.

REFUND POLICIES

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 45 days of the date of cancellation, termination, or date of determination of withdrawal. For students who received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be returned to the student. Any amounts due from the student, in the event of termination, are immediately payable in full, to the school.

IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE FULL LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

WITHDRAWAL FROM THE SCHOOL—DETERMINATION

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs: [a] they notify the School of their withdrawal or the actual date of withdrawal; [b] School terminates the student's enrollment; [c] students fail to attend twelve consecutive scheduled class days.

The date of withdrawal for purposes of calculating a re-

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fund is the student's last date of attendance. The date of determination, from which the school has 45 days to issue a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of a student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will be paid in the following order to the extent that the benefit was received: any student financial aid programs, third party agencies, the student. The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

Credit Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of calendar days* in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

**Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).*

Clock Hour Programs

The percentage of the payment period (or period of enrollment) completed is determined by: the total number of clock hours in the payment period or (period of enrollment) for which the assistance is awarded divided into the number of clock hours completed in that period as of the last date of attendance.

For programs beyond the current "payment period", if you withdraw prior to the next payment period, all charges collected for the next period will be refunded.

If you have any questions regarding your FSA funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243) (TTY 1-800-730-8913). You may also access information on the Student Aid on the Web site at www.studentaid.ed.gov.

FEDERAL OR STATE STUDENT LOAN REPAYMENT

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

STATE REFUND POLICY

Bureau for Private Postsecondary Education

Institute of Technology will remit a refund less a registration fee (not to exceed $150.00) within 45 days following your withdrawal. Students who pay their tuition with non-Title IV monies are also entitled to a refund based on the California State Refund Policy.

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

For Credit Hour Programs:

1. Determine the total number of calendar days the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of calendar days in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

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For Clock Hour Programs:

1. Determine the total number of clock hours the student attended during current payment period (up to the last date of attendance).
2. Divide this figure by the total number of clock hours in the current payment period.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book/ equipment/registration/STRF charges.
4. If the student attends 60% of the payment period or greater, 100% of the charges for the payment period are retained.

RETURN OF UNEARNED SFA PROGRAM FUNDS

The school must return the lesser of

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.
- Unpaid institutional charges will be the sole responsibility of the student (or parent, if a Federal PLUS loan).
- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists.

The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits for the Physical Therapist Assistant and Nursing programs, while all other programs measure progress by quarter credits.

One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One quarter credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds.

For a semester credit hour, non-standard term program the conversion is 1 credit per 37.5 hours of instruction.

For a quarter credit hour, non-term program the conversion is 1 credit per 25 hours of instruction.

Minimum standards for Full-time enrollment for Undergraduate.

In a standard quarter or semester, training time is defined as follows:

- 12 credits or more are full-time
- 9-11 credits are 3/4 time
- 6-8 credits are 1/2 time
- 1-5 credits are less than 1/2 time

All programs of study are considered “Full-time”, with the exception of the Part-time Vocational Nursing program, which is considered 3/4 time.

THIRD PARTY AGENCY STUDENTS

All third party agencies contracted with the Institute of Technology follow the refund guidelines established by State and Federal government. Refund amounts are to be paid in the following order to the extent that the benefit was received: any student financial aid programs, third

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party agencies, the student. Agency sponsored students who wish to obtain further information regarding tuition refunds should refer to the refund policy as outlined in the catalog. A copy of the refund policy guidelines can also be obtained from a Financial Aid Officer at the school.

PROGRAM TRANSFERS

Students enrolled in Institute of Technology programs occasionally request to "transfer" to a program of study different than the one they originally enrolled in (e.g. HVAC transfer to PMA). It is important for students to contact Student Services and Financial Aid for all information relating to the transfer.

Students wanting to transfer into another program must request the transfer in writing from the Student Services office. The Student Services office will advise the student of their decision within 5 days of receipt of the request.

All students requesting a transfer are required to speak with a financial aid representative prior to transfer approval and must have advance approval from the Campus President for the transfer.

- Certain AAS/AOS general education courses transfer among the AAS/AOS degree programs.
- The Professional Development class, required for most courses, may also transfer to another course of study.
- Transfers within Institute of Technology Schools-Students who are currently enrolled and wish to change or "transfer programs"
- Returning Institute of Technology Students-Former IOT students that had ceased enrollment (greater than 180 days ago) and are now re-enrolling and transferring IOT units into a new program of study

No other currently approved IOT program contains units that are transferable to another IOT program.

GRADUATION REQUIREMENTS

Institute of Technology, in compliance with the State of California, will grant diplomas to students who successfully complete programs of study in, Baking and Pastry Specialist, Barbering, Cosmetology, Culinary Arts, Heating, Ventilation and Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing and Office Administration, Pharmacy Technician, Professional Medical Assistant, Vocational Nursing, and Welding Technician.

The College will grant an Associate of Occupational Science (AOS) degree to students who successfully complete the requirements for the Criminology and Emergency Response Management AOS degree program (Modesto campus). The college will grant an AAS degree to students who successfully complete the Criminology and Emergency Response Management-AAS (Clovis campus), and Physical Therapist Assistant-AAS degree programs .

In order to graduate, a student must have completed each module or semester of instruction with a minimum passing grade of 2.0 or better, 2.5 for VN students. In addition, students must have passed each class within the module or semester. *See "Grading" on page 58 of this catalog for the college's grading policy. A student with an outstanding balance that is delinquent after program completion will not be issued a diploma or certificate of completion until that balance is brought current.

EXTERNSHIPS

The final module of study for some programs includes an externship experience that allows students to apply the skills acquired during the program training within the context of a real world employment setting. Although employees at the externship sites will supervise the students during externship, the students must continue to maintain contact with the school's Externship Coordinator on a weekly basis. The students must meet all academic and financial obligations including meeting Satisfactory Academic Progress requirements prior to the externship. Students not meeting these standards will meet with the Director of Education to discuss options. Students must have any required health examinations, tests, and immunizations completed prior to beginning their externship, or clinical training. Students in their last scheduled class on campus must attend a workshop, orientation session, or meeting with the Externship Coordinator before the end of the module. This meeting will detail the rules, regulations, expectations, and outcomes of the externship for the students before they are granted a site assignment.

Externship Site Locations

All externship or clinical sites are selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. IOT maintains externship agreements with a variety of facilities. Students should be aware that some facilities might have special requirements or conditions. Students are encouraged to seek out externship, clinical, or other sites under the guidance of the Externship Coordinator or the school's Career Services department. Students who have a particular interest in a facility with which IOT is not affiliated, may bring this to the attention of the Externship Coordinator so the site may be evaluated and the affiliation agreement can be put into effect.

Externship Coordinator

A designated school employee within the field of experi-

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ential education will supervise students in their Externship module. The Externship Coordinator is responsible for the scheduling and assignments of all externs, as well as the management and monitoring of all externs and site locations.

Externship Assessments

The externship facilities will submit evaluations for the performance all students based on the standards set by the college. Students must satisfactorily complete the externship assignment and submit an approved verification of time completed in order to graduate. In order to appropriately document the time spent in externship, students must submit all time sheets to the Externship Coordinator by Friday of each week. To complete the externship in the time allowed, students may have to increase the number of hours spent on externship beyond those normally required during classroom training. Externships are graded on a pass/fail-grading outcome.

While at externship sites, students will conduct themselves in a professional manner, much like a job. Students will not walk off the site without first talking to, and obtaining, the approval of the Externship Coordinator and/or Lead Instructor or Program Director. Failure to abide by this may cause the extern to prolong their externship due to the loss of the site and in trying to locate another site.

TEXTBOOK LOANER PROGRAM

While students may purchase and retain selected textbooks within their program of study, some textbooks are assigned to students as “classroom issue” and must be returned within three business days following the last exam, or immediately upon withdrawal from the course or separation from the school, whichever comes first. Classroom Issue textbooks must be returned in good condition and not exhibit obvious damage such as missing pages, water damage, or excessive notation on the pages. Students who do not return textbooks by the deadline or return textbooks that are not in a satisfactory condition, must pay the full replacement cost, plus a $50.00 restocking fee.

Students who choose to purchase the textbook will be given information on how to do so from a vendor outside of the school.

ACADEMIC INTEGRITY

Academic honesty on the part of all students at Institute of Technology is essential to individual growth and development. Upon admission to the IOT, students are obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is therefore unacceptable. The following is a list of unacceptable types of behavior in relation to academic honesty. Since no listing can define all possible types of academic dishonesty, the following should be viewed as examples of infractions rather than an all-inclusive list:

Plagiarism

Plagiarism is the misrepresentation of any part of another’s work as one’s own. While it is expected that students who are engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary. Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one’s own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission as one’s own work, any work that has been borrowed, stolen, or purchased from someone else.

Copyright Infringement Information

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner, like software, music,

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movies, TV shows, games and images, violates copyright laws. In most instances, a student must obtain permission form the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose. Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited and violates both the Conduct section of the school catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

- Unlimited actual damages proven for each act of copyright infringement.
- Up to $30,000 for each act of copyright infringement that is determined not to be willful.
- Up to $150,000 for each act of copyright infringement that is determined to be willful.
- Criminal penalties.

Cheating

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating include the copying of an examination, assignment or other work to be evaluated, unauthorized collaboration on work to be evaluated, "cribbing" and submitting work for which previous credit has already been received in another course without the express consent of the instructor.

Theft

Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects, and library materials.

Disciplinary action against those who have violated the IOT's Academic Honesty Policy may include:

- Grade reduction on the assignment in question.
- A failing grade in the course.
- Suspension or dismissal from IOT.

The instructor will document any act of academic dishonesty and a report will be filed in the office of the Director of Education. Students who believe that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by scheduling an appointment with the Director of Education requesting an Academic Review of the grievance.

ADVISING

Students are encouraged to bring school and personal problems to the attention of their Instructors, Student Success Leaders, or the College President. Institute of Technology staff will attempt to assist all students in resolving those problems interfering with the successful completion of their program. Academic and/or attendance problems may be addressed in Academic Review Committee (ARC) meetings. For those students who seek help in other areas (i.e. housing, budgeting, or are in need of counseling agencies), IOT maintains an extensive referral list in the Student Success Center.

FINANCIAL AID

Institute of Technology offers a variety of financial assistance to eligible students. Aid in the form of jobs, grants, loans and scholarships help offset the rising costs of educational expenses.

Financial aid is administered in accordance with established State and Federal policies and philosophies. The basis of these policies is the belief that financing the education of all students is the responsibility of the students and their families. If combined resources are not sufficient to cover expenses, students could be eligible for financial aid.

Students are granted financial aid awards based on a demonstrated financial need. Need is determined from analysis of the Free Application for Federal Student Aid form (FAFSA) and the Institutional Student Information Record (ISIR) or the Student Aid Report (SAR). These forms are analyzed to determine the expected contribution for educational expenses from the students and their families. Financial need is the difference between total educational expenses for an academic year and the student/family contribution. The FAFSA is the only form required for consideration for student assistance from any Title IV, HEA programs.

NOTICE OF NONDISCRIMINATORY POLICY (SECTION 504/ADA POLICY)

The College does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Campus President. You may request academic adjustments or auxiliary aids at any time. The

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Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicant students, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The College will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by telephone at the following phone numbers for each campus.

Clovis Campus	(559) 297-4500
Modesto Campus	(209) 545-3100
Redding Campus	(530) 224-1000

   Ask for the Campus ADA Compliance Coordinator.
2. The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.

GRADE TRANSCRIPTS

Students are entitled to receive one transcript at the time of graduation without charge. Additional transcripts are available for $10.00 each, payable in advance. Institute of Technology does not issue transcripts for students who have defaulted on student loans. Students who have unpaid tuition and fees with Institute of Technology may have only a portion of their transcripts released.

Upon written request from the students, Institute of Technology will provide a copy of their transcript to authorized, designated recipients. Institute of Technology adheres strictly to the Family Education Rights and Privacy Act of 1974, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization. As allowed under such law, student records/information will be released and made available to properly designated representatives of the State and Federal Government for routine inspection.

LIBRARY

The library is located in the Student Success Center. It consists of the Jones e-global library and Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has Internet access and computers with CD-ROM drives that is available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library.

TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom instructors **(before and after school or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

HOUSING ASSISTANCE

Institute of Technology does not provide student housing, does not assist the student in locating housing, nor does it provide dormitory facilities. Please see the catalog addenda for the campus to which you are applying or enrolling for estimates of rent for housing near each campus.

EMERGENCY

Students are expected to become familiar with all fire and other emergency routes and procedures. Evacuation routes are diagrammed and posted in the classrooms and on bulletin boards. The locations of fire extinguishers are also shown. First-aid kits are accessible from the front desk. A description of emergency procedures is presented during orientation.

All cases of illness or injury on campus should be reported promptly to an available staff member. Should an emergency, accident, or illness occur during attendance, Institute of Technology reserves the right to call a physician for medical assistance or refer the student for medical assistance.

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Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

PRIVACY OF EDUCATIONAL RECORDS

The Family Educational Rights Act of 1974 gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and

circumstances under which a student's educational records may be shown to others. Students who feel their rights under the Act have been violated are entitled to request a hearing with a school official in an effort to resolve the problem.

COMPLAINT RESOLUTION

A student with a grievance must first make a reasonable effort to resolve the issue on an informal basis with the person(s) involved. If the issue is not resolved satisfactorily, the student should meet with the Student Success Leader and complete a written statement. If the grievance is not yet resolved, the College President will review the grievance with all parties concerned.

If this does not result in a resolution satisfactory to both parties, please refer to page 48 for more information.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENT

English language proficiency is assessed by the administration of the Wonderlic SLE 12-minute Admissions Examination. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

ENGLISH AS A SECOND LANGUAGE

Institute of Technology does not offer an English As a Second Language course. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his or her primary language at his or her own time and expense.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT INSTITUTE OUR INSTITUTION

The transferability of credits you earn at Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or 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 degree, diploma, 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 Institute of Technology to determine if your degree, diploma, or certificate will transfer.

Transfers within Institute of Technology Schools and Returning Institute of Technology Students

There are two types of transfer students within the Institute of Technology system, students currently enrolled who wish to transfer or change programs, and returning Institute of Technology students. Prior coursework from programs previously completed at the Institute of Technology may be accepted. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. General education credit will be evaluated individually prior to approval for transfer.

The following terms and conditions apply:

1. If an IOT program has been significantly modified from the time that a student was previously enrolled, then the core course work for the program would not transfer for a student seeking to re-enter or fresh start.
2. If you are a current Institute of Technology student requesting a transfer to a new program you must make the request in writing to the Student Services Department.
3. If you are a returning student requesting transfer

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credit you must request the transfer by notifying your Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete and evaluation of the transferability of credit.

4. Credits transferred in to fulfill course requirements must be graded at 2.0 (“C”) or higher.
5. Prior coursework completed in the IOT Nursing Program must be completed with a grade of 75% or better within five (5) years prior to admission.
6. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.

If the student’s program has NOT undergone a substantive change from the time of previous enrollment to the time of re-enter, the following terms and conditions apply:

1. For all IOT content-specific “core” courses, four (4) years is the maximum amount of time that the student can receive transfer credit for a passed course. For any student who re-enters more than four (4) years after leaving IOT, completed content-specific “core” coursework is ineligible for transferability of credit.

2. For all IOT general education (including Professional Development) or applied general education courses, there is no maximum amount of time that the student can receive transfer credit for a passed course. In other words, for any student who re-enters at any time after leaving IOT, completed general education or applied general education coursework is eligible for transferability of credit if approved after evaluation by the Director of Education.

Evaluation of Credit from Accredited Institutions Prior to Attending Institute of Technology

Institute of Technology may accept prior coursework completed at other accredited colleges or universities for courses required for diploma or degree programs. The transferability of the credit is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to acceptance. A maximum of 20 quarter-credit hours of core content may be transferred in and applied to diploma or degree programs. Transferability of credit will be evaluated individually prior to approval for transfer. There is no time limit on the acceptance credit for general education courses. The Institute of Technology does not award credit for experiential learning.

The following terms and conditions apply:

1. You must request the transfer of previous credit by notifying the Admissions Representative. The Admissions Representative will request that the Program Director or Director of Education complete an evaluation of the transferability of the credit.
2. You must provide official transcripts from the college or university where the previous training occurred.
3. Credits transferred in to fulfill course requirements must be graded at 2.0 (“C”) or higher. Nursing course work applicable for advanced status in the Nursing Program must be completed with a grade of “B” or better within five (5) years prior to admission.
4. Transfer of credit evaluations must be completed prior to the academic year in which the courses are scheduled.
5. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at **https://www.benefits.va.gov/gibill.** Any veteran receiving GI Bill® benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to the College for review of prior credit.

Physical Therapist Assistant Program

Transferability of previous college credits to be applied to the Physical Therapist Assistant (PTA) program is determined on an individual basis by the Campus President, Director of Education and Program Director. Institute of Technology recommends that each student completes the curriculum in its entirety, but exceptions will be made on preparatory/general education course work. Transfer credit will not be considered for PTA “core” course work or clinical rotations. Transfer credit from previous college course work may be considered for the following PTA general education courses:

- Anatomy & Physiology
- Introduction to Psychology
- General Algebra & Physics
- English
- Communication

Transfer Credits for Veterans

Any veteran receiving GI Bill® benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools, including Institute of Technology, and submit them to the College for review of prior credit. IOT will determine VA transfer credit based on compliance with the State Approving

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Agency for Veteran Education.

Tuition Credit

For module-based programs, the tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Modules in Program = Tuition Credit per Module

For Term-based programs, the tuition credit of academic units transferred from a prior college will be calculated as follows:

Total Tuition Cost of Program / Number of Units in Program = Tuition Credit per Unit

CAMPUS CRIME

Pursuant to the requirements of the United States Department of Education, IOT publishes all known occurrences of crime committed on campus in the FINANCIAL AID CONSUMER INFORMATION PACKET. In the event of a crime, an incident report must be completed and a police report may be filed. Any and all occurrences of crime should be reported immediately to the Receptionist who will obtain an administrator for assistance. In addition to the above information, the State of California requires that the institution print its policy pertaining to sexual assault.

In the event a sexual assault should occur while on campus, the victim and any witnesses are to report the crime to campus officials immediately. All precautions will be taken to ensure the comfort, support, and dignity of the victim.

In order that the crime be fully and properly investigated, the police will be contacted. It is the policy of this institution to summon a medical emergency team to ensure the health and well being of the

STUDENT SERVICES SUPPORT & RESOURCES

Institute of Technology offers all of our students support, services, coaching and resources to help them meet their educational goals. The Student Services Department is here to help our students overcome life challenges that may get in the way of those goals and serves as an advocate to our students.

With the students' success being at the heart of what we do, the Student Services department strives to create and maintain a healthy and safe environment that supports and provides internal and external resources to students helping them to overcome academic and personal obstacles that may keep them from graduating. IOT is dedicated to helping our students succeed throughout the lifecycle of their education and ensures that the support, recognition and resources are available to help our students achieve their goals.

Our Mission

The Student Services Department strives to build a campus environment where all students feel welcomed, supported and celebrated while providing the resources to help every student achieve success.

How Student Services Helps

- Continuously provide a Student First attitude
- Serve as an advocate on behalf of students
- Conduct Academic Review Meetings to help struggling students
- Coordinate tutoring sessions
- Provide external counseling options
- Coordinate transportation assistance
- On and off campus food pantry resources
- Maintain clothing closets
- On campus student recognition activities
- Conduct award ceremonies for Dean's List, Perfect Attendance and Professionalism
- May serve as a liaison to address survey concerns, resolve student issues and complaints

Please contact the local campus Director of Student Services to find out what services, support and resources are available as it varies by campus.

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such,

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can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view and print their classes and grades, view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Institute of Technology is not approved by ACCSC or the BPPE to offer Online Education.

Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

CAREER SERVICES

Institute of Technology offers placement support and assistance to all graduates regardless of how long they have been out of school. If you are a recent graduate or graduated years ago, our Career Services Team is here to help you!

The Career Services Teams are here to help our students and graduates reach their goal of starting a new career. Institute of Technology believes that learning how to job search is an extension of the education process teaching our graduates valuable, life-long skills and the importance of becoming active participants in their job search and career development. These job seeking skills help facilitate a smooth transition from student, to graduate, to job seeker, to employee.

Our Mission

The primary purpose of Institute of Technology's Career Services Department is to educate, support, engage, inspire and provide the necessary tools and resources that will help our students and graduates with finding employment in their chosen career path.

Building Community Relationships

Our objective is to partner and develop long-lasting relationships with employers by delivering educated and motivated graduates to the workforce in the communities our campuses serve. Institute of Technology strives to be known as the "go-to" College when employers have hiring needs that meet the outcomes of the programs offered at our campuses.

How Career Services Helps

- Guidance through cover letter, resume and thank you letter preparation
- How to interview and gain confidence in the interview process
- How to develop job search strategies
- Assist with portfolio development
- Provide career coaching
- How to follow up after submitting applications, resumes and interviews
- Learning how to network and build industry contacts
- Complete career workshops and classroom presentations
- Provides computer and fax access
- Submittal of resumes of qualified graduates to employers for open positions
- Assist in identifying appropriate job leads
- Coordinate interviews at an employer site or on campus
- Host on campus career fairs and attend community hiring events
- Maintain and update job postings

Although Institute of Technology cannot guarantee employment, our Career Services Teams have extensive experience in assisting motivated graduates with finding employment. As an Institute of Technology alumni, you will have access to the Career Services teams throughout your career.

STUDENT TUITION RECOVERY FUND

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 oth-

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er information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818 West Sacramento, CA 95798-0818, (916) 431-6959 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.

ALUMNI

At IOT, we value our graduates, and wish to continue our relationship with them after they graduate. Because of this dedication to our alumni, we have employed Alumni Service Representatives who are here to stay in touch with you and serve you through your career life cycle as you change jobs, consider new careers, or seek positions at higher levels in your current occupational status.

As a graduate of IOT:

- You will be invited to participate in career fairs on campus.
- You can return to your college for refresher courses...all at no cost to you.
- You are eligible for assistance if you are behind on your student loans.
- You have access to personalized job search assistance.

Please contact an IOT Representative (phone numbers located on page 4 of this catalog) for more information on graduate services.

LINKEDIN

Linkedin is an interconnected network of experienced professionals from around the world. You can find, be introduced to, and collaborate with qualified professionals that you might need to work with to accomplish your goals. When you join, you create a profile that summarizes your professional expertise and accomplishments. With Linkedin you can:

- Gain free access to new job listings/openings through our employer network.
- Discover inside connections that can help you land jobs and close deals.
- Gain new insights from discussions with like minded professionals in private group settings.

How to Join

1. Go to www.linkedin.com
2. Fill in your full name, email address, and choose a password.
3. Confirm your email address.
4. Follow the steps on Linkedin to build your profile, including: Add your picture (optional); Add education history; Add employment history.

WEBSITE

Please visit your MyIOT Student Web account to access job request forms or to update your contact information. Please let us know when you move, change jobs, or change contact information. We want to keep up with you!

STUDENT LOANS

Please refer to the Financial Aid Consumer Information Packet for more information on student loan repayment.

STUDENT DRESS CODE

Professionalism in the Classroom

Students who enter Institute of Technology do so to change their lives. Many are choosing a new path, and the first step is education. We here at Institute of Technology want to support the success of all of our students in every way possible. From the day students enter our doors, our intention is to prepare them for the work environment they will be entering upon graduation.

Our students have made a conscious decision towards becoming professionals. Professionals know that appearance in a job interview is crucial. Professionals also know that every day they have a chance to make a first impression with a potential employer. Professionals choose to dress and act as though every day is an interview.

Every Wednesday is Professional Dress Day. *We strongly encourage all students to dress professionally on this day.* Suits, slacks, coat and tie, and dresses are considered appropriate attire for interviews. Wednesdays are the preferred day for Career Services to give school tours to potential employers. What a wonderful opportunity to impress a future boss!

Throughout each module, professionalism is discussed in the classroom. Students who exemplify the traits of a professional may be nominated by their peers for making the right choices in their attire, conduct, attitude, participation, and cooperation.

IOT staff will review the student nominees for attendance, grades, classroom participation, etc. to determine the winner from each session. Each winner will receive a Certificate of Recognition and be publicized on the Professionalism Recognition Board.

All students who enter Institute of Technology are acknowledged as adults with the right to make their own decisions about dress. Because we wish to encourage success, Institute of Technology staff members will counsel students who make decisions that may hamper success.

Habits take from three weeks to three months to form. Why not start your Professional Dress habits today?

Uniform Policy - Students enrolled in programs requiring uniforms must be properly attired when in attendance.

Standards of Dress, Grooming, and Personal Hygiene

The standards of dress, grooming, and personal hygiene for Institute of Technology students are patterned after those in the professional business/industry environment. In contacting a number of businesses, we found most of them continue to require conservative business attire plus a high degree of personal grooming and hygiene standards.

Therefore, students at Institute of Technology are required to maintain a conservative, suitable standard of dress when on campus, in addition to maintaining a desired grooming and hygiene standard. These become factors in the job placement.

Our staff is committed to preparing all students for the job market. Any recommendation from our staff to students on appropriate attire is meant as a professional courtesy to the students. Students should not perceive this as a negative judgment on their appearance or character.

STUDENTS WILL BE ADVISED AND/OR MAY BE ASKED TO LEAVE THE CAMPUS IF THEY WEAR THE FOLLOWING:

- Unsafe Footwear*
- Halter Tops
- Mini Skirts
- Bare Midriffs
- Tube Tops
- Dirty Clothing
- No Undergarments
- Tank Tops
- Hats
- Slides (open toe/open heel shoe wear)
- Visible body piercing (with the exception of earrings)
- Printed T-shirts with offensive verbiage
- Other non-professional attire

*Shoes must be worn at all times on the Institute of Technology campus. Some programs may have additional dress code requirements for shoes based on safety and industry standards.

Medical Student Dress Code

MEDICAL BILLING AND OFFICE ADMINISTRATION, PHARMACY TECHNICIAN, PROFESSIONAL MEDICAL ASSISTANT, VOCATIONAL NURSING, PHYSICAL THERAPIST ASSISTANT DRESS CODE

Retail pharmacies, health facilities, and hospitals maintain a conservative environment. The doctors, patients, and customers will evaluate our professionalism by our appearance.

Students in medical courses must observe the following policy:

Jewelry

- One pair of earrings (Small to medium in size—no large hoops)
- One (set) ring on each hand (Wedding rings are considered one ring)
- Necklaces/chains (Should wear only one at a time) *Necklace or chain should not be of such a length to cause a health or safety issue.*
- No tongue or facial piercing

Nails

- Length/polish (Nails should be short and polished clear or neutral colors)

Hair

- Length/cut (Hair should be clean, out of the face, and off the collar. The cut and style should be conservative with appropriate accessories)

Makeup and Perfume/After Shave

- Makeup can be worn, but moderate to light. Perfume/after shave should be limited to very little due to possible allergic reactions from patients

Dress

- Uniforms should be clean and wrinkle free.
- Do not mix uniforms with street clothes, such as scrub top with jeans.*
- Shoes are to be solid white tennis shoes or nursing shoes—not canvas.
- Appropriate undergarments and hosiery. Lab coats are optional.

Medical Billing and Office Administration, Pharmacy Technician, and Professional Medical Assistant students are highly encouraged to follow professional dress day on Wednesdays.

*Pharmacy Technician students are allowed to wear their lab coats with street clothes.

CERM Student Dress Code

The professional image required of the students enrolled in the CERM program at the Institute of Technology requires that each student assume responsibility for adopting high standards of personal hygiene and grooming. Grooming must not interfere with any CERM student's ability to hear, see, or to utilize safety equipment such as gas masks and breathing apparatus.

The following will apply to all CERM students while they are in the uniformed phase modules of the CERM Program.

CERM Students are expected to adhere to the dress code and grooming standards found in the Institute of Technology Catalog (Medical Student Dress Code). In addition the following CERM standards shall apply and take precedence where they may conflict with the Medical Dress Code:

SIDEBURNS - Side burns will not extend below the bottom of the earlobe, and width shall be even to the base and will end with a clean-shaven, horizontal line, while standing in an erect position. The maximum width of the bottom of the sideburns shall not exceed 1 1/2 inches and will not be flared or pointed.

BEARDS, MUSTACHES AND GOATEES - Beards, mustaches, goatees or other facial hair are not permitted. Male students should be clean shaven at the beginning of class each day.

HAIR - Students will keep their hair in a clean, neat style that presents a well-groomed and professional appearance and image. Hairstyles should not detract from the professional image of the CERM Program. No designs are to be cut into the hair, nor is hair to be an unnatural "two-toned" effect. Hair is to be worn short and for females it is to be worn, if long, in a "bun" or "ponytail" and secured with hair ties or rubber band or clip.

DAILY UNIFORM WEAR

Students are required to wear a CERM uniform on a daily basis unless otherwise directed by their CERM Instructor or CERM Program Director.

Students will be directed on how to wear the uniform by their Instructor / Program Director when their uniform is issued.

EXERCISE UNIFORM

Students may be required to wear an exercise uniform or asked to wear appropriate exercise attire. The exercise uniform/attire will be worn at the direction of their CERM Instructor / Program Director and proper uniform wear will be discussed by the Instructor.

Drug-Free Campus Policy

1. This policy applies to all students and employees of Institute of Technology while attending school or any school function. Please refer to the Financial Aid Consumer Information packet for additional information on IOT's drug free program.

   As stated in California Health and Safety Code 1135.5, adults preparing for the sale or gift of a controlled substance to minors upon school grounds or public playgrounds may be punished by imprisonment in the state prison for five, seven or nine years.

   As stated in California Health and Safety Code 11353.6, Juvenile Drug Trafficking and Schoolyard Act of 1988, any such acts shall receive an additional punishment of three, four or five years at the court's discretion.

2. All students attending Institute of Technology are considered adults and are in an adult situation. For this reason, there will be ***no warnings*** if the use of alcohol or illicit drugs is found on campus or at campus functions.

   Notification of the police will be left to the judgment of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24 hours of the situation.

3. There are certain drugs that cause or create physical and emotional problems. Following is a list of the most common drugs and their side effects:

   Marijuana contains THC, a psychoactive chemical that alters the sensory activities of the brain, including long-term damage to memory capabilities. The inhalation of marijuana smoke may cause lung cancer and chronic use may adversely affect reproductive ability in women.

   Alcohol alters judgment, vision, speech and coordination and can cause long-term damage to the liver. It severely impairs one's ability to function and is a primary cause for vehicular accidents.

   Cocaine and Crack provide a user with a temporary feeling of energy, increased heart rate, blood pressure, body temperature and can cause a false sense of exhilaration. They are highly addictive and may lead to heart attacks, strokes and long-term brain damage.

4. There are several local agencies that can assist you with referrals to organizations that specialize in alcohol or drug abuse. They are as follows:

   Alcohol and Drug Abuse Council
   4411 North Cedar, #108
   Fresno, CA 93726
   (559) 248-1548

   Alcoholics Anonymous
   2812 North Blackstone
   Fresno, CA 93703
   (559) 221-6907

   Center for Human Services
   1700 McHenry Village Way, #14
   Modesto, CA 95350
   (209) 526-1440

   New Hope Recovery House
   823 E Orangeburg Ave.
   Modesto, CA 95350
   (209) 527-9797

   Substance Abuse Services
   800 Scenic Dr.
   Modesto, CA 95350
   (209) 558-7460

   Empire Recovery Center
   1237 California Street
   Redding, CA 96001
   (530) 243-7470

   Nationwide Addiction Assistance Helpline
   1-800-559-9503

Daily Schedule, Tuition Policy/Schedule

FOR DAILY SCHEDULE PLEASE SEE ADDENDA.

TUITION POLICY

For all programs, students must make decisions regarding financial aid and/or payment arrangements in advance with the Financial Aid staff. Costs for textbooks, supplies, uniforms, and certification/licensure fees are disclosed to students on individual program Supply Fee disclosures and students may discuss payment arrangements for these items with the Financial Aid Office.

For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and/or the date outlined in the student's payment arrangement with the college.

There is no tuition credit for absences. Cash payments are to be made at the front desk.

Upon leaving, students are interviewed as part of the exit interview process. If an amount is due, a payment schedule may be arranged. If the student does not follow payment guidelines after 90 days, his/her account may be turned over to a collection agency.

In the event that a check is returned to Institute of Technology as unpaid for any reason, a student will be assessed any and all applicable fees relating to the returned check. After two returned checks, Institute of Technology reserves the right to refuse payment by check and a student may be required to pay via other methods (cash, money order or credit/debit card).

REQUESTING DOCUMENTS

Requesting documents from a student file that is older than two years from last date of attendance may result in a recovery fee charge for collecting records from storage. This recovery fee may be in addition to the $10.00 fee for additional transcripts.

FOR PROGRAM COSTS, PLEASE SEE ADDENDA.
FOR TUITION SCHEDULE, PLEASE SEE ADDENDA.

Graduates of the following programs are trained for employment in any of the listed Standard Occupational Classification (SOC) Codes.

BAKING AND PASTRY SPECIALIST

SOC Code	Occupation
35-0000	Food Preparation and Serving Related Occupations
35-1000	Supervisors of Food Preparation and Serving Workers
35-1011	Chefs and Head Cooks
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-3021	Food Preparation Workers
35-9099	Food Preparation and Serving Related Workers, All Other
51-3011	Bakers
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders
51-3099	Food Processing Workers, All Others

BARBERING

SOC Code	Occupation
39-5000	Personal Appearance Workers
39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
395090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
39-5093	Shampooers
39-5094	Skincare Specialists

COSMETOLOGY

SOC Code	Occupation
39-5000	Personal Appearance Workers
39-5010	Barbers, Hairdressers, Hairstylists and Cosmetologists
39-5011	Barbers
39-5012	Hairdressers, Hairstylists, and Cosmetologists
39-5090	Miscellaneous Personal Appearance Workers
39-5091	Makeup Artists, Theatrical and Performance
39-5092	Manicurists and Pedicurists
39-5093	Shampooers
39-5094	Skincare Specialists

CRIMINOLOGY AND EMERGENCY RESPONSE MANAGEMENT

SOC Code	Occupation
13-1041	Compliance Officers
19-4092	Forensic Science Technicians
21-1092	Probation Officers and Correctional Treatment Specialists
23-2099	Legal Support Workers, All Other
25-1111	Criminal Justice and Law Enforcement Teachers, Postsecondary
33-1011	First-Line Supervisors of Correctional Officers
33-1012	First-Line Supervisors of Police and Detectives
33-1099	First-Line Supervisors of Protective Service Workers, All Other
33-2021	Fire Inspectors and Investigators
33-2022	Forest Fire Inspectors and Prevention Specialists
33-3011	Bailiffs
33-3012	Correctional Officers and Jailers
33-3021	Detectives and Criminal Investigators
33-3031	Fish and Game Wardens
33-3041	Parking Enforcement Workers
33-3051	Police and Sheriff's Patrol Officers
33-3052	Transit and Railroad Police
33-9011	Animal Control Workers
33-9021	Private Detectives and Investigators
33-9031	Gaming Surveillance Officers and Gaming Investigators
33-9032	Security Guards
33-9091	Crossing Guards
33-9092	Lifeguards, Ski Patrol, and Other Recreational Protective Service
33-9093	Transportation Security Screeners
33-9099	Protective Service Workers, All Other

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39-3099	Entertainment Attendants and Related Workers, All Other
39-9011	Childcare Workers
43-4061	Eligibility Interviewers, Government Programs
43-4199	Information and Record Clerks, All Other
43-5031	Police, Fire, and Ambulance Dispatchers
43-5032	Dispatchers, Except Police, Fire, and Ambulance
43-9199	Office and Administrative Support Workers, All Other
45-2011	Agricultural Inspectors
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
53-6099	Transportation Workers, All Other

CULINARY ARTS DIPLOMA

SOC Code	Occupation
11-9051	Food Service Managers
35-1000	Supervisors of Food Preparation and Serving Workers
35-1011	Chefs and Head Cooks
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
35-2000	Cooks and Food Preparation Workers
35-2010	Cooks
35-2011	Cooks, Fast Food
35-2012	Cooks, Institution and Cafeteria
35-2013	Cooks, Private Household
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
35-2019	Cooks, All Other
35-2021	Food Preparation Workers
35-3023	Fast Food and Counter Workers
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
35-9099	Food Preparation and Serving Related Workers, All Other
51-3011	Bakers
51-3021	Butchers and Meat Cutters
51-3022	Meat, Poultry, and Fish Cutters and Trimmers
51-3091	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders
51-3092	Food Batchmakers
51-3093	Food Cooking Machine Operators and Tenders

HEATING, VENTILATION AND AIR CONDITIONING

SOC Code	Occupation
47-2152	Plumbers, Pipefitters, and Steamfitters
47-3015	Helpers - Pipelayers, Plumbers, Pipefitters, and Steamfitters
47-2211	Sheet Metal Workers
47-4099	Construction and Related Workers, All Other
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9031	Home Appliance Repairers
49-9043	Maintenance Workers, Machinery
49-9071	Maintenance and Repair Workers, General
49-9091	Coin, Vending, and Amusement Machine Servicers and Repairers
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-4121	Welders, Cutters, Solderers, and Brazers

INDUSTRIAL MAINTENANCE AND AUTOMATED TECHNOLOGY

SOC Code	Occupation
17-3024	Electro-Mechanical Technicians
17-3026	Industrial Engineering Technicians
47-2111	Electricians
47-3013	Helpers--Electricians
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
49-9041	Industrial Machinery Mechanics
49-9043	Maintenance Workers, Machinery

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(Continued from page 79)

49-9071	Maintenance and Repair Workers, General
49-9098	Helpers--Installation, Maintenance, and Repair Workers
49-9099	Installation, Maintenance, and Repair Workers, All Other
51-2022	Electrical and Electronic Equipment Assemblers
51-2023	Electromechanical Equipment Assemblers

MEDICAL BILLING AND OFFICE ADMINISTRATION

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2071	Medical Records and Health Information Technicians
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
43-2011	Switchboard Operators, Including Answering Service
43-2021	Telephone Operators
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-6013	Medical Secretaries
43-9021	Data Entry Keyers
43-9022	Word Processors and Typists
43-9041	Insurance Claims and Policy Processing Clerks

NURSING ASSISTANT

SOC Code	Occupation
31-1014.00	Nursing Assistants

PHARMACY TECHNICIAN

SOC Code	Occupation
25-1071	Health Specialties Teachers, Postsecondary
29-2052	Pharmacy Technicians
31-9095	Pharmacy Aides

PHYSICAL THERAPIST ASSISTANT

SOC Code	Occupation
31-2021	Physical Therapist Assistants

PROFESSIONAL MEDICAL ASSISTANT

SOC Code	Occupation
11-9111	Medical and Health Services Managers
29-2012	Medical and Clinical Laboratory Technicians
29-2057	Ophthalmic Medical Technicians
29-2071	Medical Records and Health Information Technicians
31-1011	Home Health Aides
31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists
31-9099	Healthcare Support Workers, All Other
39-9021	Personal Care Aides
43-6013	Medical Secretaries

VOCATIONAL NURSING

SOC Code	Occupation
29-2061	Licensed Practical and Licensed Vocational Nurses

WELDING TECHNICIAN

SOC Code	Occupation
51-0000	Production Occupations
51-4000	Metal Workers and Plastic Workers
51-4120	Welding, Soldering, and Brazing Workers
51-4121.00	Welders, Cutters, Solderers, and Brazers
51-4121.06	Welders, Cutters, and Welder Fitters

State of California
Notice of Student Rights

SCHOOL WITHDRAWAL POLICY / BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. Cancellation occurs when you give notice of cancellation at the School address shown on the front page of the enrollment agreement. You can do this by mail or in person, to the Campus President of the school. A notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two Notice of Cancellation forms on the first day of class. If you are unable to mail or deliver a copy of the notice you may email or call your campus Student Services department. If you cancel the agreement, the School will refund any money that you paid, less the Registration Fee (not to exceed $150) within 45 days after your notice is received.

1. After the end of the cancellation period, you also have the right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, ask the school for a description of the refund policy.

2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address printed below for information.

3. If you have any complaints, questions, or problems which you cannot work out with the school, write to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: (916) 431-6959
E-mail: bppe@dca.ca.gov

Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges. Students who are unable to first resolve issues with the school, may contact ACCSC for assistance, in addition to the organization listed above.

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

Executive Management Staff

Corporate Office
Select Education Group
5601 Stoddard Road
Modesto, CA. 95356

Phone:	**209-572-7800**
Fax:	**209-545-1804**

Rick Wood	President/Chief Executive Officer
Laura Bouche	Director of Title IV Administration & Compliance
Larry Toone	Controller
Mark Brown	IT Manager
Sharon Walker	Human Resource Administrator
Marisa Maron	Corporate Operations Manager

Institute
of Technology

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: December 28, 2020

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022
September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022
September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

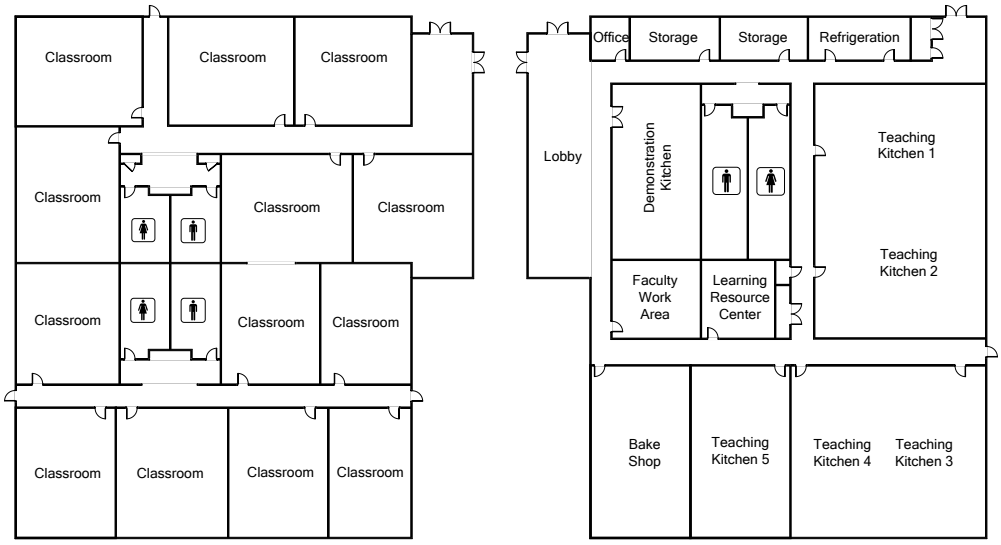
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

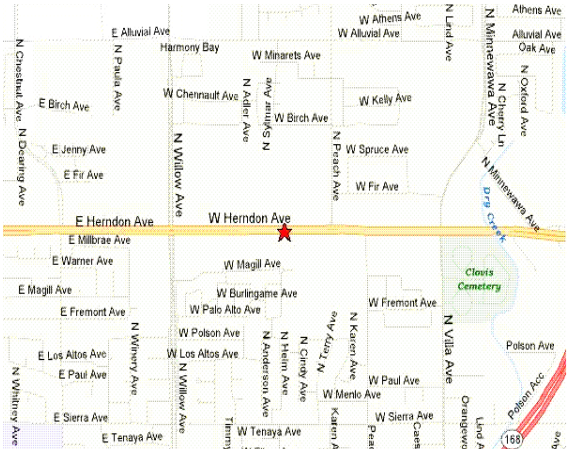


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 674.00
Tuition	$ 18,232.00
Total	$ 18,981.00

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,642.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Cosmetology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,622.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 634.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,621.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,253.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,979.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 621.00
Tuition	$ 16,224.00
Total	$ 16,920.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 647.00
Tuition	$ 16,064.00
Total	$ 16,786.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 70.00
Books & Supplies	$ 2,188.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,780.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$ 18,981.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,642.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,852.00	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,622.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,621.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,253.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,979.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,920.00	47.5	860	40
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,786.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,268.00	62.2	1575	51
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,780.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site

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based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available

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during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Alyssa Fernandez	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Luis Silva
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Erin Easley Culinary Instructor
Pastry Chef / 3+ Years industry experience

Christian Romeo Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child

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Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sherriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Scott Sobel CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

Ioana Bar, RN MD, MBA, CST Division Lead
18+ years nursing experience

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Sarah German, LVN Nursing Instructor
LVN / 4+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Susan Edwards, RN Nursing Instructor

Arveen Sandhu, RN Nursing Instructor

Christina Bello, RN Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

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Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Joseph Curran Welding Instructor

Dual Shield 3G Certificate, Flux Core Arc Welding 3G Certificate, Spray Mig Welding 1G Certificate/ 3+ years industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 4+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Caroline Long *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License / 14+ years cosmetology and 4+ years barbering experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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564 W. Herndon Ave., Clovis, CA. 96312

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I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: January 25, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022
September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022
September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

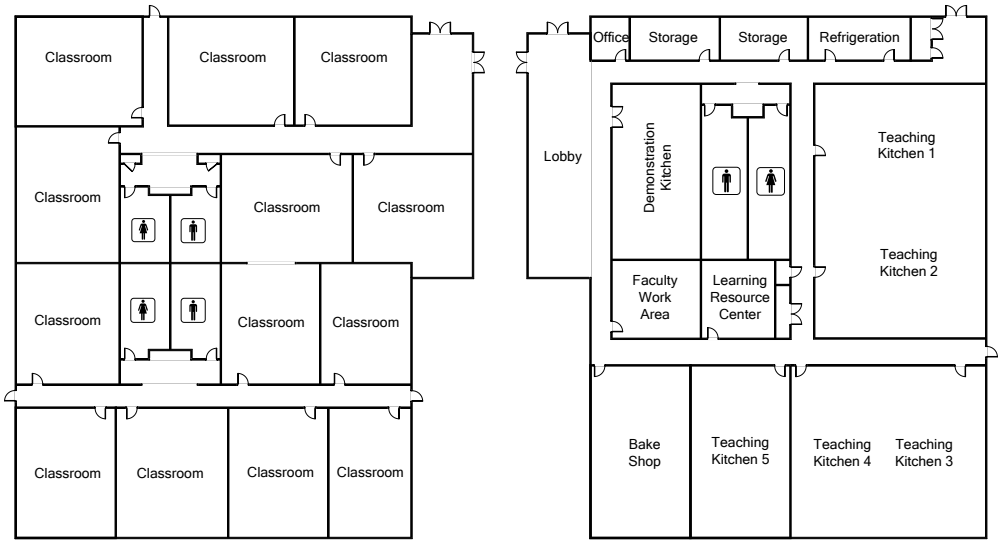
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

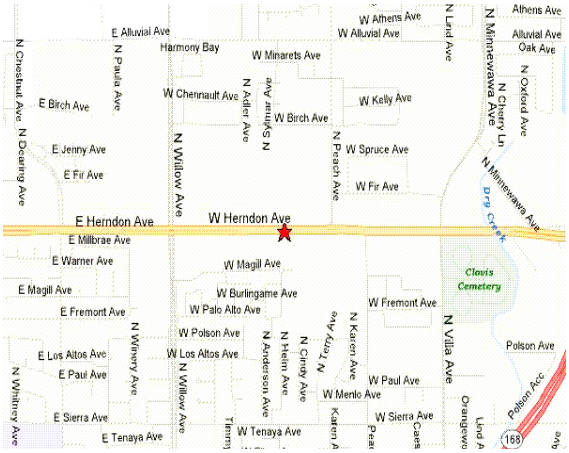


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 674.00
Tuition	$ 18,232.00
Total	$ 18,981.00

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,642.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Cosmetology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,622.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 634.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,621.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,253.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,979.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 621.00
Tuition	$ 16,224.00
Total	$ 16,920.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 647.00
Tuition	$ 16,064.00
Total	$ 16,786.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 70.00
Books & Supplies	$ 2,188.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,780.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$ 18,981.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,642.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,852.00	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,622.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,621.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,253.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,979.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,920.00	47.5	860	40
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,020.00	65.5	1,573	75
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,786.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,268.00	62.2	1575	51
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,780.00	51	900	45

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site

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based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available

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during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Alyssa Fernandez	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Luis Silva
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Erin Easley Culinary Instructor
Pastry Chef / 3+ Years industry experience

Christian Romeo Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child

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Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sherriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Scott Sobel CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

Ioana Bar, RN MD, MBA, CST Division Lead
18+ years nursing experience

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Sarah German, LVN Nursing Instructor
LVN / 4+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Susan Edwards, RN Nursing Instructor

Arveen Sandhu, RN Nursing Instructor

Christina Bello, RN Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

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Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Joseph Curran Welding Instructor

Dual Shield 3G Certificate, Flux Core Arc Welding 3G Certificate, Spray Mig Welding 1G Certificate/ 3+ years industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 4+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Caroline Long *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License / 14+ years cosmetology and 4+ years barbering experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: February 8, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022
September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022
September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

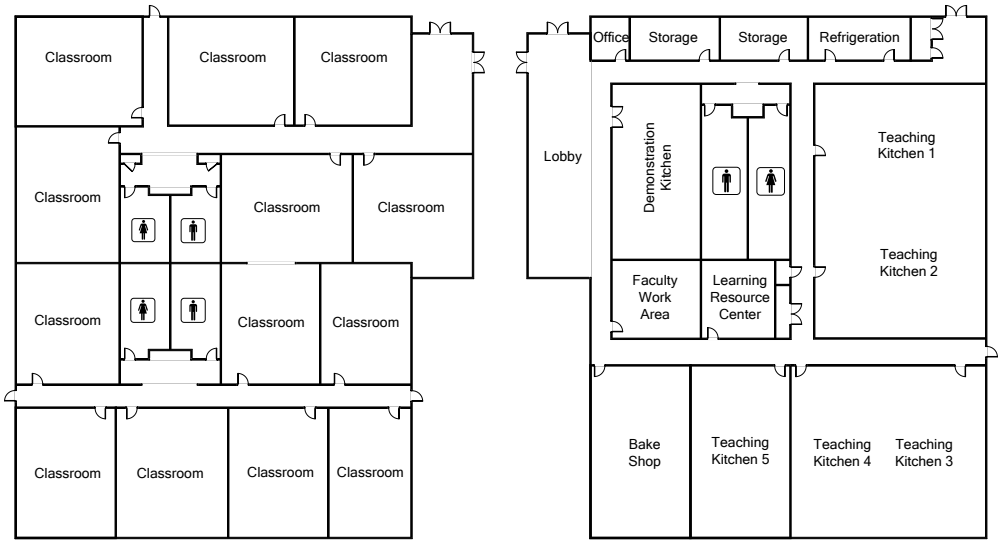
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

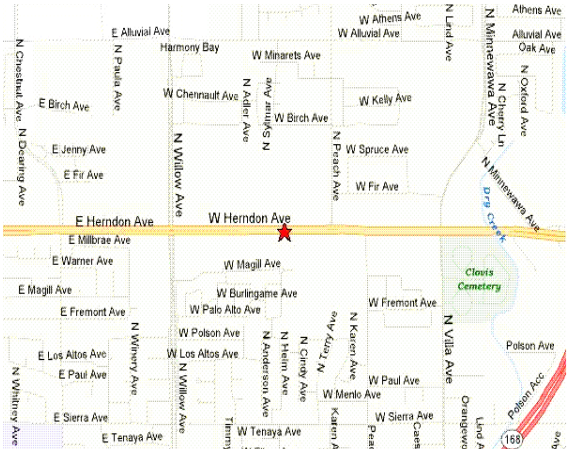


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 674.00
Tuition	$ 18,232.00
Total	$ 18,981.00

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,642.00

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Cosmetology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,622.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 634.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,621.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,253.00

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,979.00

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 621.00
Tuition	$ 16,224.00
Total	$ 16,920.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,020.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 647.00
Tuition	$ 16,064.00
Total	$ 16,786.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 70.00
Books & Supplies	$ 2,188.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,268.00

Welding Technician

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,780.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$ 18,981.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,642.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,852.00	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,622.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,621.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,253.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,979.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,920.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,786.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,780.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,020.00	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,268.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may

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be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each

(Continued on page 20)

(Continued from page 19)

instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Cosmetology & Barbering Addendum

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

Catalog Page 9

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Staff and Faculty

CAMPUS STAFF

Ron Gardner Campus President

Carol L. Smith Director of Education

Sharon Walker HR Coordinator / Executive Assistant

Paula Richards, RN, BSN, MHA Director of Nursing

Melinda Wood Director of Student Services

Maria Valdez Registrar

Serena Dority Administrative Assistant

Lorraine Sullivan Administrative Assistant

Alyssa Fernandez Administrative Assistant

Marissa Marzan Director of Admissions

Leann Quaschnick Master Admissions Representative

Susan Loeffler Master Admissions Representative

Jennifer Correia Admissions Representative

Zeny Vue Admissions Representative

Wiley Carpenter Admissions Representative

Sandi Pugh Director of Financial Aid

Nettie Ruiz Financial Aid Officer

Karina Ayala Silva Financial Aid Officer

Alexander Velasquez Student Accounts / Financial Aid Clerk

Financial Aid Clerk Marcy Hutchens

Tim Kearn Director of Career Services

Diane Jensen Career Services Advisor

Tina Diaz Career Services Advisor

Josh Pugh Career Services Advisor

Tony Leon Facilities Coordinator

Janitor/Custodian Luis Silva

Janitor/Custodian Clayton Potter

Laura Haberstich, MSLIS Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Erin Easley Culinary Instructor
Pastry Chef / 3+ Years industry experience

Christian Romeo Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child

(Continued on page 24)

Staff and Faculty

(Continued from page 23)

Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sherriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Scott Sobel CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

Ioana Bar, RN MD, MBA, CST Division Lead
18+ years nursing experience

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Sarah German, LVN Nursing Instructor
LVN / 4+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Susan Edwards, RN Nursing Instructor

Arveen Sandhu, RN Nursing Instructor

Christina Bello, RN Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

(Continued on page 25)

(Continued from page 24)

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Joseph Curran Welding Instructor

Dual Shield 3G Certificate, Flux Core Arc Welding 3G Certificate, Spray Mig Welding 1G Certificate/ 3+ years industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 4+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Caroline Long *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License / 14+ years cosmetology and 4+ years barbering experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

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West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: February 18, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022
September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022
September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

(CA-AAS, CERM, HRA-AAS,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

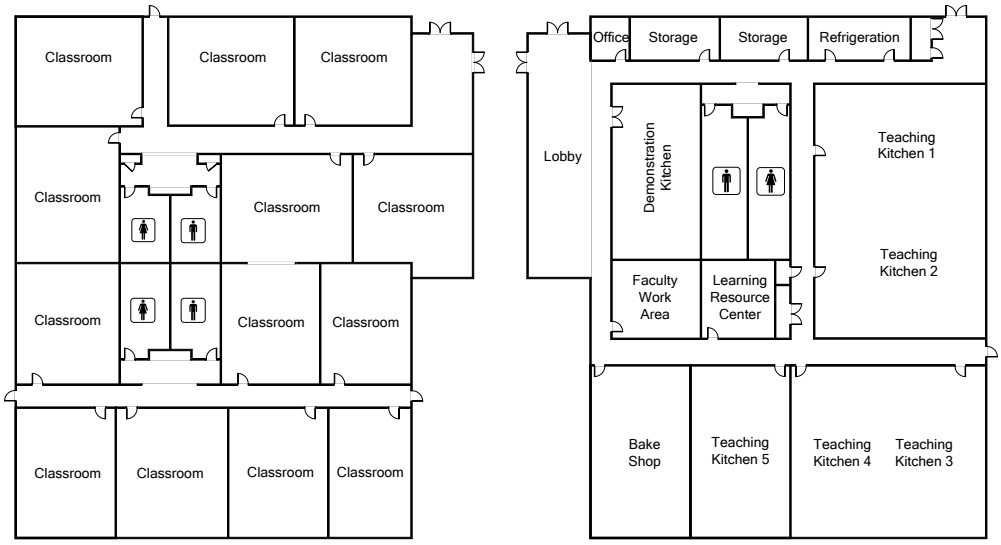
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

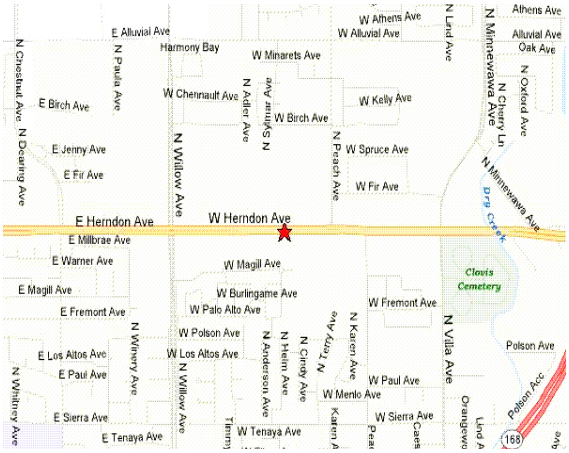


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 674.00
Tuition	$ 18,232.00
Total	$ 18,990.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 634.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,630.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,262.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,988.50
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 621.00
Tuition	$ 16,224.00
Total	$ 16,928.00
Approximate Cost per Unit	$341.56

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,035.50
Approximate Cost per Unit	$471.76

(Continued on page 12)

Program Cost

(Continued from page 11)

Professional Medical Assistant	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 647.00
Tuition	$ 16,064.00
Total	$ 16,794.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,188.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,284.00
Approximate Cost per Unit	$510.96

Welding Technician	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$ 18,990.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,864.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,262.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,988.50	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,928.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,794.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,284.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

(Continued on page 15)

(Continued from page 14)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may

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be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each

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instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

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Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Paula Richards, RN, BSN, MHA	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Alyssa Fernandez	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Luis Silva
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Erin Easley Culinary Instructor
Pastry Chef / 3+ Years industry experience

Christian Romeo Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Brenda Bradford Criminology Division Lead Instructor
9 years experience in industry / 6 years as a correctional officer with Fresno County Sheriff / 10 years as a teacher/instructor / MA in Marriage, Family & Child

(Continued on page 26)

(Continued from page 25)

Counseling / BS in Criminal Justice

Brett Scroggins Adjunct CERM Instructor
25+ years Fresno Sherriff's Department / 25 years as a Correctional Officer with Fresno County Sheriff's Department / Training Officer / Defensive Tactics Instructor

Troy Burks Adjunct CERM Instructor
23 Years of industry experience / 23 years as a Correctional Officer with Fresno County Sheriff's Department / SERT Team / Training Officer / Defensive Tactics Instructor / AS in Administration of Justice

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Scott Sobel CERM Instructor
Bachelor's Degree Criminology, 21 years Police Officer

Mark Eaton Adjunct CERM Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor
5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Paula Richards, RN, BSN, MHA Director of Nursing
45+ years industry experience

Ioana Bar, RN MD, MBA, CST Division Lead
18+ years nursing experience

Lea McClellan, RN, BSN Nursing Instructor
RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Sarah German, LVN Nursing Instructor
LVN / 4+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Susan Edwards, RN Nursing Instructor

Arveen Sandhu, RN Nursing Instructor

Christina Bello, RN Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

(Continued on page 27)

(Continued from page 26)

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Joseph Curran Welding Instructor

Dual Shield 3G Certificate, Flux Core Arc Welding 3G Certificate, Spray Mig Welding 1G Certificate/ 3+ years industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 4+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Caroline Long *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License / 14+ years cosmetology and 4+ years barbering experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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_____

Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: July 7, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:

(CERM,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

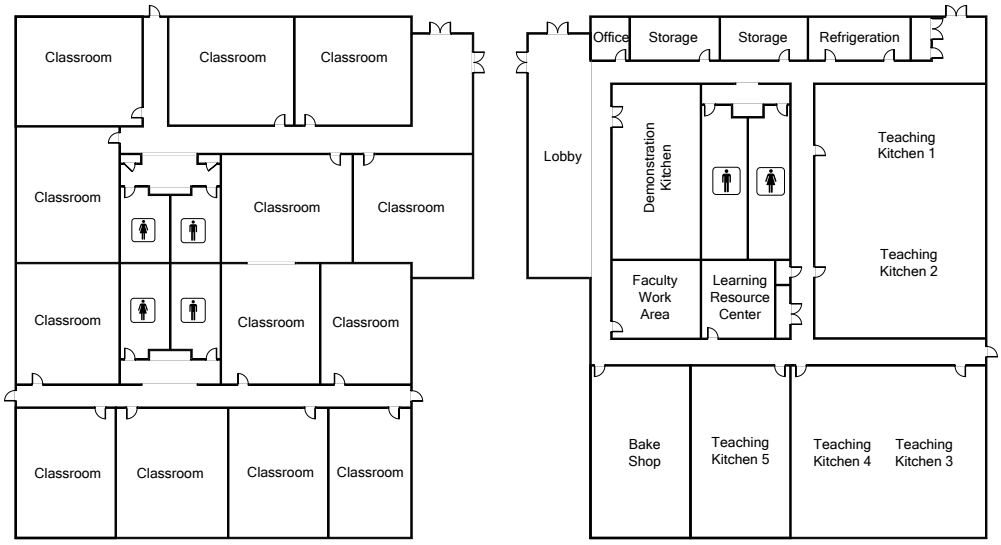
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

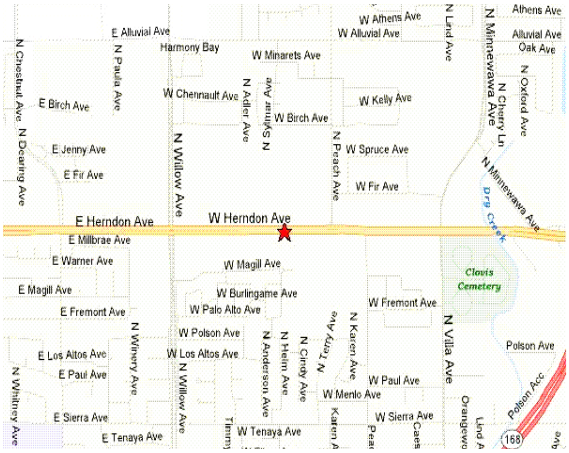


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,262.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,988.50
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 662.00
Tuition	$ 16,224.00
Total	$ 16,969.00
Approximate Cost per Unit	$341.56

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,035.50
Approximate Cost per Unit	$471.76

(Continued on page 12)

Program Cost

(Continued from page 11)

Professional Medical Assistant	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 685.00
Tuition	$ 16,064.00
Total	$ 16,832.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,441.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,537.00
Approximate Cost per Unit	$510.96

Welding Technician	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,864.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,262.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,988.50	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,969.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,794.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,284.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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(Continued from page 16)

Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

(Continued on page 20)

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

(Continued on page 21)

(Continued from page 20)

which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Cosmetology & Barbering Addendum

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

Catalog Page 9

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Diane Jensen	Career Services Advisor
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Luis Silva
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Adjunct Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Christian Romeo Adjunct Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

(Continued on page 27)

Staff and Faculty

(Continued from page 26)

Daniel Manriquez Adjunct CERM Instructor

Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator

Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor

Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Paula Richards RN, BSN, MHA Nursing Instructor

45+ years nursing experience

Lea McClellan, RN, BSN Nursing Instructor

RN, BSN, Public Health Certificate, double major Science and Psychology, 2-+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Sarah German, LVN Nursing Instructor

LVN / 4+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Susan Edwards, RN Nursing Instructor

Arveen Sandhu, RN Nursing Instructor

Christina Bello, RN Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA

Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma

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Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Monica Garcia *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 4+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Cristina Estrada *Cosmetology and Barbering Instructor*

Dana Futrell *Cosmetology Instructor*

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

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Please Print Name

_____ _____

Signature Date

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2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: July 20, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Cosmetology and Barbering

January 11, 2021 ..... October 22, 2021
February 15, 2021 ..... November 25, 2021
March 22, 2021 ..... January 14, 2022
April 26, 2021 ..... February 18, 2022
June 1, 2021 ..... March 25, 2022
July 6, 2021 ..... April 29, 2022
August 9, 2021 ..... June 3, 2022
September 13, 2021 ..... July 8, 2022
October 18, 2021 ..... August 12, 2022
November 22, 2021 ..... September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022

Welding Technician

January 11, 2021 ..... November 18, 2021
February 15, 2021 ..... January 6, 2022
March 22, 2021 ..... February 10, 2022
April 26, 2021 ..... March 17, 2022
June 1, 2021 ..... April 21, 2022
July 6, 2021 ..... May 26, 2022
August 9, 2021 ..... June 30, 2022
September 13, 2021 ..... August 4, 2022
October 18, 2021 ..... September 9, 2022
November 22, 2021 ..... October 13, 2022

Physical Therapist Assistant

May 24, 2021 ..... November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

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31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:

(CERM,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

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November 2021

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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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November 2021

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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

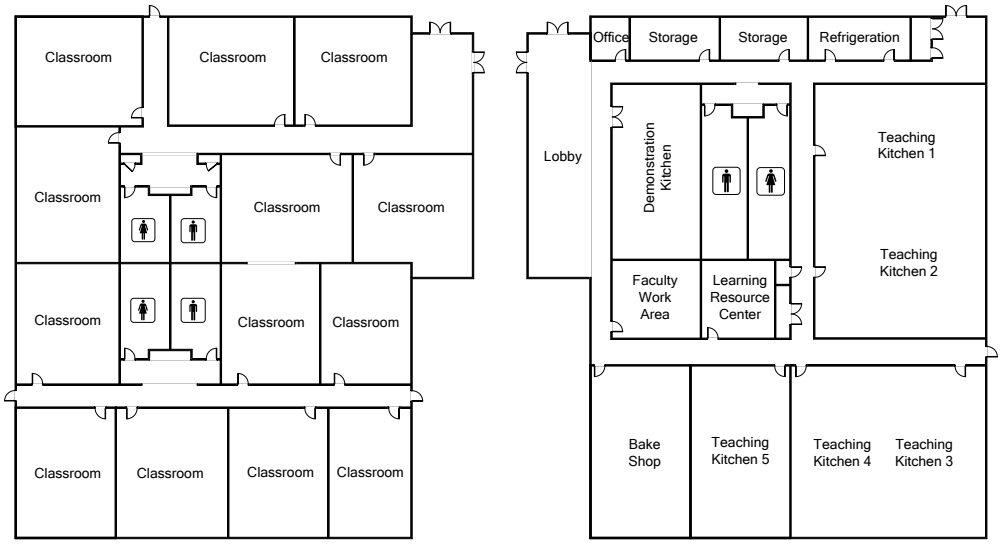
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities

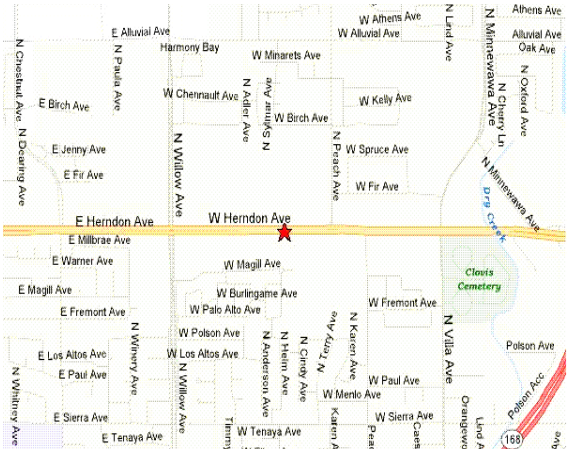


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

*Concealed Carry Weapons (CCW)**

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 930.00
Tuition	$ 18,248.00
Total	$ 19,262.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 928.00
Tuition	$ 18,976.00
Total	$ 19,988.50
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 662.00
Tuition	$ 16,224.00
Total	$ 16,969.00
Approximate Cost per Unit	$341.56

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,035.50
Approximate Cost per Unit	$471.76

(Continued on page 13)

Program Cost

(Continued from page 12)

Professional Medical Assistant	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 685.00
Tuition	$ 16,064.00
Total	$ 16,832.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,441.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,537.00
Approximate Cost per Unit	$510.96

Welding Technician	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 25,864.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,262.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 19,988.50	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 16,969.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 16,794.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,284.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

(Continued on page 21)

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

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Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

(Continued on page 31)

(Continued from page 30)

profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Karina Ayala Silva	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
TBD	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Luis Silva
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

Molly Hudson, FMP Adjunct Culinary Instructor
Certified Foodservice Management Professional / 33+ Years industry experience

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Christian Romeo Adjunct Culinary Instructor
15 years experience as a Chef Instructor / 6 years experience as a General Coordinator of Culinary Schools / studied in 3 schools in France and 3 schools in Spain / Culinary work experience in 10 different countries

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Leslie Batesole Culinary Instructor
8 years culinary experience / 10 years management experience / 3 years pastry chef experience / Culinary Arts Professional Alumni / Baking and Pastry Chef Alumni / ServSafe Proctor Certification

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in

(Continued on page 33)

(Continued from page 32)

Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor

Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator

Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor

Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Paula Richards RN, BSN, MHA Nursing Instructor

45+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

Diana Beller, RN Nursing Instructor

Leah Bhul, RN, BSN Nursing Instructor

Janell Beamon, RN, MNP Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA

Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

(Continued on page 34)

(Continued from page 33)

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Cristina Estrada *Cosmetology and Barbering Instructor*

Dana Futrell *Cosmetology Instructor*

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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_____

Please Print Name

_____ _____

Signature Date

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West Sacramento, CA. 95798-0818

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Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: August 11, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Cosmetology and Barbering

January 11, 2021 ..... October 22, 2021
February 15, 2021 ..... November 25, 2021
March 22, 2021 ..... January 14, 2022
April 26, 2021 ..... February 18, 2022
June 1, 2021 ..... March 25, 2022
July 6, 2021 ..... April 29, 2022
August 9, 2021 ..... June 3, 2022
September 13, 2021 ..... July 8, 2022
October 18, 2021 ..... August 12, 2022
November 22, 2021 ..... September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022

Welding Technician

January 11, 2021 ..... November 18, 2021
February 15, 2021 ..... January 6, 2022
March 22, 2021 ..... February 10, 2022
April 26, 2021 ..... March 17, 2022
June 1, 2021 ..... April 21, 2022
July 6, 2021 ..... May 26, 2022
August 9, 2021 ..... June 30, 2022
September 13, 2021 ..... August 4, 2022
October 18, 2021 ..... September 9, 2022
November 22, 2021 ..... October 13, 2022

Physical Therapist Assistant

May 24, 2021 ..... November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:

(CERM,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

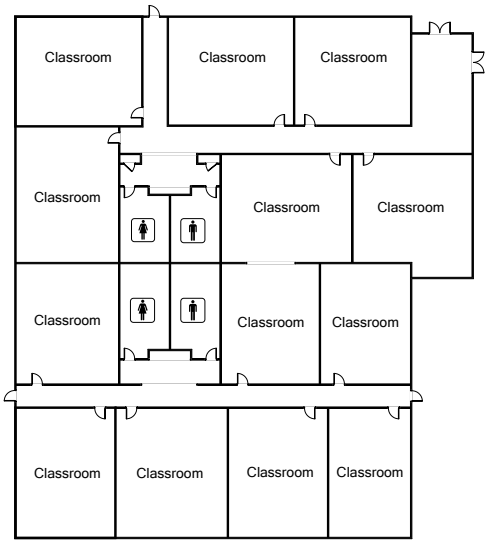
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

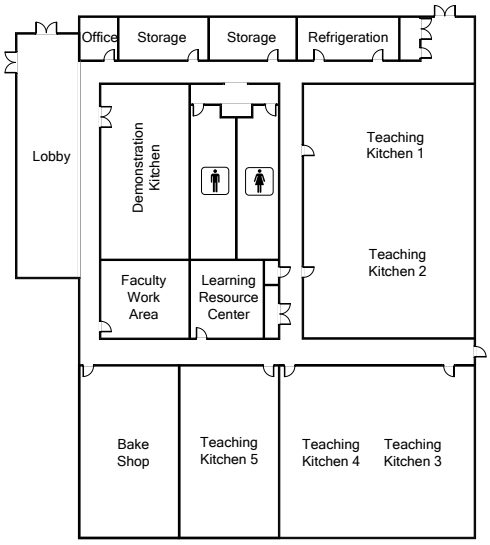
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



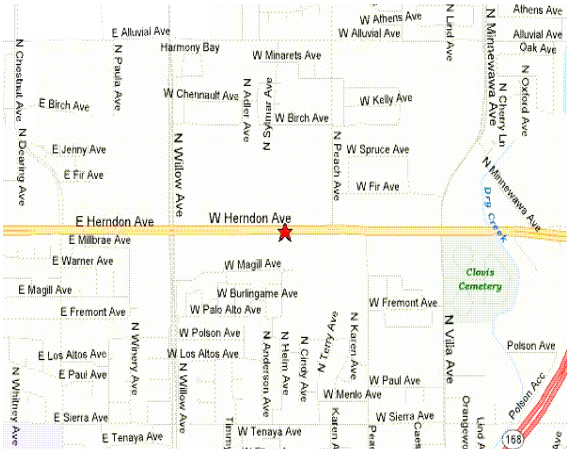


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

*Concealed Carry Weapons (CCW)**

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 881.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,612.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,075.50
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,035.50
Approximate Cost per Unit	$471.76

(Continued on page 13)

Program Cost

(Continued from page 12)

Professional Medical Assistant	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician	
Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,612.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,075.50	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

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Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

Page 14-20

Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

Page 56

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Page 57

INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

Page 58

GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

(Continued on page 28)

(Continued from page 27)

assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

Page 59

LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

Page 64

E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

(Continued on page 29)

(Continued from page 28)

charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

Page 66

TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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(Continued from page 29)

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
TBD	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Edith Hernandez Torrez Culinary Instructor

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor

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5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing
18+ years industry experience

Paula Richards RN, BSN, MHA Nursing Instructor
45+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

Diana Beller, RN Nursing Instructor

Leah Bhul, RN, BSN Nursing Instructor

Janell Beamon, RN, MNP Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

Daniel Egleston IMAT Instructor
AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor
B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor
45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director
Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

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Emily Greening *Cosmetology and Barbering Instructor*
Cosmetology and Barbering License, 15 years experience

Cristina Estrada *Cosmetology and Barbering Instructor*

Dana Futrell *Cosmetology Instructor*

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: August 17, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:

(CERM,	8:00 a.m.	to	12:30 p.m.
HVAC, IMAT, MBOA, PMA)	1:00 p.m.	to	5:30 p.m.
	6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	12:00 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.

Welding Technician weekday classes are held on Monday through Thursday from:

7:00 a.m.	to	11:30 a.m.
12:15 p.m.	to	4:45 p.m.
5:15 p.m.	to	9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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July 2021

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August 2021

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September 2021

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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

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February 2021

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March 2021

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April 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

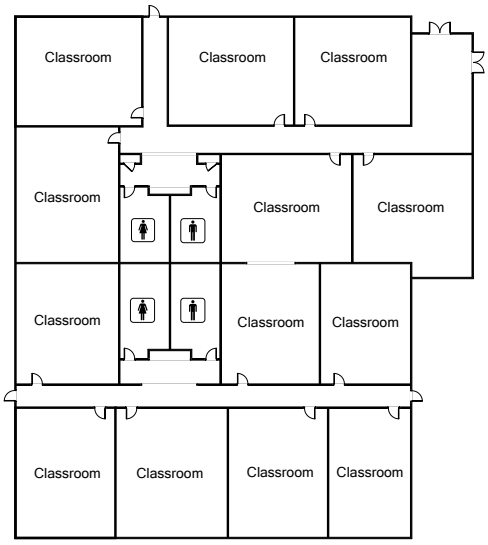
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

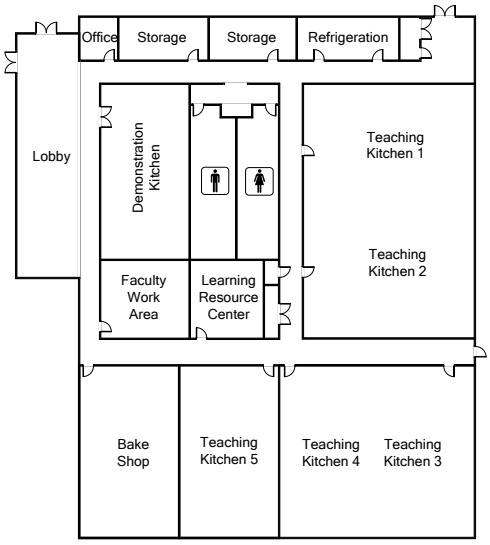
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



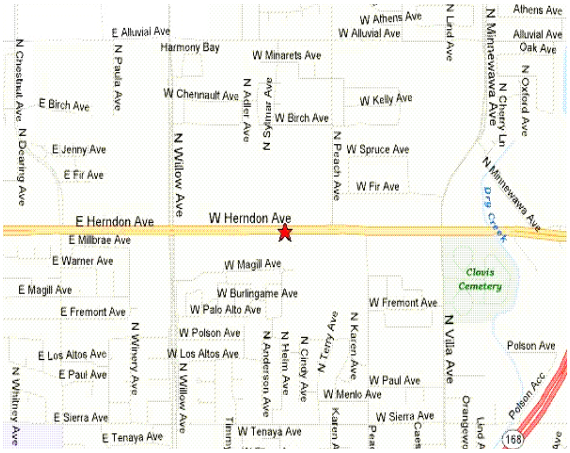


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,045.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,035.50

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Program Cost

(Continued from page 12)

Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 33,035.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Cosmetology & Barbering Addendum

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge" CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

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Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Financial Aid Clerk	Marcy Hutchens
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
TBD	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Edith Hernandez Torrez Culinary Instructor

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor

(Continued on page 33)

(Continued from page 32)

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing
18+ years industry experience

Paula Richards RN, BSN, MHA Nursing Instructor
45+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

Diana Beller, RN Nursing Instructor

Leah Bhul, RN, BSN Nursing Instructor

Janell Beamon, RN, MNP Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

Daniel Egleston IMAT Instructor
AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor
B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor
45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director
Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

(Continued on page 34)

(Continued from page 33)

Emily Greening *Cosmetology and Barbering Instructor*
Cosmetology and Barbering License, 15 years experience

Cristina Estrada *Cosmetology and Barbering Instructor*

Dana Futrell *Cosmetology Instructor*

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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_____

Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: August 30, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:
(CERM, 8:00 a.m. to 12:30 p.m. HVAC, IMAT, MBOA, PMA)
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:
7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Welding Technician weekday classes are held on Monday through Thursday from:
7:00 a.m. to 11:30 a.m.
12:15 p.m. to 4:45 p.m.
5:15 p.m. to 9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

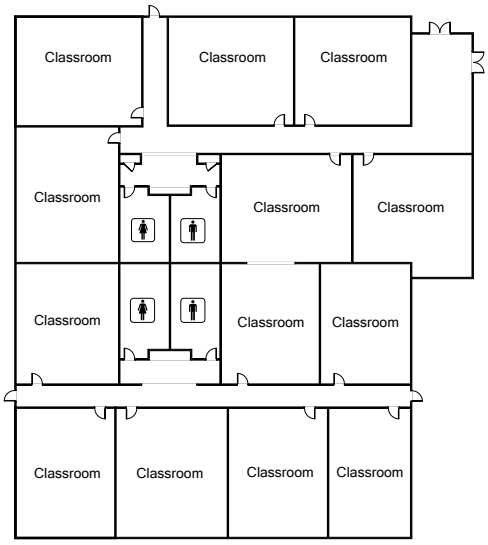
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

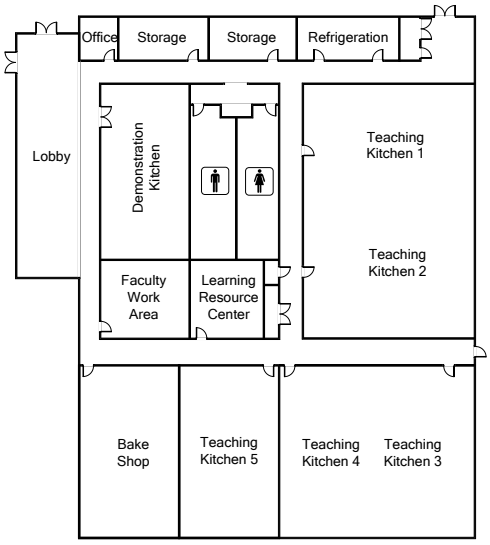
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



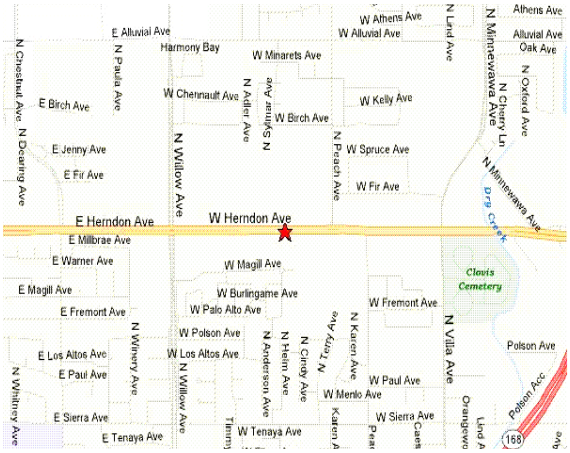


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

(Continued on page 13)

Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,860.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,100.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 34,100.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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(Continued from page 15)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

(Continued on page 17)

(Continued from page 16)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

Catalog Page 9

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

Page 14-20

Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

(Continued on page 31)

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Serena Dority	Administrative Assistant
Lorraine Sullivan	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Marcy Hutchens	Financial Aid Clerk
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
TBD	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor

Edith Hernandez Torrez Culinary Instructor

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor
Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Medical

Deborah Cacy Medical Division Lead Instructor and Externship Coordinator
Certified Medical Assistant / 24+ years industry experience

Shannon Dority PMA Instructor

(Continued on page 33)

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5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor
Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Karen Williams Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ana Hunter-Rodriguez Adjunct Instructor
Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Susan Hernandez Adjunct Instructor
Bachelor's in Business Administration / AA Administrative Medical Assisting / 6+ years industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing
18+ years industry experience

Paula Richards RN, BSN, MHA Nursing Instructor
45+ years nursing experience

Debra Thompson, RN, BSN Nursing Instructor
36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor
18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor
BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor
CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

Diana Beller, RN Nursing Instructor

Leah Bhul, RN, BSN Nursing Instructor

Janell Beamon, RN, MNP Nursing Instructor

Physical Therapist Assistant

Adeel H. Rizvi, PT, DPT Program Director PTA
Clinical Doctorate in Physical Therapy (DPT) with Academic Doctorate in Health Sciences in progress (PhD expected 2019)

Heather Porter, MPT Director of Clinical Education
Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor
Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor
Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Ava Dickerson, PTA Adjunct PTA Instructor

Tiffani Treis, PTA Adjunct PTA Instructor
CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor
27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor
28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor
11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor
EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor
AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

Daniel Egleston IMAT Instructor
AS Degree– Industrial Technology, 25+ years industry experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor
B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director
5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor
45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director
Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*
Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

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Emily Greening *Cosmetology and Barbering Instructor*
Cosmetology and Barbering License, 15 years experience

Cristina Estrada *Cosmetology and Barbering Instructor*

Dana Futrell *Cosmetology Instructor*

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: October 7, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:
(CERM, 8:00 a.m. to 12:30 p.m. HVAC, IMAT, MBOA, PMA)
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:
7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Welding Technician weekday classes are held on Monday through Thursday from:
7:00 a.m. to 11:30 a.m.
12:15 p.m. to 4:45 p.m.
5:15 p.m. to 9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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30	31					

June 2021

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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

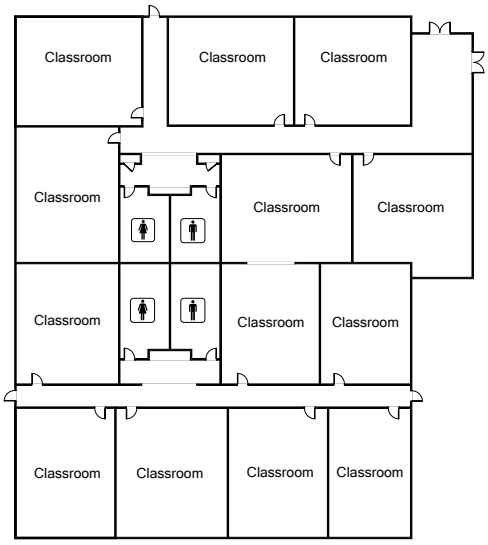
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

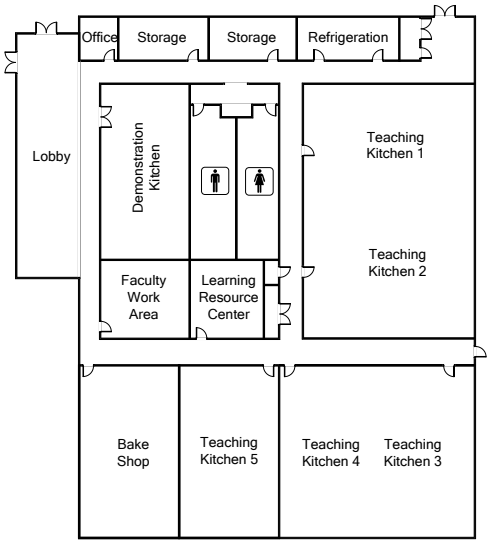
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



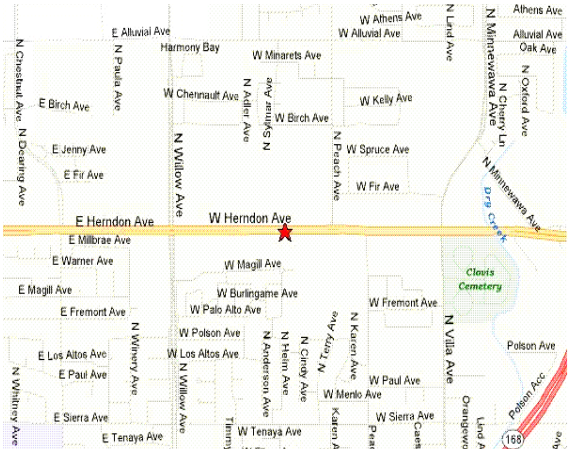


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

(Continued on page 13)

Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,860.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,100.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 34,100.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

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Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

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LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Courtney Shields	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexandra Edgman	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Samantha Alcoseba	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor
MA Biology / 13 years of experience

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Gene Blantocas General Education Instructor
MS Physics / 29 years of experience

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor
AOS Culinary Arts / 12 years industry experience

Edith Hernandez Torrez Culinary Instructor
Baking and Pastry Certificate / 3 years industry experience

Laurie Barrios Culinary Instructor
Culinary Arts Certificate / 4 years industry experience

Anabel Fuentez Culinary Instructor
Baking and Pastry Certificate / 10 years of industry experience

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor

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Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Police Academy / Certified Peace Officer / 23 years of industry experience

Brett Scroggins Adjunct CERM Instructor

25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor

Medical

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Associate Degree—Teaching / CCMA/ 9 years of industry experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ebony Clendening Adjunct Instructor

Medical Assisting Diploma / 14 years of industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse license / 6 years of industry experience

Diana Beller, RN Nursing Instructor

Associate Degree, Live Science / Registered Nurse License/ 8 years of industry experience

Leah Bhul, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Janell Beamon, RN, MNP Nursing Instructor

MS Nursing / Registered Nurse License / 21 years of industry experience

Christina Bello, RN Nursing Instructor

RN Program Diploma / Registered Nurse License / 24 years of industry experience

Margaret Milanes, RN Nursing Instructor

AS Nursing / Registered Nurse License / 13 years of industry experience

James Edmunds, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Kiranjot Johl, LVN Teaching Assistant

AS Nursing / Registered Nurse License / 5 years of industry experience

Physical Therapist Assistant

Ava Dickerson, PTA Program Director PTA

Bachelor's in Business Administration, Doctor of Physical Therapy and Master's of Education (in progress) / PTA License 13 years of industry experience

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry

(Continued on page 34)

(Continued from page 33)

experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Taylor Rosenthal Welding Instructor

Welding Certification / 6 years of industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Dana Futrell *Cosmetology Instructor*

Cosmetology License, 31 years of industry experience

Jessica Anaya *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 8 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: October 22, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Cosmetology and Barbering

January 11, 2021 ..... October 22, 2021
February 15, 2021 ..... November 25, 2021
March 22, 2021 ..... January 14, 2022
April 26, 2021 ..... February 18, 2022
June 1, 2021 ..... March 25, 2022
July 6, 2021 ..... April 29, 2022
August 9, 2021 ..... June 3, 2022
September 13, 2021 ..... July 8, 2022
October 18, 2021 ..... August 12, 2022
November 22, 2021 ..... September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022

Welding Technician

January 11, 2021 ..... November 18, 2021
February 15, 2021 ..... January 6, 2022
March 22, 2021 ..... February 10, 2022
April 26, 2021 ..... March 17, 2022
June 1, 2021 ..... April 21, 2022
July 6, 2021 ..... May 26, 2022
August 9, 2021 ..... June 30, 2022
September 13, 2021 ..... August 4, 2022
October 18, 2021 ..... September 9, 2022
November 22, 2021 ..... October 13, 2022

Physical Therapist Assistant

May 24, 2021 ..... November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:
(CERM, 8:00 a.m. to 12:30 p.m. HVAC, IMAT, MBOA, PMA)
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:
7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Welding Technician weekday classes are held on Monday through Thursday from:
7:00 a.m. to 11:30 a.m.
12:15 p.m. to 4:45 p.m.
5:15 p.m. to 9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30	31					

June 2021

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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
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31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

September 2021

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October 2021

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

DAY

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

EVENING

Monday—Thursday	3:30 pm	to	11:30 pm
Saturday	6:30 am	to	3:30 pm

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

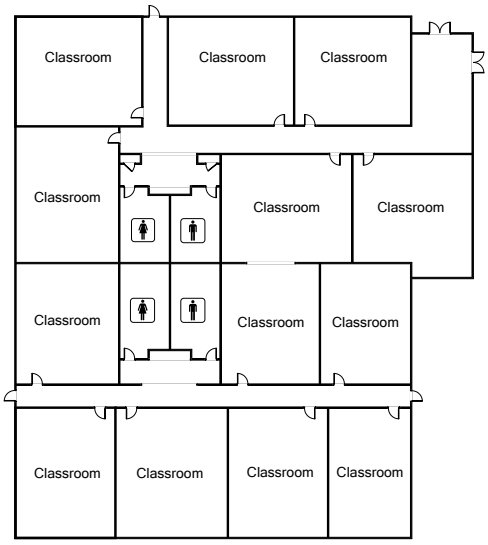
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

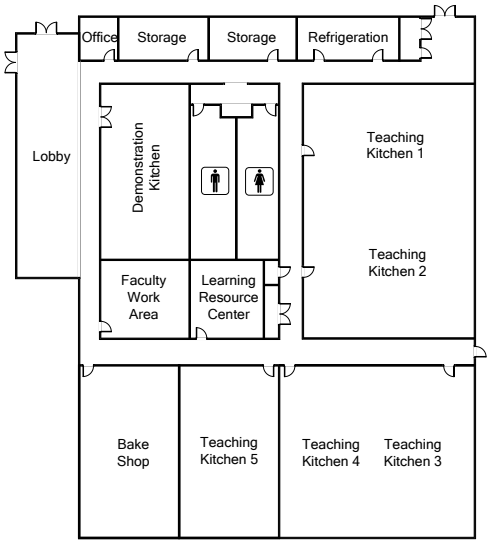
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



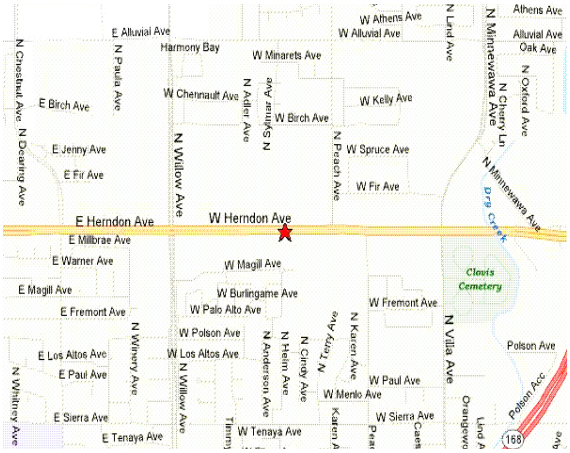


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

(Continued on page 13)

Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,860.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,100.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 34,100.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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(Continued from page 16)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

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Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT
The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

Page 57

LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Courtney Shields	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexandra Edgman	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Samantha Alcoseba	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor
MA Biology / 13 years of experience

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Gene Blantocas General Education Instructor
MS Physics / 29 years of experience

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor
AOS Culinary Arts / 12 years industry experience

Edith Hernandez Torrez Culinary Instructor
Baking and Pastry Certificate / 3 years industry experience

Laurie Barrios Culinary Instructor
Culinary Arts Certificate / 4 years industry experience

Anabel Fuentez Culinary Instructor
Baking and Pastry Certificate / 10 years of industry experience

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor

(Continued on page 33)

(Continued from page 32)

Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Police Academy / Certified Peace Officer / 23 years of industry experience

Brett Scroggins Adjunct CERM Instructor

25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor

Medical

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Associate Degree—Teaching / CCMA/ 9 years of industry experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ebony Clendening Adjunct Instructor

Medical Assisting Diploma / 14 years of industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse license / 6 years of industry experience

Diana Beller, RN Nursing Instructor

Associate Degree, Live Science / Registered Nurse License/ 8 years of industry experience

Leah Bhul, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Janell Beamon, RN, MNP Nursing Instructor

MS Nursing / Registered Nurse License / 21 years of industry experience

Christina Bello, RN Nursing Instructor

RN Program Diploma / Registered Nurse License / 24 years of industry experience

Margaret Milanes, RN Nursing Instructor

AS Nursing / Registered Nurse License / 13 years of industry experience

James Edmunds, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Kiranjot Johl, LVN Teaching Assistant

AS Nursing / Registered Nurse License / 5 years of industry experience

Physical Therapist Assistant

Ava Dickerson, PTA Program Director PTA

Bachelor's in Business Administration, Doctor of Physical Therapy and Master's of Education (in progress) / PTA License 13 years of industry experience

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry

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experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Taylor Rosenthal Welding Instructor

Welding Certification / 6 years of industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Dana Futrell *Cosmetology Instructor*

Cosmetology License, 31 years of industry experience

Jessica Anaya *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 8 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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564 W. Herndon Ave., Clovis, CA. 96312

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I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: October 25, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma,
Industrial Maintenance and Automated Technology,

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Cosmetology and Barbering

January 11, 2021 ..... October 22, 2021
February 15, 2021 ..... November 25, 2021
March 22, 2021 ..... January 14, 2022
April 26, 2021 ..... February 18, 2022
June 1, 2021 ..... March 25, 2022
July 6, 2021 ..... April 29, 2022
August 9, 2021 ..... June 3, 2022
September 13, 2021 ..... July 8, 2022
October 18, 2021 ..... August 12, 2022
November 22, 2021 ..... September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022

Welding Technician

January 11, 2021 ..... November 18, 2021
February 15, 2021 ..... January 6, 2022
March 22, 2021 ..... February 10, 2022
April 26, 2021 ..... March 17, 2022
June 1, 2021 ..... April 21, 2022
July 6, 2021 ..... May 26, 2022
August 9, 2021 ..... June 30, 2022
September 13, 2021 ..... August 4, 2022
October 18, 2021 ..... September 9, 2022
November 22, 2021 ..... October 13, 2022

Physical Therapist Assistant

May 24, 2021 ..... November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:
(CERM, 8:00 a.m. to 12:30 p.m. HVAC, IMAT, MBOA, PMA)
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:
7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Welding Technician weekday classes are held on Monday through Thursday from:
7:00 a.m. to 11:30 a.m.
12:15 p.m. to 4:45 p.m.
5:15 p.m. to 9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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November 2021

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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

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December 2021

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12	13	14	15	16	17	18
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DAILY SCHEDULES

DAY

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

EVENING

Monday—Thursday	3:30 pm	to	11:30 pm
Saturday	6:30 am	to	3:30 pm

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

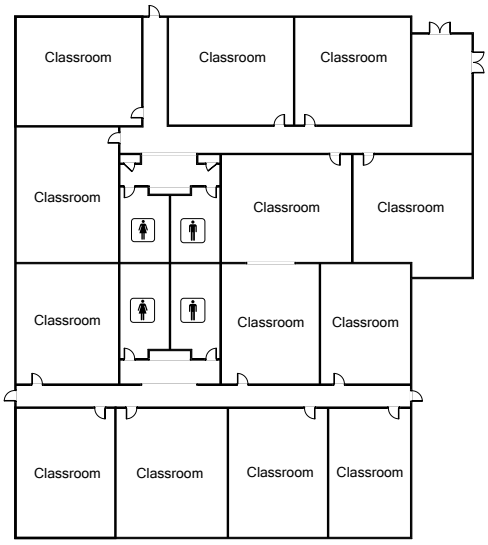
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

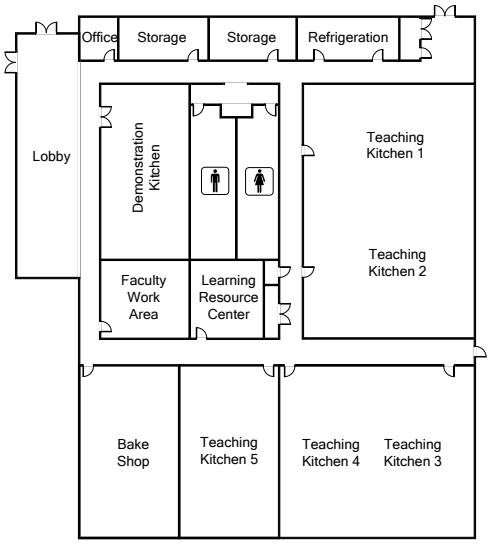
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



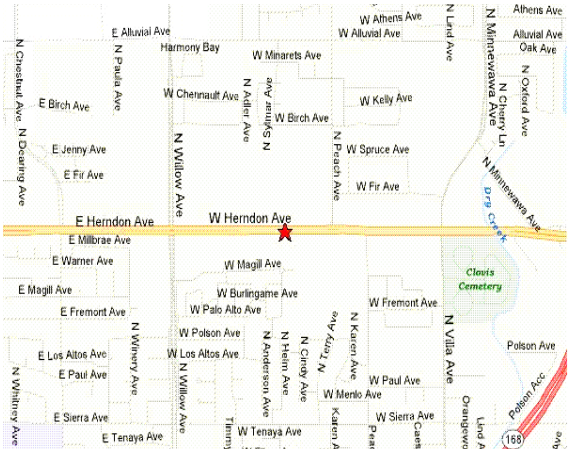


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

(Continued on page 13)

Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,860.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,100.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 34,100.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

Catalog Changes

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for*

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Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework

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assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be

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charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

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NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

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LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Courtney Shields	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexandra Edgman	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Samantha Alcoseba	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor
MA Biology / 13 years of experience

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Gene Blantocas General Education Instructor
MS Physics / 29 years of experience

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor
AOS Culinary Arts / 12 years industry experience

Edith Hernandez Torrez Culinary Instructor
Baking and Pastry Certificate / 3 years industry experience

Laurie Barrios Culinary Instructor
Culinary Arts Certificate / 4 years industry experience

Anabel Fuentez Culinary Instructor
Baking and Pastry Certificate / 10 years of industry experience

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor

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Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Police Academy / Certified Peace Officer / 23 years of industry experience

Brett Scroggins Adjunct CERM Instructor

25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor

Medical

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Associate Degree—Teaching / CCMA/ 9 years of industry experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ebony Clendening Adjunct Instructor

Medical Assisting Diploma / 14 years of industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse license / 6 years of industry experience

Diana Beller, RN Nursing Instructor

Associate Degree, Live Science / Registered Nurse License/ 8 years of industry experience

Leah Bhul, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Janell Beamon, RN, MNP Nursing Instructor

MS Nursing / Registered Nurse License / 21 years of industry experience

Christina Bello, RN Nursing Instructor

RN Program Diploma / Registered Nurse License / 24 years of industry experience

Margaret Milanes, RN Nursing Instructor

AS Nursing / Registered Nurse License / 13 years of industry experience

James Edmunds, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Kiranjot Johl, LVN Teaching Assistant

AS Nursing / Registered Nurse License / 5 years of industry experience

Physical Therapist Assistant

Ava Dickerson, PTA Program Director PTA

Bachelor's in Business Administration, Doctor of Physical Therapy and Master's of Education (in progress) / PTA License 13 years of industry experience

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry

(Continued on page 34)

(Continued from page 33)

experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Taylor Rosenthal Welding Instructor

Welding Certification / 6 years of industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Dana Futrell *Cosmetology Instructor*

Cosmetology License, 31 years of industry experience

Jessica Anaya *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 8 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Clovis Main Campus

Revised: November 3, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning, Industrial Maintenance and Automated Technology, Medical Billing & Office Administration, Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022

Cosmetology and Barbering

January 11, 2021	October 22, 2021
February 15, 2021	November 25, 2021
March 22, 2021	January 14, 2022
April 26, 2021	February 18, 2022
June 1, 2021	March 25, 2022
July 6, 2021	April 29, 2022
August 9, 2021	June 3, 2022
September 13, 2021	July 8, 2022
October 18, 2021	August 12, 2022
November 22, 2021	September 16, 2022

Criminology/Emergency Response (AAS Degree)

January 11, 2021	April 21, 2022
February 15, 2021	May 26, 2022
March 22, 2021	June 30, 2022
April 26, 2021	August 4, 2022
June 1, 2021	September 9, 2022
July 6, 2021	October 13, 2022
August 9, 2021	November 17, 2022

Welding Technician

January 11, 2021	November 18, 2021
February 15, 2021	January 6, 2022
March 22, 2021	February 10, 2022
April 26, 2021	March 17, 2022
June 1, 2021	April 21, 2022
July 6, 2021	May 26, 2022
August 9, 2021	June 30, 2022
September 13, 2021	August 4, 2022
October 18, 2021	September 9, 2022
November 22, 2021	October 13, 2022

Physical Therapist Assistant

May 24, 2021	November 25 , 2022

Vocational Nursing (Full Time)

March 15, 2021*	April 15, 2022
July 12, 2021*	August 12, 2022
November 8, 2021*	December 9, 2022

* Pending Approval

Avocational Course
Carry Concealed Weapon (CCW)
Schedule to be determined, CCW classes are temporarily unavailable due to COVID-19.

The CCW course is NOT vocational in nature and does not lead to initial employment.

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL, Industrial Maintenance and Automated Technology-IDL, Medical Billing & Office Administration-IDL, Professional Medical Assistant-IDL

September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Criminology/Emergency Response-IDL (AAS Degree)

September 13, 2021	December 22, 2022
October 18, 2021	February 9, 2023
November 22, 2021	March 16, 2023

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from*:
(CERM, 8:00 a.m. to 12:30 p.m. HVAC, IMAT, MBOA, PMA)
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:
7:00 a.m. to 12:00 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Welding Technician weekday classes are held on Monday through Thursday from:
7:00 a.m. to 11:30 a.m.
12:15 p.m. to 4:45 p.m.
5:15 p.m. to 9:45 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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June 2021

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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule - VN Full-Time

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

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October 2021

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November 2021

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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

DAY

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am to 11:00am or 12:00pm to 3:00pm		

*Students attend until 5:00pm on one of these days

The above schedule is typical, but is subject to change.

EVENING

Monday—Thursday	3:30 pm	to	11:30 pm
Saturday	6:30 am	to	3:30 pm

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—Cosmetology & Barbering Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Cosmetology & Barbering classes are held:
Monday through Thursday from: 8:00 a.m. to 5:00 p.m.
AND
Friday from: 8:45 a.m. t o 4:15 p.m.

OR

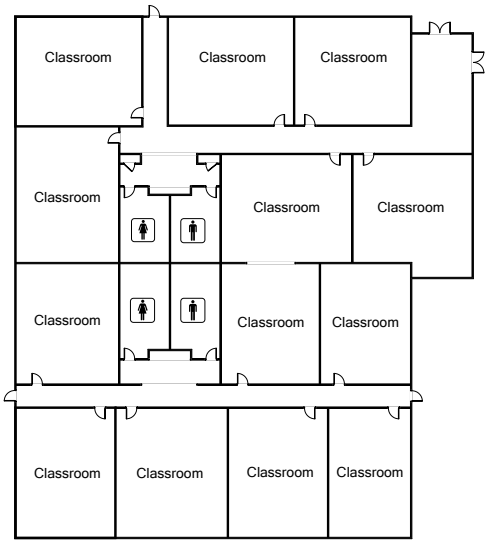
Monday through Thursday from: 1:30 p.m. to 10:30 p.m.
AND
Saturday from: 8:00 a.m. t o 3:30 p.m.

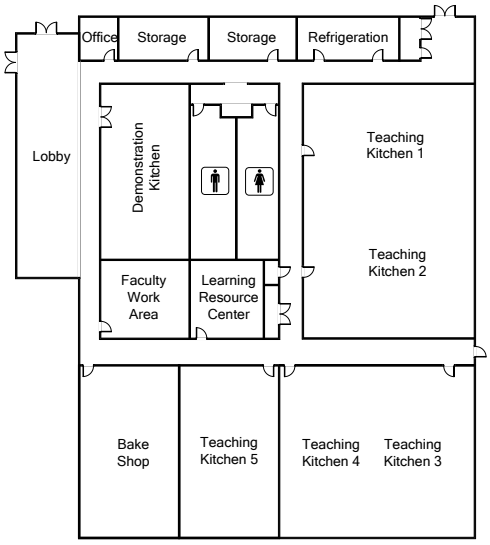
*The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities



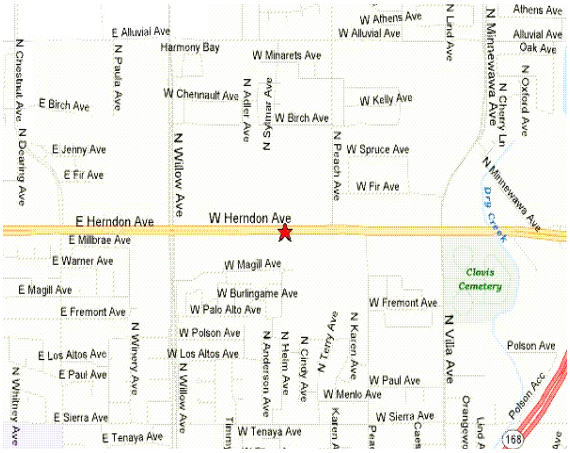


564 W. Herndon, Clovis, CA 93612

Institute of Technology, Inc. is located at 564 W. Herndon, Clovis, California and is easily accessible from Highway 41, Highway 99 and Highway 168. The campus occupies approximately 58,000 square feet of space with 41 classrooms, 22 offices, 5 kitchens, and a bake shop. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology, Inc. has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The Clovis Campus is open Monday through Thursday, from 6:30 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 6:30 a.m. to 10:30 p.m., Monday though Thursday, and 7:00 am to 4:15 pm on Fridays.



RENTAL HOUSING NEAR THE CLOVIS CAMPUS
A one bedroom apartment near the campus is estimated to cost $769.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade. Welding Technician students will utilize a variety of welding equipment which includes but is not limited to grinders, cutters, saws, and welders. Industrial Maintenance and Automated Technology students will utilize PLC trainers, electrical and wiring board trainers, and will sometimes learn utilizing equipment in both the HVAC and Welding labs.

Students enrolled in the Culinary Arts or Baking and Pastry courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

The Cosmetology and Barbering programs have use of mannequins and tool-kits in both the classroom and student salon. The student salon includes both barbering and cosmetology stations.

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Concealed Carry Weapons (CCW)*

Tuition	$ 125.00

(*CCW is a cash pay course, financial aid is not available.)

Barbering

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,247.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,650.00
Approximate Cost per Contact Hour	$9.71

Criminology and Emergency Response (AAS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Background Check	$ 90.00
Books & Supplies	$ 1,031.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,762.50
Approximate Cost per Unit	$262.41

Cosmetology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 2,227.00
Tuition (Year 1)	$ 12,240.00
Tuition (Year 2)	$ 4,080.00
Total	$ 18,630.00
Approximate Cost per Contact Hour	$9.71

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 493.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,489.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,435.00
Tuition	$ 18,248.00
Total	$ 19,867.00
Approximate Cost per Unit	$376.25

Industrial Maintenance & Automated Technology

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Technology Fee Period 1 (non-refundable)	$12.50
Books & Supplies	$ 1,015.00
Tuition	$ 18,976.00
Total	$ 20,088.00
Approximate Cost per Unit	$383.35

Medical Billing and Office Administration 2018

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,569.00
Tuition	$ 16,224.00
Total	$ 17,976.00
Approximate Cost per Unit	$341.56

(Continued on page 13)

Program Cost

(Continued from page 12)

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,860.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,100.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,135.00
Tuition	$ 16,064.00
Total	$ 17,382.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 70.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,583.00
Approximate Cost per Unit	$510.96

Welding Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 883.00
Tuition (Year 1)	$ 14,064.00
Tuition (Year 2)	$ 1,758.00
Total	$ 16,788.00
Approximate Cost per Unit	$310.24

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$ 18,922.00	48	890	40
Barbering	$6,120.00	$6,120.00	$4,080.00			$18,650.00		1680	41
Carry Concealed Weapon (CCW)	$125.00					$125.00	N/A	8	N/A
Criminology/Emergency Response (AAS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$ 26,762.50	97	1300	65
Cosmetology	$6,120.00	$6,120.00	$4,080.00			$18,630.00		1680	41
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$ 19,630.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$ 19,867.00	48.5	800	40
Industrial Maint. & Automated Technology	$9,488.00	$9,488.00				$ 20,088.00	49.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$ 17,976.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$ 17,382.00	47.5	860	40
Welding Technician	$7,032.00	$7,032.00	$1,758.00			$ 16,788.00	51	900	45

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$ 34,100.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,583.00	62.2	1575	51

Institute of Technology, Inc. reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED	PERCENT OF PERIOD COMPLETED				
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$7,977.00	$797.70	$1,595.40	$2,393.10	$3,190.80	$3,988.50	$4,786.20
Barbering	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Carry Concealed Weapon (CCW)	$125.00	$12.50	$25.00	$37.50	$65.00	$62.50	$75.00
Criminology/Emergency Response (AAS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Cosmetology	$6,120.00	$612.00	$1,224.00	$1,836.00	$2,448.00	$3,060.00	$3,672.00
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Industrial Maint & Automated Technology	$9,488.00	$948.00	$1,897.60	$2,846.40	$3,795.20	$4,744.00	$5,692.80
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Welding Technician	$7,032.00	$703.20	$1,406.40	$2,109.60	$2,812.80	$3,516.00	$4,219.20

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

(Continued on page 17)

(Continued from page 16)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

The Physical Therapist Assistant Program at Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call (559) 297-4500 or email arizvi@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

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In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time,

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which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

ATTENDANCE

The Institute of Technology Barbering and Cosmetology Programs have been approved by the California Board of Barbering and Cosmetology to include 1,680 hours. Students are expected to attend all classes as scheduled. Presence in class is required to establish a solid foundation for professional and industry related skills and to prepare for the state board exam.

MAKE-UP POLICY

Daily attendance is required for all classes/ experiences in the Cosmetology and Barbering curriculum. In order to graduate from the Cosmetology and Barbering programs students must successfully complete each module with a grade of 70% or above and complete all required hours. Because completion of all scheduled hours is required for eligibility to sit for the CA Board of Barbering and Cosmetology state board exam any missed hours must be made up in order to progress through the program.

MAKE-UP WORK

- Students must complete all scheduled hours and make-up work before the end of the scheduled module to receive a grade.
- Completing all scheduled hours is required to pass each module and to be eligible to sit for the CA State Board Exam.
- Students will be given a grate of “I” (incomplete) for a module if they do not fulfill the required hours.
- Students with an “I” are expected to complete make-up hours within the next week following the incomplete module. With approval from the Program Director an extension to this make-up policy may be granted but may not extend past 5 weeks after the incomplete module.
- Students who complete make-up hours within the allotted time will be granted a grade amendment and the “I” grade will be replaced with passing grade.
- Students who do not complete make-up hours within 5 weeks after the incomplete module will result in the “I” grade being replaced by the earned grade.
- In order to receive a passing grade a student must complete 100% of the hours and obtain a cumulative grade of 70% or above.

GRADING POLICY

Students must complete each class in the program with a minimum GPA of 2.0 (70%, the equivalent of a letter grade of C) or higher and the required hours.

Grading Matrix for the Barbering and Cosmetology program is as follows:

31%..... Attendance
30%..... Quizzes/Tests
30% ……Practical
5%..... Homework
4%..... Professional Performance

Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology’s Barbering and Cosmetology program curriculum meet the educational requirements for licensure in the state of California.

Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Barbering program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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Disclosures for Programs Leading to Professional Licensure
Program Leading to Professional Licensure:
Institute of Technology's Cosmetology program curriculum meets the educational requirements for licensure in the state of California.
Institute of Technology has not yet made a determination as to whether our Cosmetology program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.

The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

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THE PROGRAM

The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the

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students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures.

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 14
Criminology and Emergency Response Management (AAS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 23
Industrial Maintenance and Automated Technology - IDL
Hours of Instruction/Program Length
800 Hours / 49.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. The Professional Development class kr9722
a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student.

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See your admissions representative for available class times.

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Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37

Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 14-20

Criminology and Emergency Response Management (AAS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ150 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through

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Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

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Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at clovisstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid

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scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended" programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account

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to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
clovisstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

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LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Ron Gardner	Campus President
Carol L. Smith	Director of Education
Sharon Walker	HR Coordinator / Executive Assistant
Ioana Bar, RN, MD, MBA, CST	Director of Nursing
Melinda Wood	Director of Student Services
Maria Valdez	Registrar
Courtney Shields	Administrative Assistant
Marissa Marzan	Director of Admissions
Leann Quaschnick	Master Admissions Representative
Susan Loeffler	Master Admissions Representative
Jennifer Correia	Admissions Representative
Zeny Vue	Admissions Representative
Wiley Carpenter	Admissions Representative
Peter Bergman	Admissions Representative
Sandi Pugh	Director of Financial Aid
Nettie Ruiz	Financial Aid Officer
Alexandra Edgman	Financial Aid Officer
Alexander Velasquez	Student Accounts / Financial Aid Clerk
Tim Kearn	Director of Career Services
Tina Diaz	Career Services Advisor
Josh Pugh	Career Services Advisor
Samantha Alcoseba	Career Services Advisor
Tony Leon	Facilities Coordinator
Janitor/Custodian	Clayton Potter
Laura Haberstich, MSLIS	Librarian and LRC Manager

FACULTY

General Education

Bob Locklin Professional Development Instructor
AAS in Human Resources Administration / 20+ years industry experience / 6+ years teaching

Mark Hoffman General Education Instructor
MA Biology / 13 years of experience

Nghi Dang General Education Instructor
BS in Biological Sciences, PharmD, MBA, 24 years of experience.

Kellee Irwin General Education Instructor
M.Ed. and MBA / 13+ years teaching in higher education

Gene Blantocas General Education Instructor
MS Physics / 29 years of experience

Culinary

Kevin Arnett Culinary Division Program Director
8+ years experience, Dean's List Graduate of CAP-AOS Program / Chef/Restaurant Manager of the American Pavilion at the Cannes Film Festival, Cannes, France

James Pacini Assistant Culinary Division Program Director
34+ years industry experience / CAP-AOS Alumni / Business Owner—Owner / Chef Pacini's Catering and The Old Hotel Bistro

C. Scott Smith Culinary Instructor
Executive Chef / AS Culinary Arts / Certified ServSafe / 25 years industry experience

Anna Marquardt Adjunct Culinary Instructor
7+ years industry experience / 5+ years culinary instructor

Dylan Melella BPS Instructor
ServSafe Certified/ 6+ years industry experience

Berenice Bueno Culinary Instructor
AOS Culinary Arts / 12 years industry experience

Edith Hernandez Torrez Culinary Instructor
Baking and Pastry Certificate / 3 years industry experience

Laurie Barrios Culinary Instructor
Culinary Arts Certificate / 4 years industry experience

Anabel Fuentez Culinary Instructor
Baking and Pastry Certificate / 10 years of industry experience

Criminology

Mark Eaton Lead Instructor
Advanced POST Certificate, 24 years experience with the Fresno County Sheriff's Office

Chris Stearns Adjunct CERM Instructor
26+ years Fresno County Sheriff's Department / Detective / K9 Handler / Joint Federal Task Force / AS in Administrative Justice / P.O.S.T Certified Range Master

Daniel Manriquez Adjunct CERM Instructor

(Continued on page 33)

(Continued from page 32)

Master's Degree in Education, 29+ years Military/Police Officer

Jeff Simpson Adjunct CERM Instructor

Police Academy / Certified Peace Officer / 23 years of industry experience

Brett Scroggins Adjunct CERM Instructor

25+ years Fresno Sheriff's Department/25 years as a Correctional Officer with Fresno County Sheriff's Department/Training Officer/Defensive Tactics Instructor

Medical

Shannon Dority PMA Instructor

5+ years of industry experience, 2+ years experience PMA Instructor IOT

Angelina Cruz MBOA Instructor

Certificate Medical Administration Specialist, 16+ years industry experience

Raquel Rey PMA Instructor

Associate Degree—Teaching / CCMA/ 9 years of industry experience

Ana Hunter-Rodriguez Adjunct Instructor

Professional Medical Assistant Certificate from Institute of Technology, 3.5 years Medical Assistant experience

Ebony Clendening Adjunct Instructor

Medical Assisting Diploma / 14 years of industry experience

Nursing

Ioana Bar, RN, MD, MBA, CST Director of Nursing

18+ years industry experience

Debra Thompson, RN, BSN Nursing Instructor

36+ years nursing experience

Soo Ji Lee, RN Nursing Instructor

18+ years nursing experience

Stephanie Holm, RN, BSN Nursing Instructor

BSN / 6+ years nursing experience

Rupinderjit Gill, RN, BSN Nursing Instructor

CNA 3 years, LVN 6 years, RN 3 years

Lydia Helms, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse license / 6 years of industry experience

Diana Beller, RN Nursing Instructor

Associate Degree, Live Science / Registered Nurse License/ 8 years of industry experience

Leah Bhul, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Janell Beamon, RN, MNP Nursing Instructor

MS Nursing / Registered Nurse License / 21 years of industry experience

Christina Bello, RN Nursing Instructor

RN Program Diploma / Registered Nurse License / 24 years of industry experience

Margaret Milanes, RN Nursing Instructor

AS Nursing / Registered Nurse License / 13 years of industry experience

James Edmunds, RN, BSN Nursing Instructor

B.S. Nursing / Registered Nurse License / 13 years of industry experience

Kiranjot Johl, LVN Teaching Assistant

AS Nursing / Registered Nurse License / 5 years of industry experience

Physical Therapist Assistant

Ava Dickerson, PTA Program Director PTA

Bachelor's in Business Administration, Doctor of Physical Therapy and Master's of Education (in progress) / PTA License 13 years of industry experience

Heather Porter, MPT Director of Clinical Education

Master's of Physical Therapy, 18+ years of industry experience

Omar Estrada, PTA PTA Adjunct Instructor

Associates in Physical Therapist Assistant, 18 years industry experience

Kristina Koroyan, PT, DPT PTA Adjunct Instructor

Clinical Doctorate in Physical Therapy (DPT), 1.5 years DPT, 4.5 years research

Tiffani Treis, PTA Adjunct PTA Instructor

CA PTA License / 14+ years PTA experience

Technical

Alejandro Lopez Technical Division Lead Instructor

27+ years of Industrial Maintenance and Automation experience, B.A.

Steven Kelm HVAC Instructor

28+ years industry experience / EPA & HVAC Excellence Certified

David Castillo Adjunct HVAC Instructor

11+ years industry experience / EPA Certified / NATE Certified

Scott Gale Adjunct HVAC Instructor

EPA & CA Home Energy Efficiency Rater/7 years industry experience

Marcus Miranda Adjunct HVAC Instructor

AAS Degree and 15+ years industry experience

Eric Rohowitz Adjunct HVAC Instructor

EPS, C20, C38, Welding Certification / 6 years industry experience, Education: ITT HVAC

Daniel Egleston IMAT Instructor

AS Degree– Industrial Technology, 25+ years industry

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experience, Factory Automation Specialist/Electrical Project Engineer, Certified in UL508A Standard for Industrial Control Panels, Programming platforms: Allen Bradley Studio 5000w/motion, Factory talk View Studio, Rs500, Control Components Workbench, Machine Integration/networking.

Ray Rawn Adjunct IMAT Instructor

B.S. ET/ME—IMAT Trainer/Instructor17 + years

Welding

David Welford Welding Program Director

5 year welding apprenticeship in Petro/Chemical industry A.S.M.E certified welder. 52 years Welding/Fabrication/ Manufacturing/Production Management/Fabrication Shop Management, Engineering and Industrial Board Diploma Slough College of Technology, 4 years city and guilds of London Institute Welding Technology/Eutectic and Castolin Welding Institute.

Doug Henderson Welding Instructor

45 years of welding experience SMAW, GMAW, GTAW, FCAW and metal fabrication, stainless steel, carbon steel and aluminum.

Taylor Rosenthal Welding Instructor

Welding Certification / 6 years of industry experience

Cosmetology/Barbering

Ramanda Ramirez Cosmetology and Barbering Program Director

Licensed Cosmetologist, Licensed Barber / 20+ years cosmetology and 8+ years barbering experience

Phoua Kue *Cosmetology and Barbering Instructor*

Cosmetology Diploma, Licensed Cosmetology Instructor, Licensed Cosmetologist, Licensed Barber 30+ years experience

Emily Greening *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 15 years experience

Dana Futrell *Cosmetology Instructor*

Cosmetology License, 31 years of industry experience

Jessica Anaya *Cosmetology and Barbering Instructor*

Cosmetology and Barbering License, 8 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

564 W. Herndon Ave., Clovis, CA. 96312

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (559) 297-4500.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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564 W. Herndon Ave., Clovis, CA. 96312

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I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: December 28, 2020

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Physical Therapist Assistant

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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February 2021

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March 2021

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April 2021

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June 2021

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July 2021

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August 2021

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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

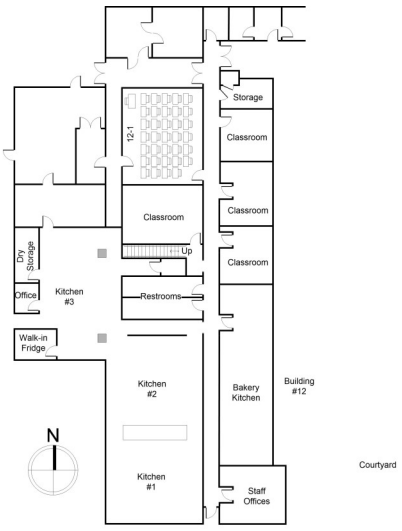
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

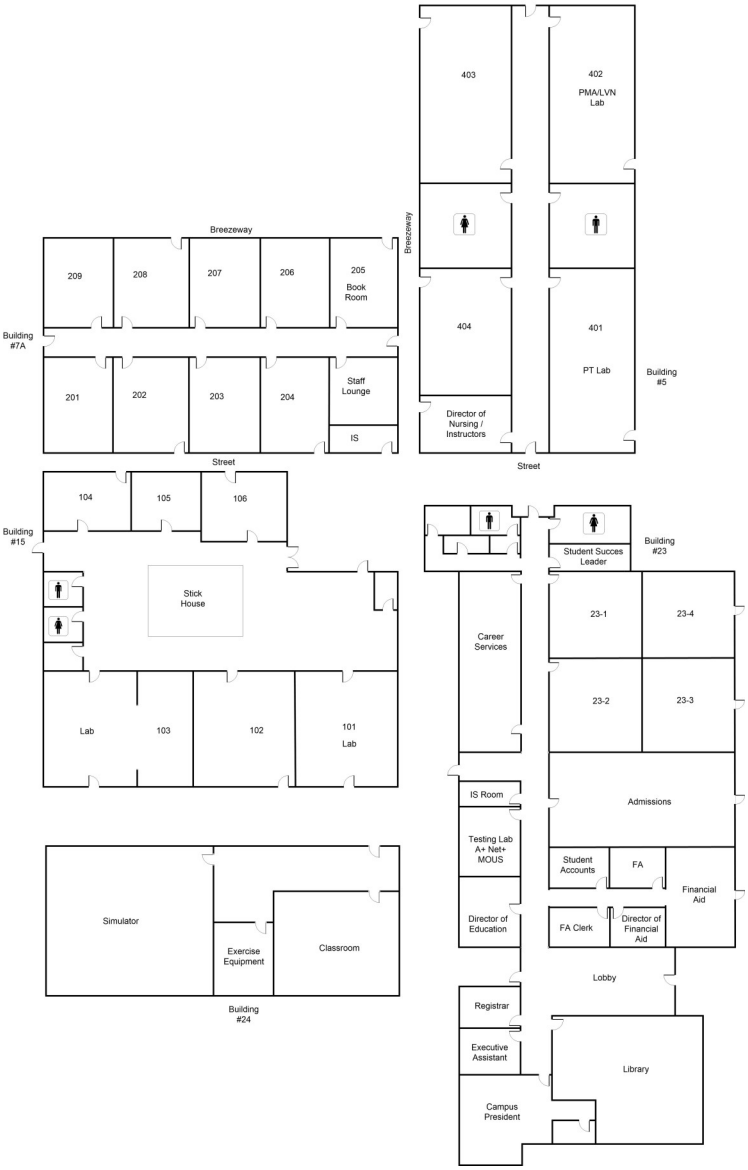
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

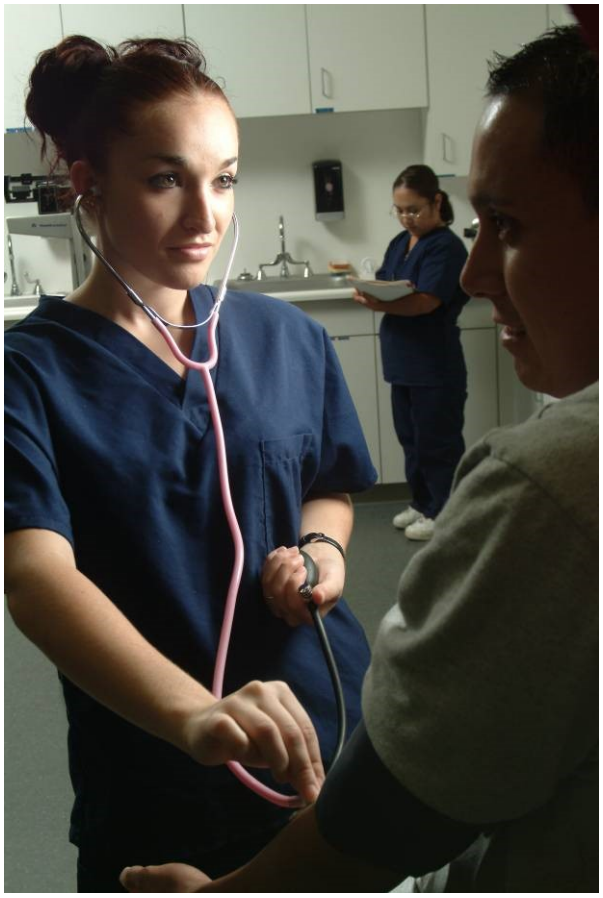
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 484.00
Tuition	$ 18,232.00
Total	$ 18,791.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 468.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,455.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 816.00
Tuition	$ 18,248.00
Total	$ 19,139.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 553.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,852.00

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00
Total	$ 17,074.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 513.00
Tuition	$ 16,064.00
Total	$ 16,652.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 115.00
Books & Supplies	$ 2,142.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,267.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,791.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,852.00	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,455.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,139.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,852.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,652.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,267.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

(Continued on page 14)

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 15)

(Continued from page 14)

c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Yolanda Garcia	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Talwinder Sarma	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
Felecia Moser	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Estefani Robles Leyva	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
TBD	LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Thomas Putler Culinary Division Program Director
BA Food Science, 30+ years of industry experience

Ma Mora Martinez CAD/BPS Instructor
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Karen Phipps PMA Instructor
CMA Certified, 25 years of industry experience

Jodi Harman PMA Instructor
BA in Psychology, Phlebotomy Tech. 1 License, CMA Certified, 7 years of industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Thomasine Jones PMA Instructor
AA, CNA License, Medical Assistant Certification, 12 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

(Continued on page 17)

(Continued from page 16)

Carle Arendas **P**MA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez **P**MA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor
4+ years of industry experience

Paula Turpo, RN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Jeff Painter Technical Division Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: January 25, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Refer to Main Catalog for Program Descriptions

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Physical Therapist Assistant

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
6:00 p.m.	to	10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.
5:30 p.m.	to	10:30 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

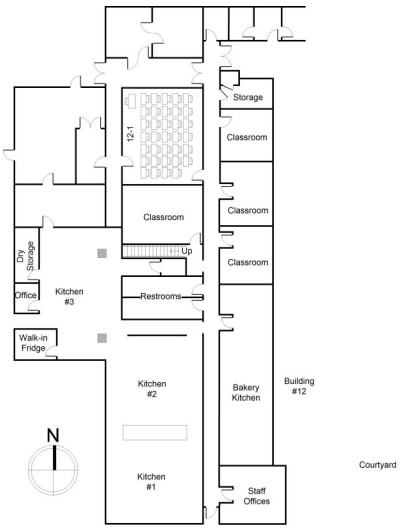
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

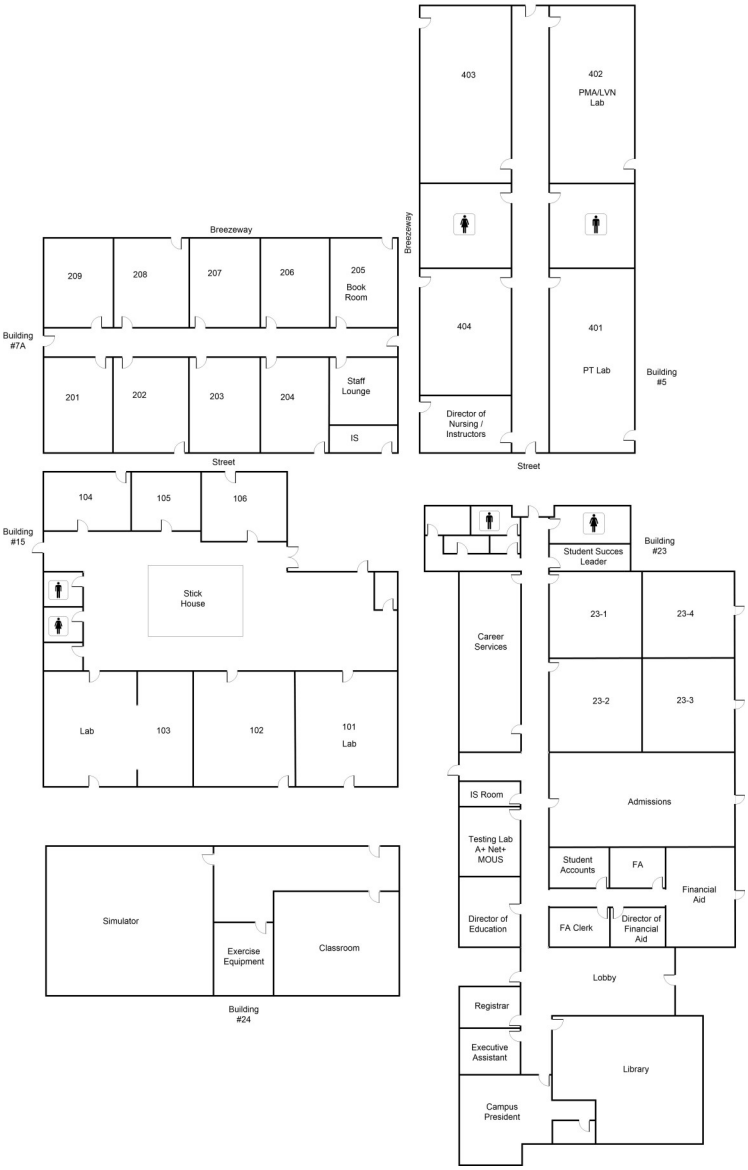
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

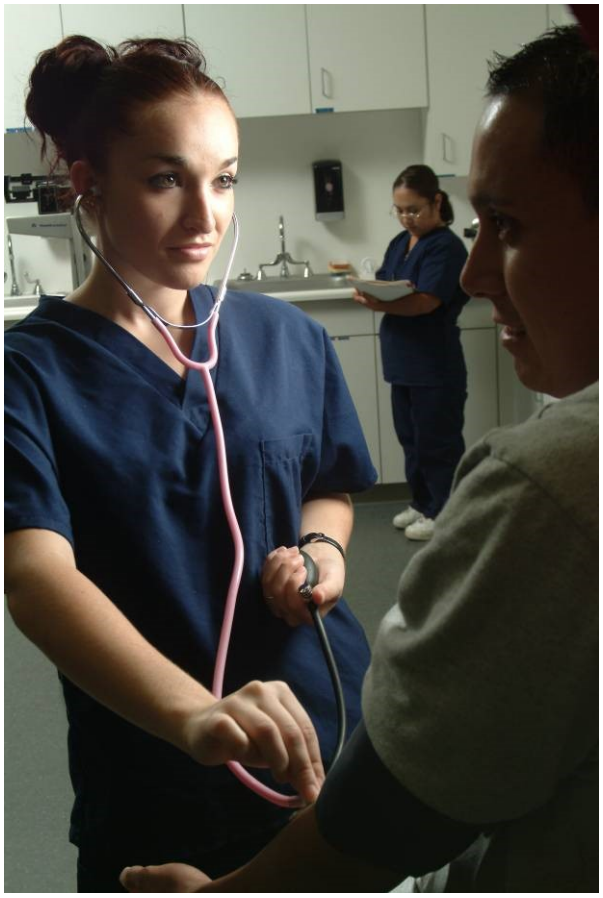
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 484.00
Tuition	$ 18,232.00
Total	$ 18,791.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 468.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,455.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 816.00
Tuition	$ 18,248.00
Total	$ 19,139.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 553.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,852.00

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00
Total	$ 17,074.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 513.00
Tuition	$ 16,064.00
Total	$ 16,652.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 115.00
Books & Supplies	$ 2,142.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,267.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,791.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,852.00	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,455.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,139.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,852.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,652.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,267.00	62.5	1575	51

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for
the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for
the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Yolanda Garcia	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Talwinder Sarma	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
Felecia Moser	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Estefani Robles Leyva	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
TBD	LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Thomas Putler Culinary Division Program Director
BA Food Science, 30+ years of industry experience

Ma Mora Martinez CAD/BPS Instructor
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Karen Phipps PMA Instructor
CMA Certified, 25 years of industry experience

Jodi Harman PMA Instructor
BA in Psychology, Phlebotomy Tech. 1 License, CMA Certified, 7 years of industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Thomasine Jones PMA Instructor
AA, CNA License, Medical Assistant Certification, 12 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

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Carle Arendas **P**MA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez **P**MA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor
4+ years of industry experience

Paula Turpo, RN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Jeff Painter Technical Division Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: February 8, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 .....February 10, 2022
June 1, 2021..... March 17, 2022
July 6, 2021 .....April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021.....August 4, 2022
November 22, 2021..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021.....April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 .....August 4, 2022
June 1, 2021..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021..... December 22, 2022
October 18, 2021.....February 9, 2023
November 22, 2021..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* .....April 15, 2022
July 12, 2021*.....August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Physical Therapist Assistant

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

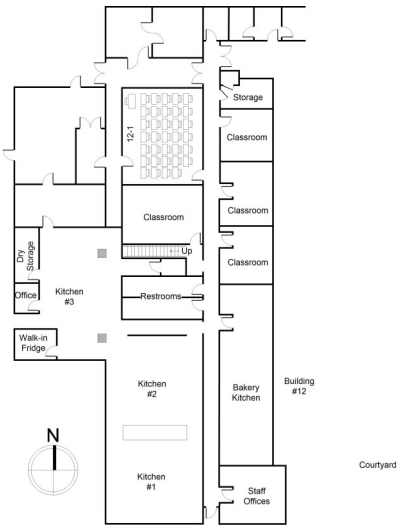
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

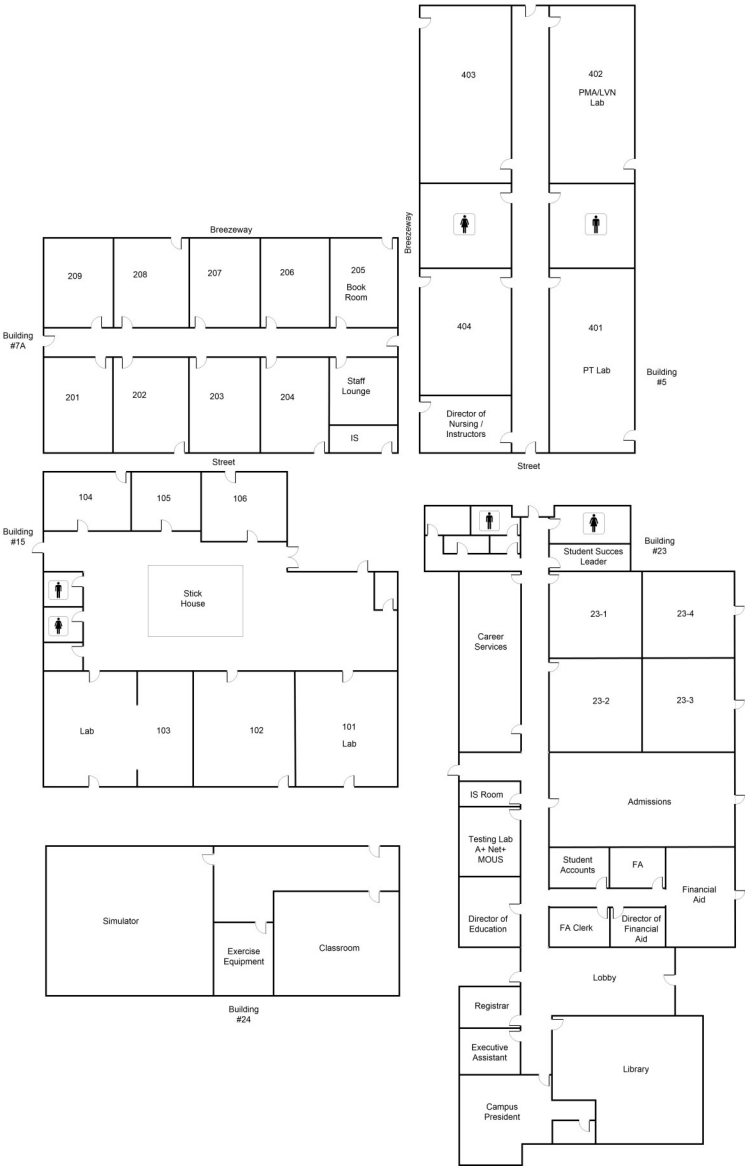
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

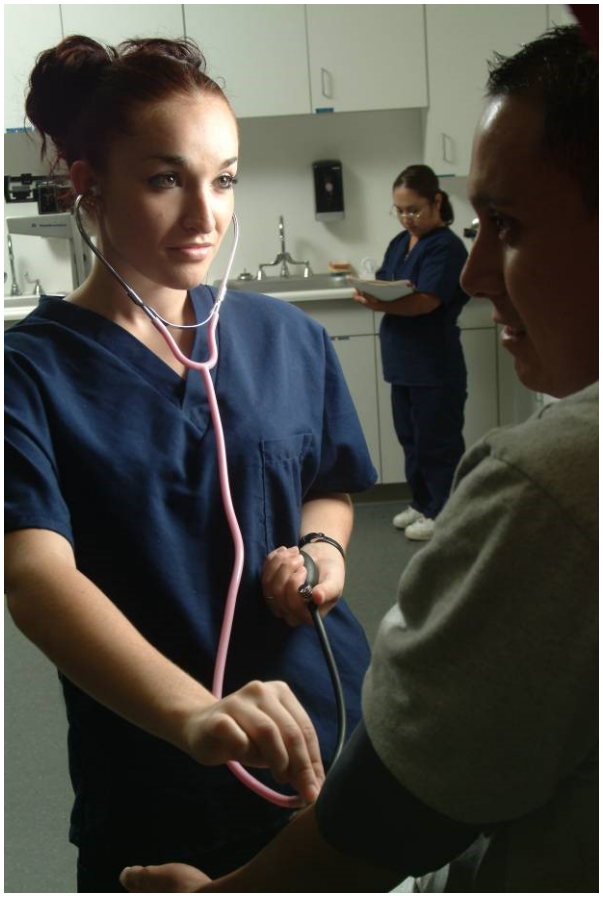
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 484.00
Tuition	$ 18,232.00
Total	$ 18,791.00

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,852.00

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 468.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,455.00

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 816.00
Tuition	$ 18,248.00
Total	$ 19,139.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 553.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,852.00

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00
Total	$ 17,074.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,062.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 513.00
Tuition	$ 16,064.00
Total	$ 16,652.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 115.00
Books & Supplies	$ 2,142.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,267.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,791.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,852.00	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,455.00	52	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,139.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,852.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,652.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$32,500.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,267.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)
- Other immunizations may be required by clinical practicum facility.

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

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Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Yolanda Garcia Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Gena Garibay Lead Financial Aid Officer

Estefani Robles Leyva Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

TBD LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Thomas Putler Culinary Division Program Director
BA Food Science, 30+ years of industry experience

Ma Mora Martinez CAD/BPS Instructor
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Karen Phipps PMA Instructor
CMA Certified, 25 years of industry experience

Jodi Harman PMA Instructor
BA in Psychology, Phlebotomy Tech. 1 License, CMA Certified, 7 years of industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Thomasine Jones PMA Instructor
AA, CNA License, Medical Assistant Certification, 12 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

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Carle Arendas **P**MA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez **P**MA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor
4+ years of industry experience

Paula Turpo, RN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Jeff Painter Technical Division Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: February 18, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Physical Therapist Assistant

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

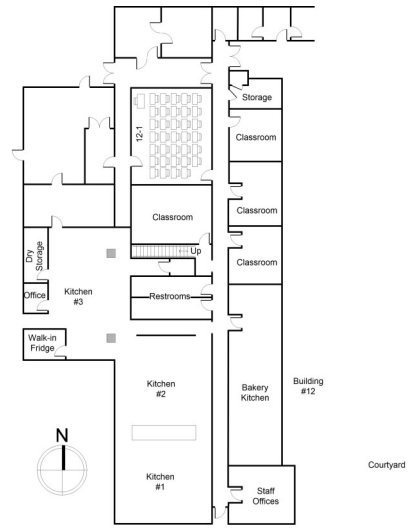
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

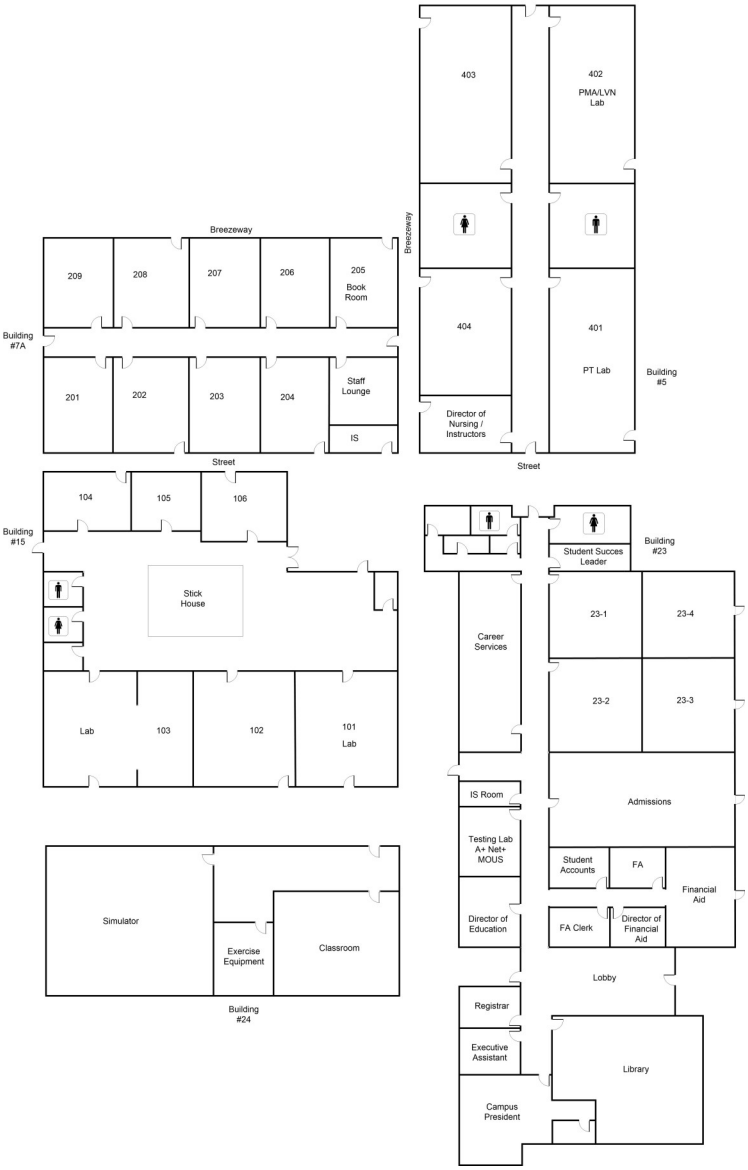
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

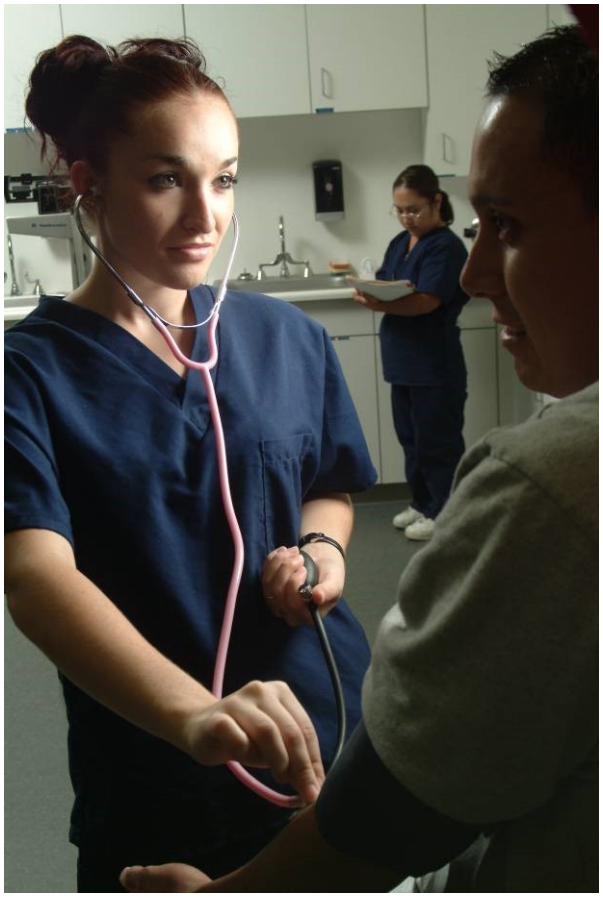
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 484.00
Tuition	$ 18,232.00
Total	$ 18,800.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 468.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,464.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 816.00
Tuition	$ 18,248.00
Total	$ 19,148.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 553.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,860.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00
Total	$ 17,082.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,078.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 513.00
Tuition	$ 16,064.00
Total	$ 16,660.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,142.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,283.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,800.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,464.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,148.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,860.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,082.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,660.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,078.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,283.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)
- Other immunizations may be required by clinical practicum facility.

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any a tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

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Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

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Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Yolanda Garcia	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Rebecca Hough	Admissions Representative
Talwinder Sarma	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
Felecia Moser	Career Services Advisor
Christina Casillas	Director of Financial Aid
Gena Garibay	Lead Financial Aid Officer
Estefani Robles Leyva	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
TBD	LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Thomas Putler Culinary Division Program Director
BA Food Science, 30+ years of industry experience

Ma Mora Martinez CAD/BPS Instructor
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Pamela Cross PMA Instructor
MA Health Science, 40 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Karen Phipps PMA Instructor
CMA Certified, 25 years of industry experience

Jodi Harman PMA Instructor
BA in Psychology, Phlebotomy Tech. 1 License, CMA Certified, 7 years of industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Thomasine Jones PMA Instructor
AA, CNA License, Medical Assistant Certification, 12 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

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Carle Arendas **P**MA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez **P**MA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor
4+ years of industry experience

Paula Turpo, RN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Jeff Painter Technical Division Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

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2101 Wilson Boulevard, #302

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Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: March 26, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

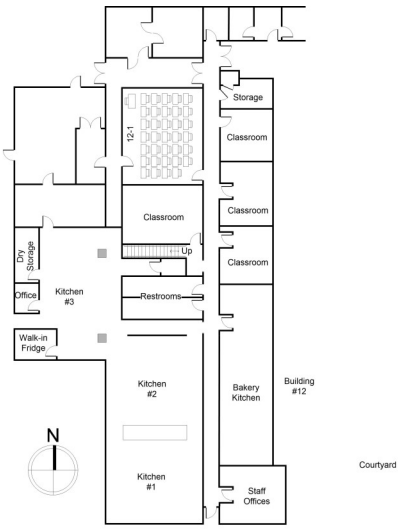
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

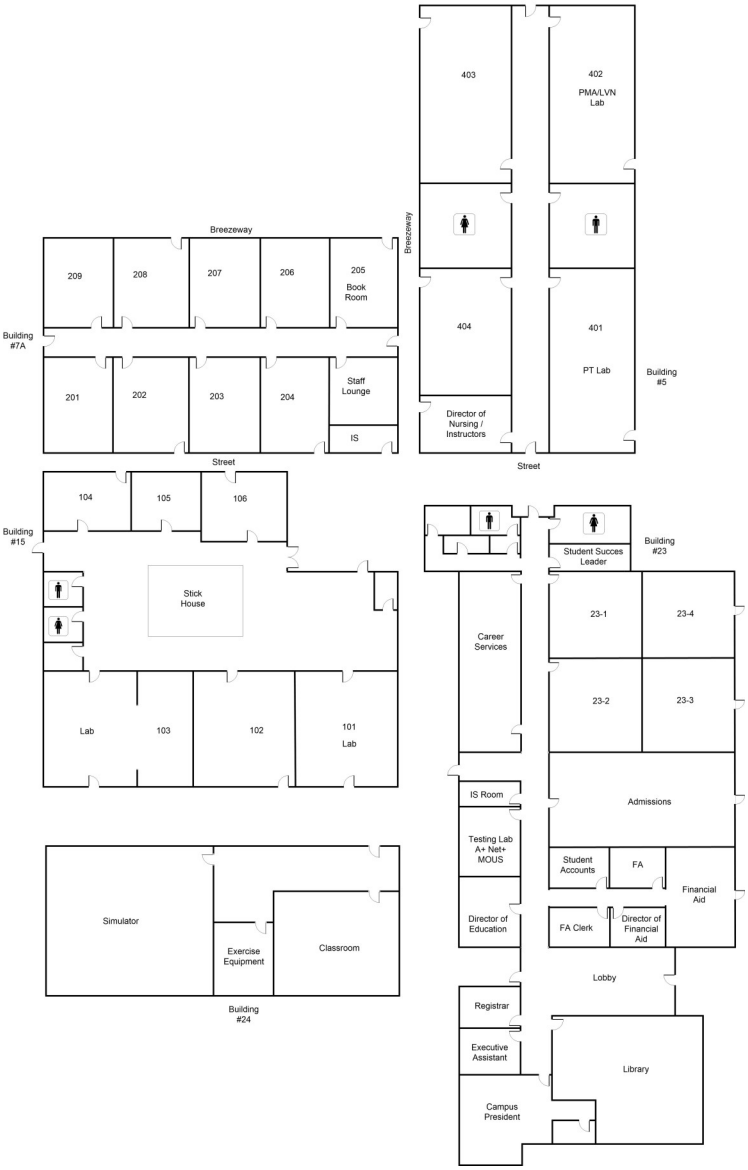
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

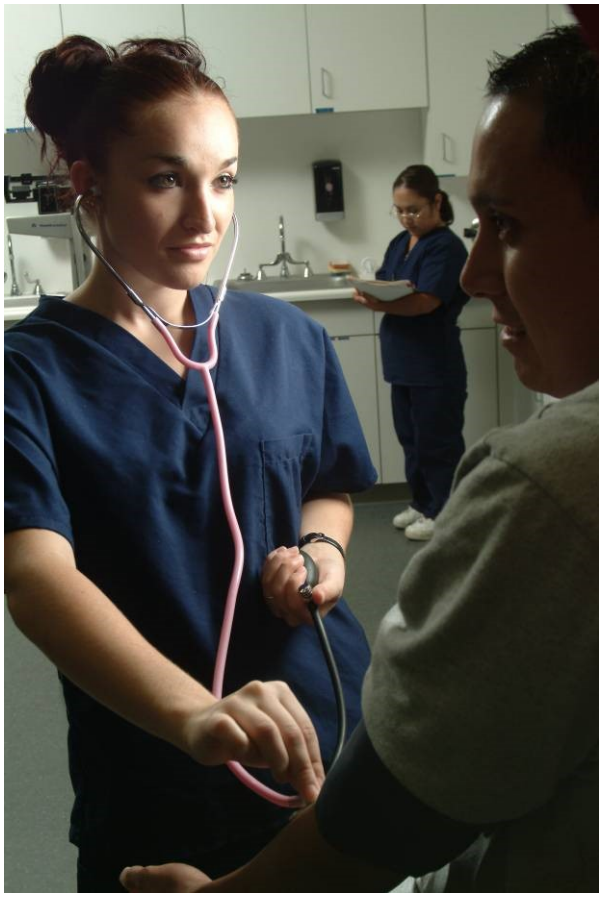
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 484.00
Tuition	$ 18,232.00
Total	$ 18,800.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 468.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,464.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 816.00
Tuition	$ 18,248.00
Total	$ 19,148.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 553.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,860.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00
Total	$ 17,082.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,078.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 513.00
Tuition	$ 16,064.00
Total	$ 16,660.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,142.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,283.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,800.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,464.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,148.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,860.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,082.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,660.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,078.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,283.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of

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a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student’s record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student’s schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills “Open lab” with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in “Open Lab”

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student’s responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE RATE Grade Points/Unit

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A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

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Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

(Continued on page 21)

(Continued from page 20)

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Gena Garibay Lead Financial Aid Officer

Estefani Robles Leyva Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

(Continued on page 23)

(Continued from page 22)

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor

4+ years of industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor

20+ years industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor

AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor

44 years of industry experience

Jeff Painter HVAC Instructor

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA

Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: April 27, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

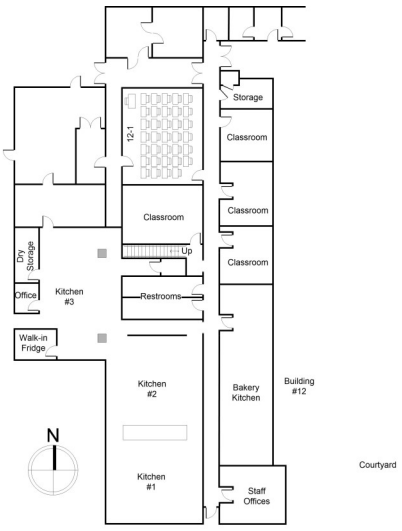
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

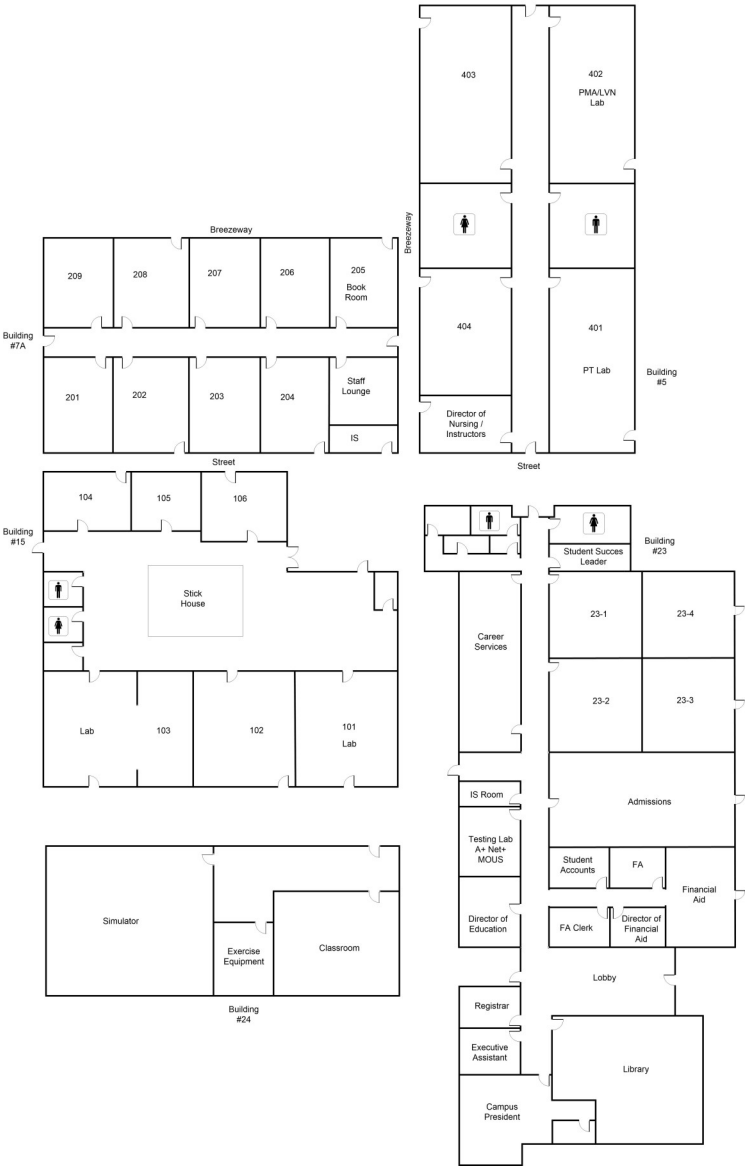
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

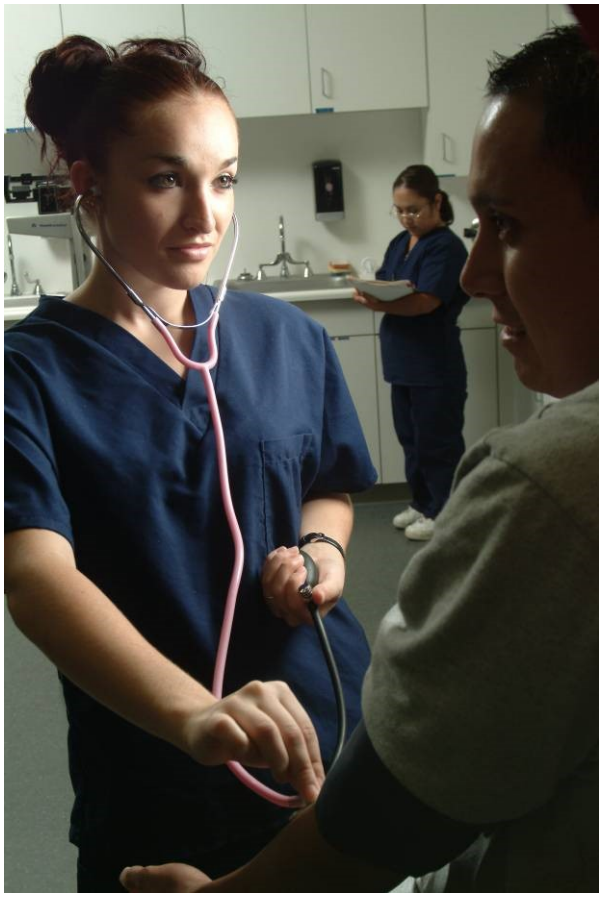
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



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Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition	$ 18,232.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 16,548.00
Tuition (Year 2)	$ 2,364.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,078.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,078.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of

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a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student’s record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student’s schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills “Open lab” with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in “Open Lab”

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student’s responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE RATE Grade Points/Unit

(Continued on page 18)

(Continued from page 17)

A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Page 62

DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

(Continued on page 20)

(Continued from page 19)

salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

(Continued on page 21)

(Continued from page 20)

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Gena Garibay Lead Financial Aid Officer

Estefani Robles Leyva Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

(Continued on page 23)

(Continued from page 22)

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor

4+ years of industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor

20+ years industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor

AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor

44 years of industry experience

Jeff Painter HVAC Instructor

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA

Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: May 2, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

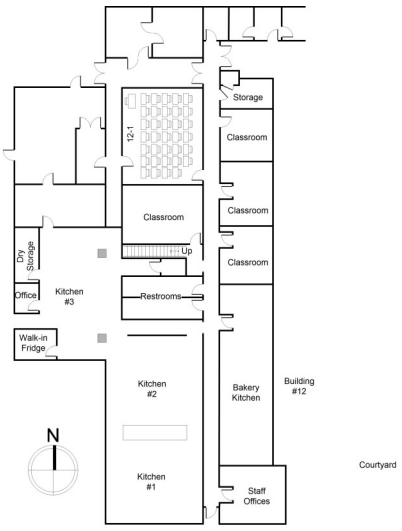
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

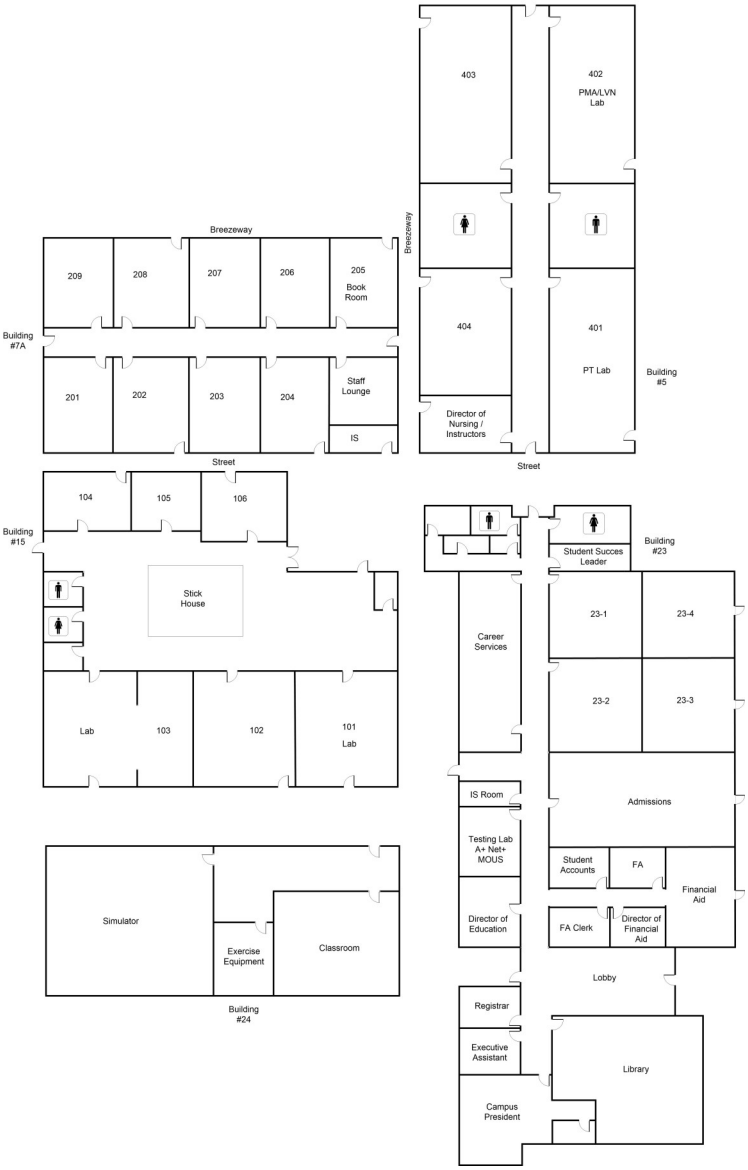
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

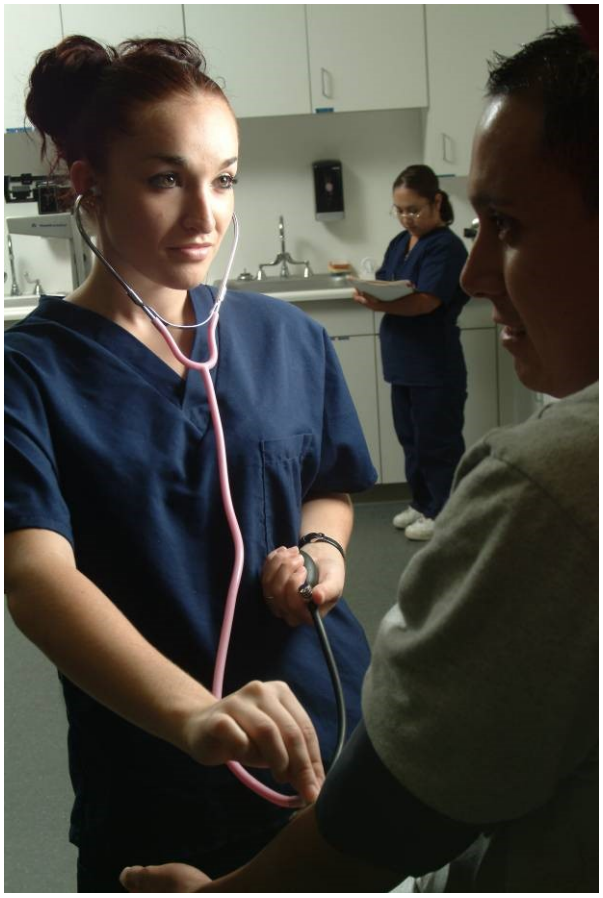
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition	$ 18,232.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,487.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,078.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,078.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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(Continued from page 12)

laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of

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a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student’s record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student’s schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills “Open lab” with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in “Open Lab”

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student’s responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE RATE Grade Points/Unit

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A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Gena Garibay Lead Financial Aid Officer

Estefani Robles Leyva Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

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Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor

4+ years of industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor

AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor

44 years of industry experience

Jeff Painter HVAC Instructor

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: May 27, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

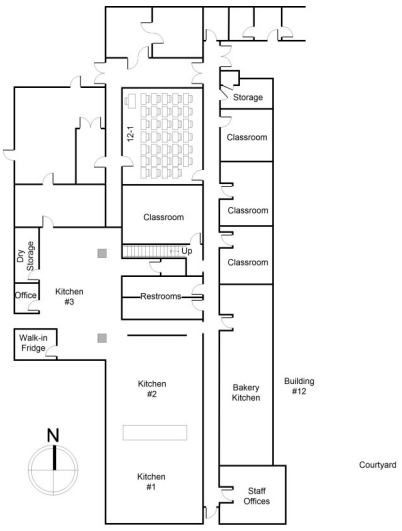
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

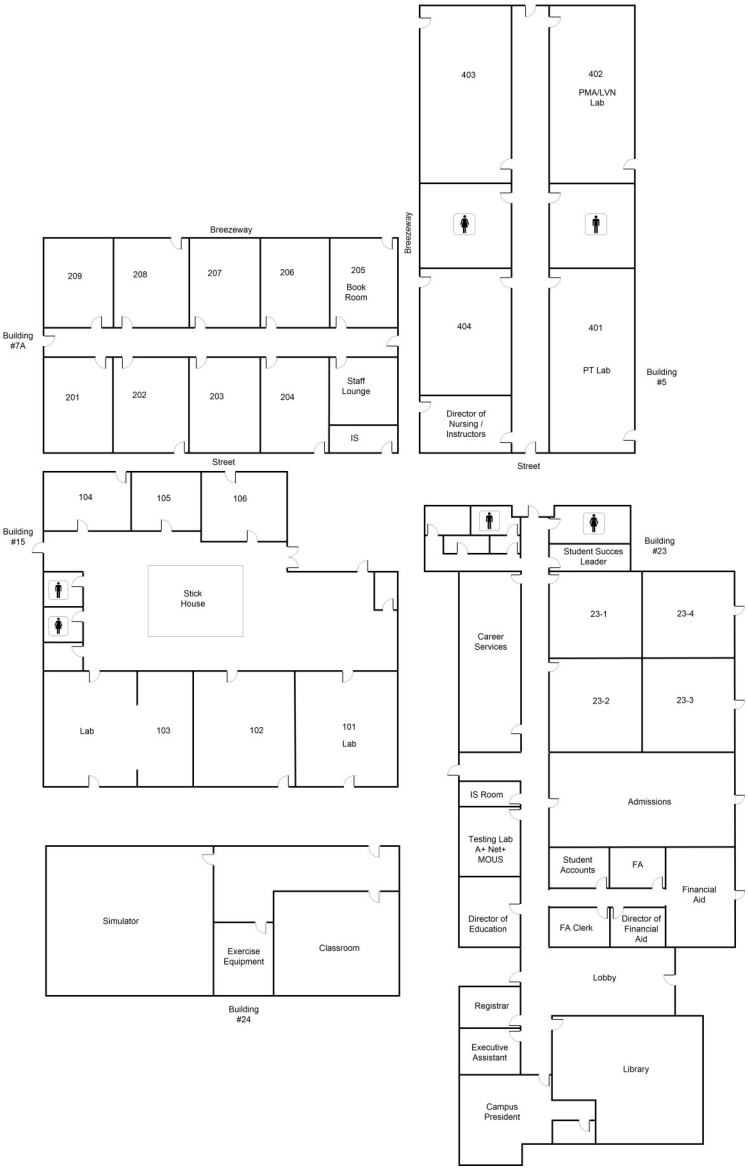
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

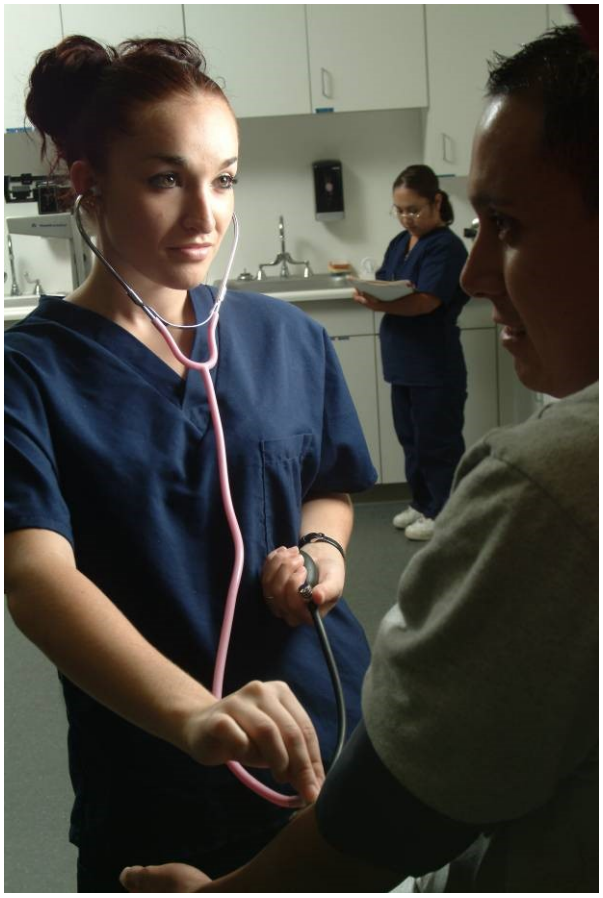
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition	$ 18,232.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$9,116.00	$9,116.00				$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	$9,116.00	$911.60	$1,823.20	$2,734.80	$3,646.40	$4,558.00	$5,469.60
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology – Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program is planning to submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage, on June 1, 2021. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into the physical therapist assistant program, students must provide evidence of

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a “clear” background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility’s policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student’s record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student’s schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills “Open lab” with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in “Open Lab”

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student’s responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE RATE Grade Points/Unit

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A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Gena Garibay Lead Financial Aid Officer

Estefani Robles Leyva Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience

Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

(Continued on page 23)

(Continued from page 22)

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology

Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor

4+ years of industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor

20+ years industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor

AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor

44 years of industry experience

Jeff Painter HVAC Instructor

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA

Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: June 17, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

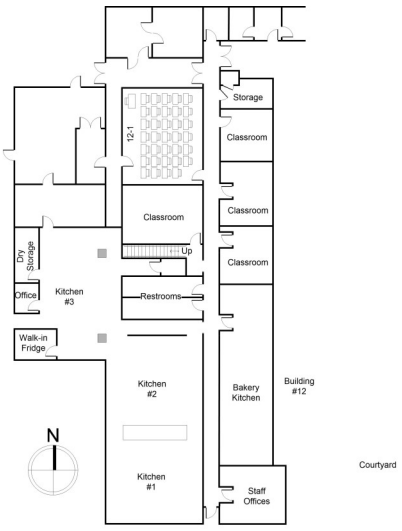
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

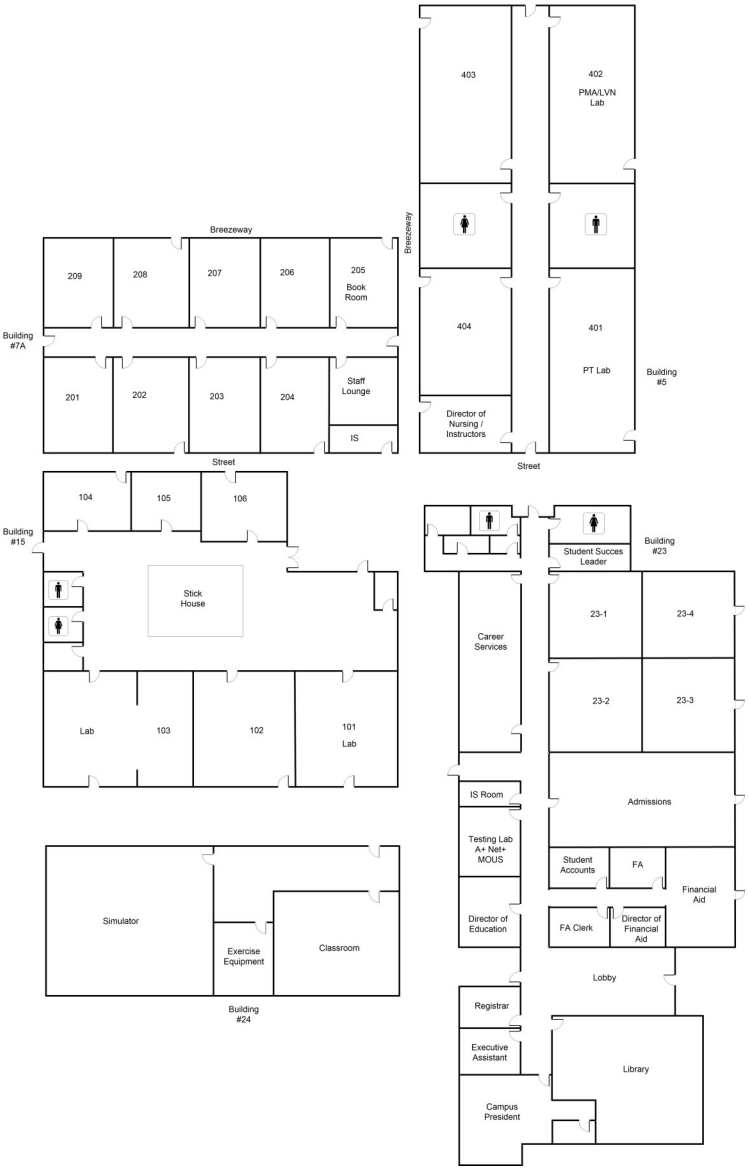
Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities





Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

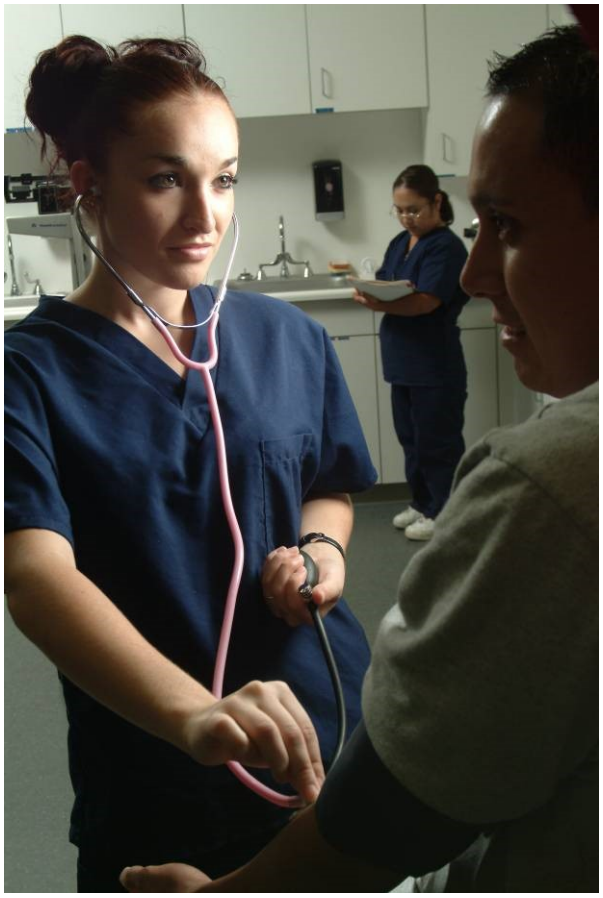
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40
Course	**Period 1**	**Period 2**	**Period 3**	**Period 4**	**Period 5**	**Program Cost**	**Semester Credit Units**	**Clock Hours**	**Length in Weeks**
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

(Continued on page 20)

(Continued from page 19)

salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

(Continued on page 21)

(Continued from page 20)

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 75 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President
Philip Maggard Director of Education
Julie Smith HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN Director of Nursing
Maria Valdez Registrar
Alondra Macias Administrative Support (VN) (On-Call)
Gabriela Orozco Receptionist/Administrative Support (VN)
Christina Hiebert Receptionist
Cassandra Arteaga Receptionist
Christine Muhammad Director of Admissions
Yesenia Gallo Admissions Representative
Abigail Barajas Admissions Representative
Rebecca Hough Admissions Representative
Talwinder Sarma Admissions Representative
Kelly Cervantes Admissions Representative
Tracy Stewart Director of Career Services
Jaclynn Holland Career Services Advisor
Felecia Moser Career Services Advisor
Christina Casillas Director of Financial Aid
Gena Garibay Lead Financial Aid Officer
Estefani Robles Leyva Financial Aid Officer
Christina Hiebert Student Accounts/Financial Aid Clerk
Laura Hughes Director of Student Services
Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience
Tina Husman Pro. Dev. Instructor

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional
Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook
Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience
Jennifer Bojorquez BPS Instructor/Extern. Coordinator
Stephanie Nagle CAD Instructor
AA Culinary Arts, AA Pastry Arts, 15 years of industry experience
Christopher Mizener CAD Instructor
AA Culinary Arts, 15 years of industry experience
Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience
Jeremiah Johnson CAD Instructor
Richard Sanchez CAD Instructor
Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience
Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice
Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration
Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager
Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified
Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience
Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field
Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience
Rathy Ley PMA Instructor
MD/MBA, 4 years of industry experience
Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience
Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience
Cindy Gomez PMA Instructor

(Continued on page 23)

(Continued from page 22)

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

Amanda Joines, LVN Nursing Instructor

12+ years nursing experience/ AS Vocational Nursing

Rachael Knowles, LVN Nursing Instructor

Loretta Peavey, RN, BSN Nursing Instructor

10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor

BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor

30+ years industry experience

Marisol Manipol, RN, MSN Nursing Instructor

4+ years of industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor

30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor

AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor

44 years of industry experience

Jeff Painter HVAC Instructor

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: July 21, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day: #

No Class: #

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

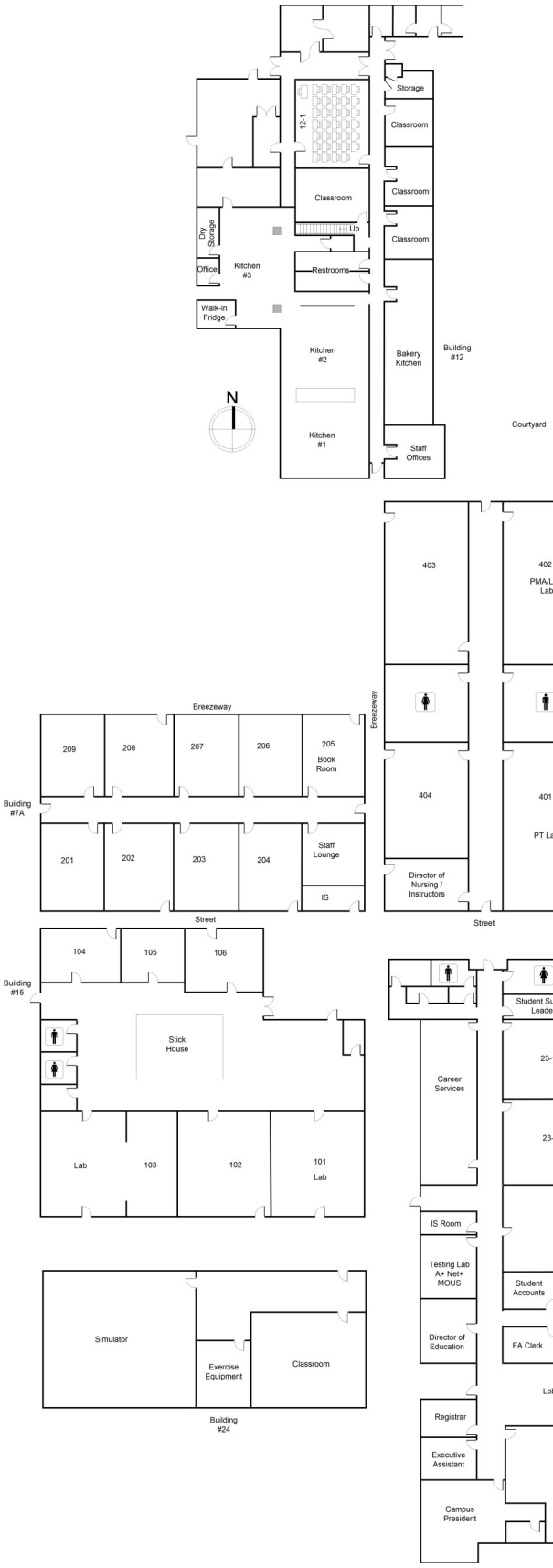
Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities



Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

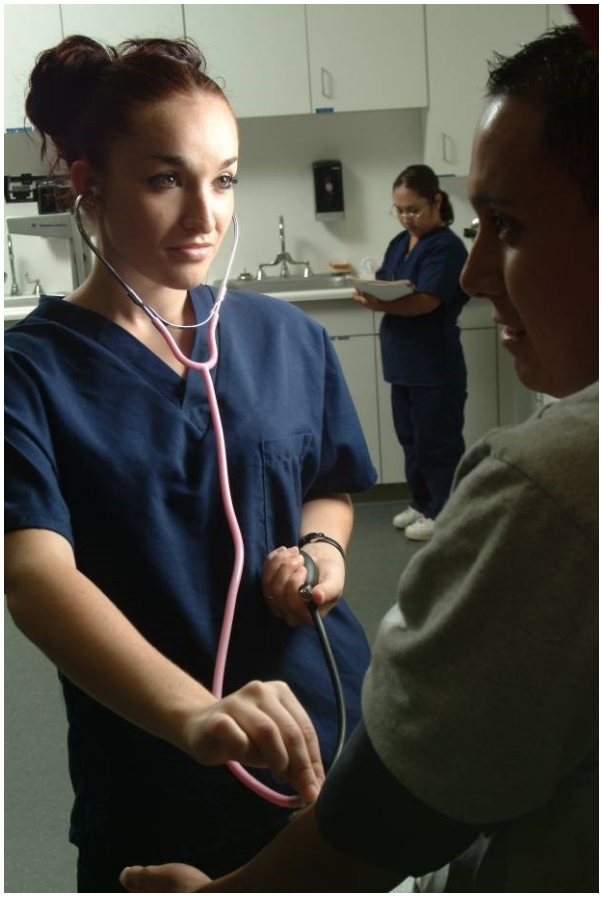
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Books & Supplies	$ 233.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 25,864.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 841.00
Tuition	$ 18,248.00
Total	$ 19,173.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 739.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,046.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 934.00
Tuition	$ 16,064.00
Total	$ 17,166.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 592.00
Tuition	$ 16,064.00
Total	$ 16,739.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$25,864.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,173.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,046.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,166.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,739.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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(Continued from page 12)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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(Continued from page 13)

laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

(Continued on page 26)

(Continued from page 25)

compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

(Continued on page 27)

(Continued from page 26)

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Karan Saini Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Estefani Robles Leyva Financial Aid Officer

Eric Brewer Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Rathy Ley Pro.Dev. Instructor
MD/MBA, 4+ years of industry experience

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

Annette Limon PMA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

(Continued on page 29)

(Continued from page 28)

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Allison Pieretti, RN, MSN Nursing Instructor

Leisa Elliot, LVN Nursing Instructor

Heather Hash, LVN Nursing Instructor

Stephen Shaw, LVN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Alex Stavrianoudakis, DPT
PTA Instructor

Amber Poythress, PT, MPT
PTA Instructor

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: August 9, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day: #

No Class: #

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

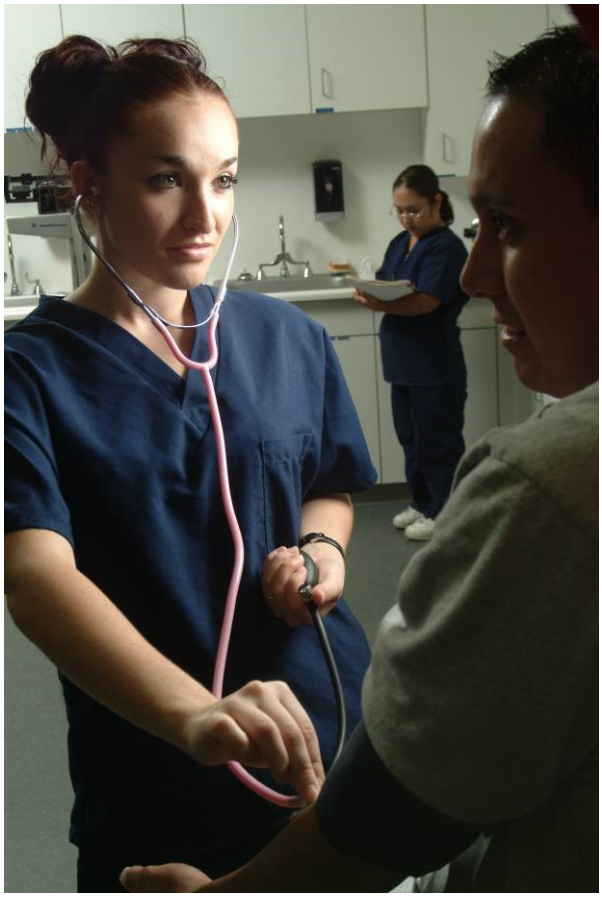
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 851.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,582.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,378.00
Tuition	$ 18,248.00
Total	$ 19,810.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,548.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,955.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 1,003.00
Tuition	$ 16,064.00
Total	$ 17,235.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,063.00
Tuition	$ 16,064.00
Total	$ 17,310.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$26,582.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,810.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,955.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,235.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,310.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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(Continued from page 13)

laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

Page 57

INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

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compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

(Continued on page 27)

(Continued from page 26)

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Karan Saini Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Estefani Robles Leyva Financial Aid Officer

Eric Brewer Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Rathy Ley Pro.Dev. Instructor
MD/MBA, 4+ years of industry experience

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

Annette Limon PMA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

(Continued on page 29)

(Continued from page 28)

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Allison Pieretti, RN, MSN Nursing Instructor

Leisa Elliot, LVN Nursing Instructor

Heather Hash, LVN Nursing Instructor

Stephen Shaw, LVN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Alex Stavrianoudakis, DPT
PTA Instructor

Amber Poythress, PT, MPT
PTA Instructor

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: August 17, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day: #

No Class: #

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

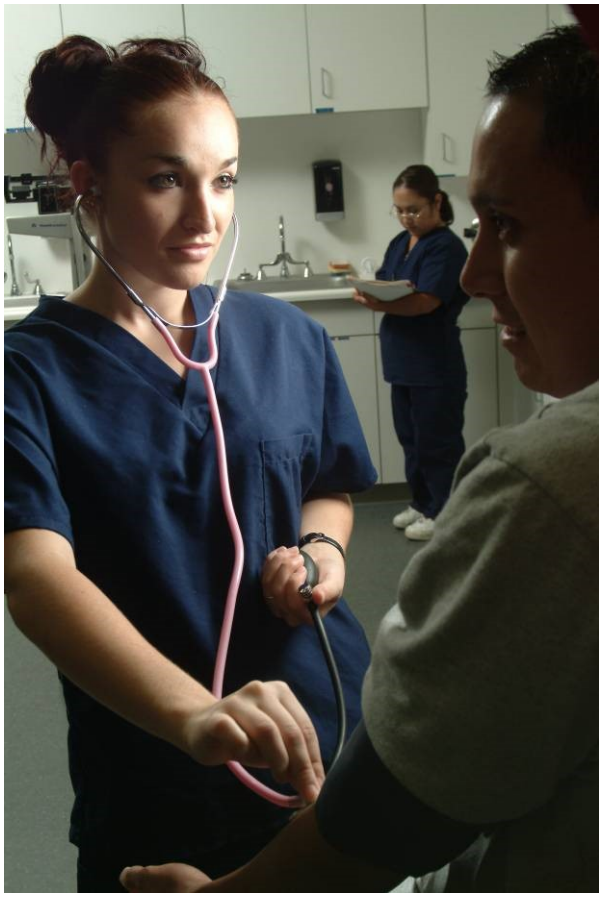
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 939.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,670.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,378.00
Tuition	$ 18,248.00
Total	$ 19,810.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,548.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,955.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 1,003.00
Tuition	$ 16,064.00
Total	$ 17,247.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,063.00
Tuition	$ 16,064.00
Total	$ 17,310.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$26,670.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,810.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,955.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,247.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,310.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

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compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

(Continued on page 27)

(Continued from page 26)

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Karan Saini Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Estefani Robles Leyva Financial Aid Officer

Eric Brewer Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Rathy Ley Pro.Dev. Instructor
MD/MBA, 4+ years of industry experience

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

Annette Limon PMA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

(Continued on page 29)

(Continued from page 28)

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Allison Pieretti, RN, MSN Nursing Instructor

Leisa Elliot, LVN Nursing Instructor

Heather Hash, LVN Nursing Instructor

Stephen Shaw, LVN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Alex Stavrianoudakis, DPT
PTA Instructor

Amber Poythress, PT, MPT
PTA Instructor

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: August 30, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

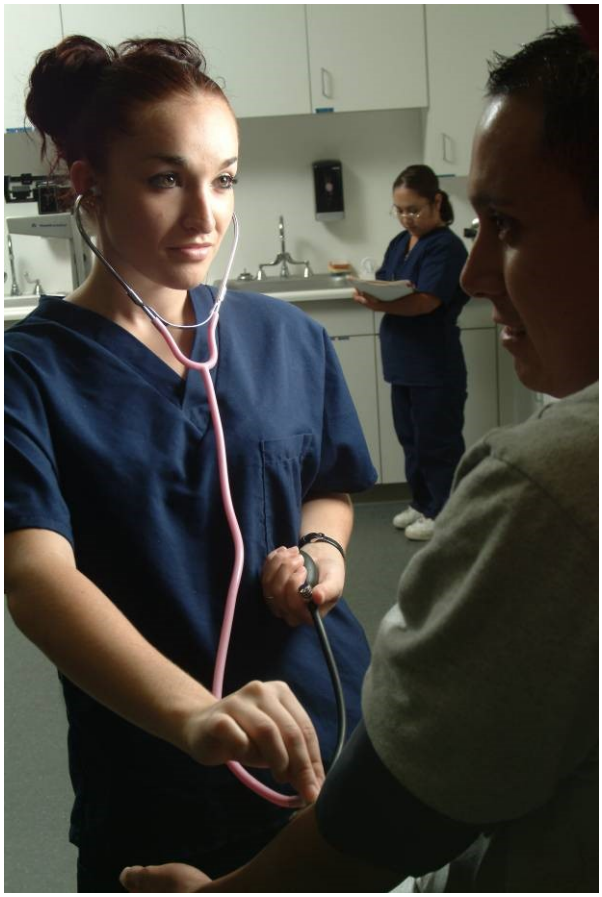
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 939.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,670.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,378.00
Tuition	$ 18,248.00
Total	$ 19,810.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,548.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,955.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 1,003.00
Tuition	$ 16,064.00
Total	$ 17,247.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,864.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,705.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,063.00
Tuition	$ 16,064.00
Total	$ 17,310.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$26,670.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,810.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,955.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,247.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,310.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,705.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

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compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

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Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Jessica Knight	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Talwinder Sarma	Admissions Representative
Kelly Cervantes	Admissions Representative
Karan Saini	Admissions Representative
TBD	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
TBD	Career Services Advisor
Christina Casillas	Director of Financial Aid
Estefani Robles Leyva	Financial Aid Officer
Eric Brewer	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
Tina Husman	LRC Coordinator

FACULTY

Professional Development / General Education

Tina Husman Pro. Dev. Instructor

B.S. Business Management, 25+ years business professional experience.

Rathy Ley Pro.Dev. Instructor

MD/MBA, 4+ years of industry experience

Culinary

Ma Mora Martinez

Program Director/Externship Coordinator

4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor

Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor

AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Venessa Almanza CAD Instructor

AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

18+ years of industry experience

Richard Sanchez CAD Instructor

20+ years of industry experience

Jason Crain BPS Instructor

17+ years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor

NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor

31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor

Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator

20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor

12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor

AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor

MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor

MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor

FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor

LVN, Phlebotomist, 5 years of industry experience

Carley Arends PMA Instructor

BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

16 + years of industry experience

(Continued on page 29)

(Continued from page 28)

Annette Limon **P**MA Instructor
17+ years of industry experience

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing
28 years of industry experience

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor
22 years of industry experience

Paula Turpo, RN, ASN Nursing Instructor
7 years of industry experience

Esther Thompson RN, MSH Nursing Instructor
35+ years of industry experience

Allison Pieretti, RN, NP, MSN Nursing Instructor
15 years of industry experience

Leisa Elliot, LVN, ASN, MBA, BS Nursing Instructor
10 years of industry experience

Heather Hash, LVN, ASN Nursing Instructor
13 years of industry experience

Stephen Shaw, LVN, BS Nursing Instructor
9 years of industry experience

Gabriela Orozco Administrative Support
Administrative Medical Clerk Certificate, 3+ years administrative experience

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor.
AS Architecture, BS Engineering, 25+ years of industry experience

Alfret Alkhas HVAC Instructor
Contractors License, 8+ years of industry experience

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director
5 years of industry experience

Kate Salamon PT, DPT, MPA
Director of Clinical Education
27 years of industry experience

Alex Stavrianoudakis, DPT
PTA Instructor
4 years of industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: October 7, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day: #
No Class: #

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day: #

No Class: #

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

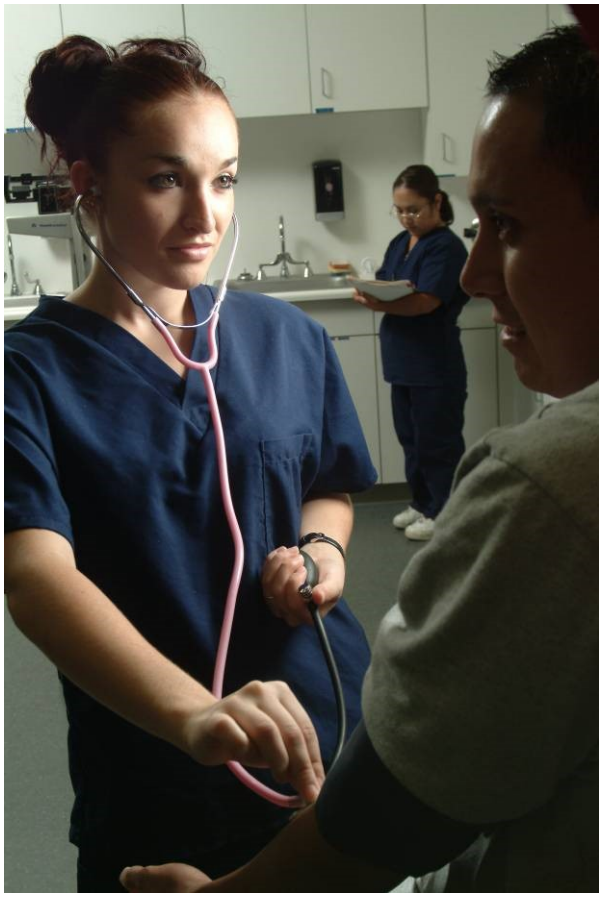
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 939.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,670.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,378.00
Tuition	$ 18,248.00
Total	$ 19,810.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,548.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,955.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 1,003.00
Tuition	$ 16,064.00
Total	$ 17,247.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,864.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,705.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,063.00
Tuition	$ 16,064.00
Total	$ 17,310.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$26,670.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,810.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,955.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,247.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,310.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,705.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

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compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

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Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

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LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Ezra Salas	Campus President
Philip Maggard	Director of Education
Julie Smith	HR Coordinator / Executive Assistant
Cathy Calvin, RN, BSN, MSN	Director of Nursing
Maria Valdez	Registrar
Alondra Macias	Administrative Support (VN) (On-Call)
Gabriela Orozco	Receptionist/Administrative Support (VN)
Christina Hiebert	Receptionist
Jessica Knight	Receptionist
Christine Muhammad	Director of Admissions
Yesenia Gallo	Admissions Representative
Abigail Barajas	Admissions Representative
Talwinder Sarma	Admissions Representative
Kelly Cervantes	Admissions Representative
Karan Saini	Admissions Representative
Leakana Toeuk	Admissions Representative
Tracy Stewart	Director of Career Services
Jaclynn Holland	Career Services Advisor
Lisa LeDee	Career Services Advisor
Christina Casillas	Director of Financial Aid
Estefani Robles Leyva	Financial Aid Officer
Denise Gutierrez	Financial Aid Officer
Christina Hiebert	Student Accounts/Financial Aid Clerk
Laura Hughes	Director of Student Services
Tina Husman	LRC Coordinator

FACULTY

Professional Development / General Education

Tina Husman Pro. Dev. Instructor
B.S. Business Management, 25+ years business professional experience.

Rathy Ley Pro.Dev. Instructor
MD/MBA, 4+ years of industry experience

Kesha McKibben Pro.Dev. Instructor
B.S. Business Administration

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator
A.S. Culinary Arts / 5+ years of industry experience

Venessa Almanza BPS/CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor
18+ years of industry experience

Richard Sanchez CAD Instructor
20+ years of industry experience

Jason Crain BPS Instructor
17+ years of industry experience

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carley Arends PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

(Continued on page 29)

(Continued from page 28)

Cindy Gomez **P**MA Instructor
16 + years of industry experience

Annette Limon **P**MA Instructor
17+ years of industry experience

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing
28 years of industry experience

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor
22 years of industry experience

Paula Turpo, RN, ASN Nursing Instructor
7 years of industry experience

Esther Thompson RN, MSH Nursing Instructor
35+ years of industry experience

Allison Pieretti, RN, NP, MSN Nursing Instructor
15 years of industry experience

Leisa Elliot, LVN, ASN, MBA, BS Nursing Instructor
10 years of industry experience

Heather Hash, LVN, ASN Nursing Instructor
13 years of industry experience

Stephen Shaw, LVN, BS Nursing Instructor
9 years of industry experience

Gabriela Orozco Administrative Support
Administrative Medical Clerk Certificate, 3+ years administrative experience

Alondra Macias Administrative Support (On-Call)

Technical

TBD Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor.
AS Architecture, BS Engineering, 25+ years of industry experience

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director
5 years of industry experience

Kate Salamon PT, DPT, MPA
Director of Clinical Education
27 years of industry experience

Alex Stavrianoudakis, DPT
PTA Instructor
4 years of industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
General Education Instructor
30+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Modesto Branch Campus

Revised: August 11, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

Institute of Technology Culinary Arts diploma program is also accredited by the American Culinary Federation.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Baking and Pastry Specialist
Culinary Arts Diploma
Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (AOS Degree)

January 11, 2021 ..... April 21, 2022
February 15, 2021 ..... May 26, 2022
March 22, 2021 ..... June 30, 2022
April 26, 2021 ..... August 4, 2022
June 1, 2021 ..... September 9, 2022
July 6, 2021 ..... October 13, 2022
August 9, 2021 ..... November 17, 2022
September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Vocational Nursing (Full Time)

March 15, 2021* ..... April 15, 2022
July 12, 2021* ..... August 12, 2022
November 8, 2021* ..... December 9, 2022

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning (IDL)
Medical Billing & Office Administration (IDL)
Pharmacy Technician (IDL)
Professional Medical Assistant (IDL)

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Criminology/Emergency Response (IDL) - AOS Degree

September 13, 2021 ..... December 22, 2022
October 18, 2021 ..... February 9, 2023
November 22, 2021 ..... March 16, 2023

Physical Therapist Assistant (IDL)

November 29, 2021* ..... June 15, 2023

*Pending CAPTE approval

Refer to Main Catalog for Program Descriptions

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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12	13	14	15	16	17	18
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

Culinary weekday classes are held on Monday through Thursday from:

7:30 a.m. to 12:30 p.m.
12:15 p.m. to 5:15 p.m.
5:30 p.m. to 10:30 p.m.

Physical Therapist Assistant (PTA) weekday classes are held on Monday through Thursday from:

8:00 a.m. to 12:30 p.m.

*The above Physical Therapist Assistant schedule is typical, but is subject to change. Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm
Tuesday	6:00am	to	3:30pm
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.

Facilities

Institute of Technology is located at 5601, 5773, 5779A, and 5779B Stoddard Rd., Modesto, California and is easily accessible from Highway 99. The campus occupies approximately 46,587 square feet of space with 25 classrooms and 15 offices. The average classroom size is 20 to 1 or 20 students. The maximum of students in any classroom or lab is 36. Institute of Technology has designated areas for student parking and breaks. There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The college is open Monday through Thursday, from 7:00 am to 10:30 p.m. and Fridays from 8:00 a.m. to 5:00 p.m. Classes are scheduled from 7:300 a.m. to 10:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

RENTAL HOUSING NEAR THE MODESTO CAMPUS
A one bedroom apartment near the campus is estimated to cost $803.00 per month in U.S. Currency.

Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

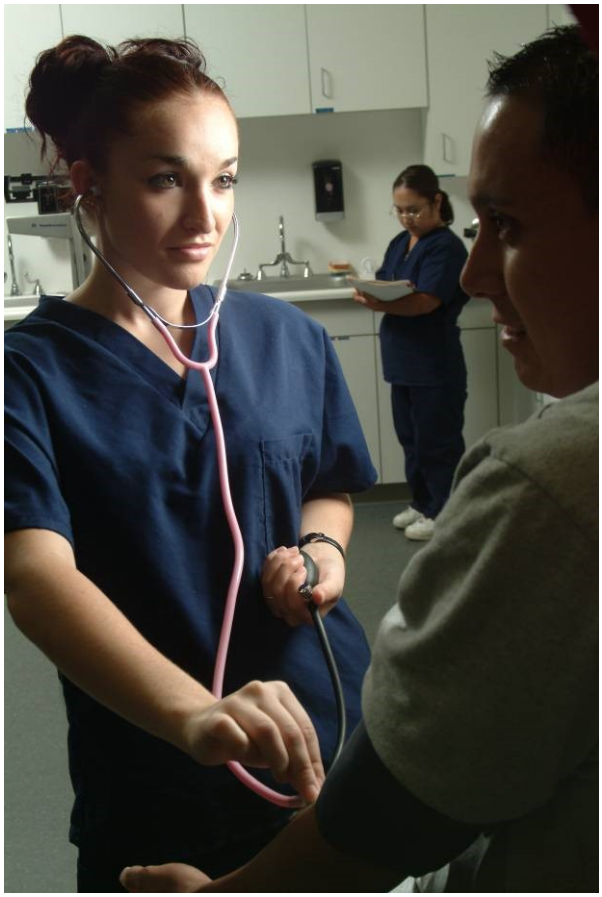
Students enrolled in Medical Programs will work with equipment common to their field of study. Medical Assistant and Medical Billing Office Administration students will utilize computers to simulate Electronic Medical Records (EMR) and other medical office documentation. Medical Assistant students will utilize equipment used to take blood pressure, collect lab specimens, give injections, and more. Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more. The Pharmacy Technician lab contains equipment present in both hospital and retail pharmacy settings. Examples of pharmacy lab equipment include prescription shelves, counting and filling supplies, equipment to simulate sterile and non-sterile compounding, and more.

Students in Heating Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Air Compressors, Ice Machines, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits containing tools appropriate to the trade.

Students enrolled in the Culinary Arts Specialist or Baking and Pastry Specialist courses will be learning their craft at Institute of Technology's full service kitchen. The kitchen is equipped with ovens, broilers, walk-in freezer, demonstration tables and baking ovens to provide culinary students with a learning environment similar to those found in restaurants. In addition to chef's uniforms, culinary students will be provided either a cutlery set or a baking tool set.

Students in the Criminology and Emergency Response Management (CERM) program work in an industry standard firearm simulator designed to compliment equipment used in their career paths. CERM students will encounter simulated life threatening circumstances that require the use of deadly force and be required to respond appropriately. CERM students will be provided access to equipment that includes firearms, emergency response equipment, and physical training facilities appropriate to the trade.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Baking and Pastry Specialist

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 606.00
Tuition (Year 1)	$ 15,953.00
Tuition (Year 2)	$2,279.00
Total	$ 18,922.00
Approximate Cost per Unit	$379.83

Criminology and Emergency Response (AOS Degree)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$12.50
Background Check	$ 90.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 851.00
Tuition (Year 1)	$ 11,748.00
Tuition (Year 2)	$ 11,748.00
Tuition (Year 3)	$ 1,958.00
Total	$ 26,582.50
Approximate Cost per Unit	$262.41

Culinary Arts Diploma

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.50
Books & Supplies	$ 535.00
Tuition (Year 1)	$ 18,912.00
Total	$ 19,531.50
Approximate Cost per Unit	$385.96

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,378.00
Tuition	$ 18,248.00
Total	$ 19,810.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,548.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,955.00
Approximate Cost per Unit	$341.56

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 1,003.00
Tuition	$ 16,064.00
Total	$ 17,235.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Books & Supplies	$ 2,585.00
Tuition (Year 1)	$ 13,000.00
Tuition (Year 2)	$ 13,000.00
Tuition (Year 3)	$ 6,500.00
Total	$ 35,176.00
Approximate Cost per Unit	$496.18

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,063.00
Tuition	$ 16,064.00
Total	$ 17,310.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 115.00
Books & Supplies	$ 2,391.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 34,532.00
Approximate Cost per Unit	$510.96

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Baking and Pastry Specialist	$7,977.00	$7,976.00	$2,279.00			$18,922.00	48	890	40
Criminology/Emergency Response (AOS)	$5,874.00	$5,874.00	$5,874.00	$5,874.00	$1,958.00	$26,582.50	97	1300	65
Culinary Arts Diploma	$8,274.00	$8,274.00	$2,364.00			$19,531.50	49	880	40
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,810.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,955.00	47.5	860	40
Pharmacy Technician	$8,032.00	$8,032.00				$17,235.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,310.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$6,500.00	$35,176.00	65.5*	1573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 34,532.00	62.5*	1575	51

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Baking and Pastry Specialist	**$7,977.00**	**$797.70**	**$1,595.40**	**$2,393.10**	**$3,190.80**	**$3,988.50**	**$4,786.20**
Criminology/Emergency Response (AOS)	$5,874.00	$587.40	$1,174.80	$1,762.20	$2,349.60	$2,937.00	$3,524.40
Culinary Arts Diploma	$8,274.00	$827.40	$1,654.80	$2,482.20	$3,309.60	$4,137.00	$4,964.40
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,500.00	$650.00	$1,300.00	$1,950.00	$2,600.00	$3,250.00	$3,900.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: HESI A2 – minimum score of 70th percentile cumulative score / Critical Thinking exam – minimum score of 750

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- HESI exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills

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laboratory

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you

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must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Institute of Technology - Modesto is seeking accreditation of a new physical therapist assistant education program from CAPTE. On June 1, 2021, the program submitted an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the technical phase of the program; therefore, no students may be enrolled in technical courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states. To contact the program or institution directly, please call (209)287-3358 or jjpacini@iot.edu.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative and outlined in the Prospective Student Handout.

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. All classes will close their doors ten (10) minutes after their scheduled beginning of the class and any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

Theory or Lab – Acceptable methods of make-up may include:

Case Studies

Independent/guided study in "Open Lab"

Written examination

Attendance at seminars or workshops

Auto tutorial laboratory

Research Reports

Clinical – Acceptable methods of make-up include:

Additional time in the clinical area with clients/ patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

Some classes within the PTA program contain distance education coursework. Distance education coursework is completed at a location determined by the student.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point

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equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

A minimum of 22.5 clock hours of lecture, or

A minimum of 30 clock hours of lab, or

A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

Graduate from an accredited PTA Program.

Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).

Submit P1E form (certificate of completion from an accredited institution)

Live Scan Finger Print Processing (fees vary)

Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)

Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Page 21-22
Culinary Arts Diploma
COURSE OBJECTIVE
There's never been a better time to turn your passion for food into an exciting career.
The Culinary Arts Diploma Program (CAD) program is designed to prepare students for entry-level career opportunities within the foodservice industry. With a diploma from Institute of Technology (IOT), you'll become prepared to work not only as a chef, but also in many other exciting culinary careers.
Students will learn the concepts of the foodservice industry, create pastry and baking goods, develop and hone their kitchen skills, discover the art of Garde Manger, create contemporary and international cuisine presentations, take a culinary tour of American Cuisine, learn and practice real world catering applications, and participate in a 180-hour externship in a professional kitchen.
Students who successfully complete the program will be documented as "Graduate" and as proof of such accomplishment will receive a DIPLOMA.

CAREER PATHS/JOB TITLES
Graduates from the Culinary Arts Diploma program will be prepared to contribute in a broad range of entry-level occupations in the foodservice industry including Restaurant Cook, Personal Chef, Executive Chef, Assistant Chef, Sous Chef, Short Order Cook, Institutional and Cafeteria Cook, Prep Cook/Line Cook, Bread and Pastry Baker, Dessert Specialist, Catering Specialist.
See the "Occupational Outcomes" section of this catalog to view the list of Standard Occupational Classification (SOC) Codes available to graduates of this program.

STUDENT SUPPLIES
Uniforms and a cutlery set are required and are available for purchase. Textbooks are provided to the student either as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH
880 Hours / 49 Quarter Credit Hours
Classes are held Monday through Thursday for 40 weeks and includes an Independent Study component.
See your Admissions Representative for available class times.

THE PROGRAM
The classroom instruction and practical learning experiences will include the following, but the order may change based on class availability (however, no class will be taught out of sequence if a prerequisite is required).

CUL101 Concepts of Food Service Industry - Culinary Foundations 1
(7 Qtr. Credit Units, 100 hours)
This module meets the American Culinary Federation certification standards for Safety & Sanitation and Supervision & Management. Students will concentrate on foundational concepts that reflect the structure in which a professional kitchen is operated. Topics of instruction will include culinary concepts, safety and sanitation, product identification, and cost management. Supervision, staffing, and leadership skills will be explored.

CUL111 Foundations of Baking and Patisserie
(6 Qtr. Credit Units, 100 Hours)
Students will concentrate on the fundamental concepts, skills, and techniques involved in baking. This module focuses on terminology, technology, equipment, measurements, formulas, conversions, standard recipes, and sanitation in the bakeshop. The module includes the production of a variety of pastries, breads, cakes, pies, and other desserts.

CUL121 Kitchen Skills Development - Culinary Foundations 2
(6 Qtr. Credit Units, 100 Hours)
Basic cooking and skill development is the basis of this module, with an emphasis given to the study of ingredients and kitchen mathematics. A combination of lecture and demonstration will teach organizational skills in the kitchen, work-coordination, and knife skills. The module will explore methodologies including steaming, sautéing, grilling, roasting, poaching, braising, and frying. These foundational cooking skills will be applied to stocks, sauces, soups, meats, starches, and vegetables.

CUL131 Buffet Catering and Garde Manger
(6 Qtr. Credit Units, 100 Hours)
This module covers the fundamentals of preparing

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salads, dressings, sandwiches, sandwich spreads, appetizers, basic forcemeats, garnishes, and breakfast items. Students will explore the organization and arrangement of plate, platter, and buffet presentations.

CUL141 Advanced Kitchen Skills - Culinary Foundations 3
(6 Qtr. Credit Units, 100 Hours)
This module meets the American Culinary Federation certification standards for nutrition. Students will learn the basics of nutrition in the food service industry. This module provides a study of cuisines of the world. Students will be introduced to regional ingredients, culture, and cuisine.

CUL151 American Regional Cuisine
(6 Qtr. Credit Units, 100 Hours)
This module covers cuisine specific to select regions of the United States. Students will be introduced to ingredients indigenous to these regions while exploring cultural implications in their presentations. Additionally, students will apply seasonality and farm to table applications as they relate to American regional cuisine.

CUL161 Latin & Mediterranean Cuisine
(6 Qtr. Credit Units, 100 Hours)
Students will explore cooking techniques along with herb and spice combinations reflective of the Latin and Mediterranean regions. The significance of cultural and regional influences on Latin and Mediterranean cuisine will be discussed. The module will also explore the historical influences of Latin and Mediterranean culture on contemporary cuisine.

CUL175 Externship
(6 Qtr. Credit Units, 180 Hours)
Students spend 180 academic hours on-the-job in an externship. Students will complete the externship module in the kitchens of restaurants, hotels, institutions and/or clubs. The module is designed to give the student exposure to an approved kitchen. Additionally, this module will reinforce skills previously learned and will further prepare them for the workforce.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCSC and BPPE notification and approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 17
Criminology and Emergency Response Management (AOS) - IDL
Hours of Instruction/Program Length
1300 Hours / 97 Quarter Credit Units
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 65 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 33
Physical Therapist Assistant - IDL
Hours of Instruction/Program Length
1,573 Hours / 65.5 Semester Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are held Monday through Thursday for 75 weeks. Select classes contain a combination of on-campus classes and online coursework. See *your admissions representative for available class times.*

Page 31
Pharmacy Technician - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. The Professional Development class is held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

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Criminology and Emergency Response Management (AOS)

CJ100 Laws & Regulations

This course introduces and identifies the relationship of statue law, case law, and constitutional law which allows law enforcement officials to interpret and apply the law in a fair and equitable manner. This course includes general criminal statutes, crimes against children, juvenile laws, sex crimes, and crimes against the justice system. Instruction is also provided in laws of arrest, chemical agents, firearms and weapon violations along with an introduction to

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lifetime fitness.

CJ110 Criminal Procedures

This course introduces the student to the criminal justice system which includes the components of the judicial process and responsibilities of law enforcement officials. The studies of the responsibilities of officers within the justice system include the Rules of Search and Seizure, Arrest Methods, and the Use of Force. Students will learn the specifics of property crimes and crimes against persons, as well as crimes involving controlled substances and the Alcohol Beverage Control Act.

CJ120 Citizen Interaction and Suspect Control

The role of law enforcement in the community is to work in partnership with the citizens to resolve problems for the benefit of those who live and work there. In this course, students will learn skills for defusing, mediating, and resolving disputes as well as the skills necessary to effectively maintain control of a suspect in a crisis situation. Instruction also covers the areas of cultural diversity, people with disabilities, victimology, domestic violence, missing persons, and gang awareness.

CJ130 Report Writing

The ability to clearly document the facts and activities of an investigation not only reflects on an officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. An effective report must exhibit the writer's command of the language and be relatively free of errors in sentence structure, grammar, and other writing mechanics. This course focuses on report writing skills including legal structuring of interviews and documentation of events. In this course, students will practice writing and editing reports.

CJ250 Correctional Institutions

This course is the continuation of the Standards and Trainings Adult Corrections Officer Core entry-level course. Students will continue to learn tasks performed by correctional officers including inmate movement, supervision techniques, discipline, inmate manipulation, mental and medical health issues, visitation, processing mail, emergency procedures, testifying, defensive tactics techniques, and physical training.**Page 56**

ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the

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final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS

Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology

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fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at modestostudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in

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compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.

Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. “Hybrid” or “Blended” programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College’s Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:

modestostudentsupport@iot.edu

Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

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Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Ezra Salas Campus President

Philip Maggard Director of Education

Julie Smith HR Coordinator / Executive Assistant

Cathy Calvin, RN, BSN, MSN Director of Nursing

Maria Valdez Registrar

Alondra Macias Administrative Support (VN) (On-Call)

Gabriela Orozco Receptionist/Administrative Support (VN)

Christina Hiebert Receptionist

Cassandra Arteaga Receptionist

Christine Muhammad Director of Admissions

Yesenia Gallo Admissions Representative

Abigail Barajas Admissions Representative

Rebecca Hough Admissions Representative

Talwinder Sarma Admissions Representative

Kelly Cervantes Admissions Representative

Karan Saini Admissions Representative

Tracy Stewart Director of Career Services

Jaclynn Holland Career Services Advisor

Felecia Moser Career Services Advisor

Christina Casillas Director of Financial Aid

Estefani Robles Leyva Financial Aid Officer

Eric Brewer Financial Aid Officer

Christina Hiebert Student Accounts/Financial Aid Clerk

Laura Hughes Director of Student Services

Tina Husman LRC Coordinator

FACULTY

Professional Development / General Education

Kathleen Costa Pro. Dev. And Gen. Ed. Instructor
BS Communication, 30 years of industry experience

Tina Husman Pro. Dev. Instructor

Rathy Ley Pro.Dev. Instructor
MD/MBA, 4+ years of industry experience

Culinary

Ma Mora Martinez
Program Director/Externship Coordinator
4+ years industry experience / AOS Culinary Arts Professional

Andrea Pollock CAD/BPS Instructor
Associates degree from LeCordon Bleu and 5+ years of restaurant experience as prep. cook, line cook, lead cook

Christopher McCoy CAD Instructor
AOS Culinary Arts, 3+ years of industry experience

Jennifer Bojorquez BPS Instructor/Extern. Coordinator

Venessa Almanza CAD Instructor
AA Culinary Arts, 7 years of industry experience

Jeremiah Johnson CAD Instructor

Richard Sanchez CAD Instructor

Jason Crain BPS Instructor

Criminology

Jeffrey Podvin Criminology Division Lead Instructor
NSE - Certificate, 5 years Peace Officer experience

Daniel Key CERM Instructor
31+ years industry experience / AA in Law Enforcement / BS Criminal Justice

Patrick Correa CERM Instructor
Chaplain Certification/22 years of industry experience

Medical

Cynthia Koshko Medical Division Program Director/ Externship Coordinator
20+ years medical assistant experience, Masters of Health Administration and BS Health Administration

Megan Goodeill PMA Instructor
12+ years experience as a Medical Assistant/Office Manager

Steven Murdock EMS Instructor
AA Social Science / EMT Paramedic, 40+ years experience in the medical field, EMT, Paramedic, Paramedic Preceptor, and CPR Certified

Nafisa Jaghuri Pharmacy Tech. Instructor
MA Public Health, CPhT, CCMA, 12 years of industry experience

Ronald Temple PMA Instructor
MA-Health Science, MLT, 44 years of experience in the medical field

Joseph LeChuga PMA Instructor
FNP, PA, RMA, 20+ years industry experience

Maria Marquez PMA Instructor
LVN, Phlebotomist, 5 years of industry experience

Carle Arendas PMA Instructor
BA in Communication, Phlebotomy Technician, Certified Medical Assistant, 11 years of industry experience

Cindy Gomez PMA Instructor

Annette Limon PMA Instructor

Nursing

Cathy Calvin, RN, BSN, MSN Director of Nursing

(Continued on page 29)

(Continued from page 28)

Amanda Joines, LVN Nursing Instructor
12+ years nursing experience/ AS Vocational Nursing

Loretta Peavey, RN, BSN Nursing Instructor
10+ years nursing experience

Marion Thurmond, LVN Nursing Instructor
BA Communications, LVN, 9+ years industry experience

Ruth Olaya, Dr. of Chiropractic Medicine, BS Biology
Nursing & Anatomy & Physiology Instructor
30+ years industry experience

Autumn Roberts-Rustam RN, BSN Nursing Instructor

Paula Turpo, RN Nursing Instructor

Esther Thompson RN, MSH Nursing Instructor

Allison Pieretti, RN, MSN Nursing Instructor

Leisa Elliot, LVN Nursing Instructor

Heather Hash, LVN Nursing Instructor

Stephen Shaw, LVN Nursing Instructor

Gabriela Orozco Administrative Support

Alondra Macias Administrative Support (On-Call)

Technical

Steven Louie Technical Division Program Director

Jerry Ragsdale HVAC Instructor
20+ years industry experience

Wayne Swan HVAC Instructor
30+ years industry experience, electrical instrumentation tradesperson

Joshua Chapman HVAC Instructor
AA Electrical Engineering, 16+ years of industry experience

John Howard HVAC Instructor
44 years of industry experience

George DePonte HVAC Instructor

Physical Therapist Assistant

Jimmy Pacini, PTA, MAEd PTA Program Director

Kate Salamon PT, DPT, MPA
Director of Clinical Education

Alex Stavrianoudakis, DPT
PTA Instructor

Amber Poythress, PT, MPT
PTA Instructor

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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5601 Stoddard Road, Modesto, CA. 95356

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (209) 545-3100.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: December 28, 2020

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021	October 14, 2021
February 15, 2021	November 18, 2021
March 22, 2021	January 6, 2022
April 26, 2021	February 10, 2022
June 1, 2021	March 17, 2022
July 6, 2021	April 21, 2022
August 9, 2021	May 26, 2022
September 13, 2021	June 30, 2022
October 18, 2021	August 4, 2022
November 22, 2021	September 9, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021*	June 25, 2021
July 21, 2021*	August 26, 2021
October 21, 2021*	December 3, 2021

*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021	April 15, 2022
July 12, 2021	August 13, 2022
November 8, 2021	December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021	December 10, 2022

Physical Therapist Assistant

July 12, 2021*	January 19, 2023

*Pending Approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

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23	24	25	26	27	28	29
30	31					

June 2021

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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

July 2021

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

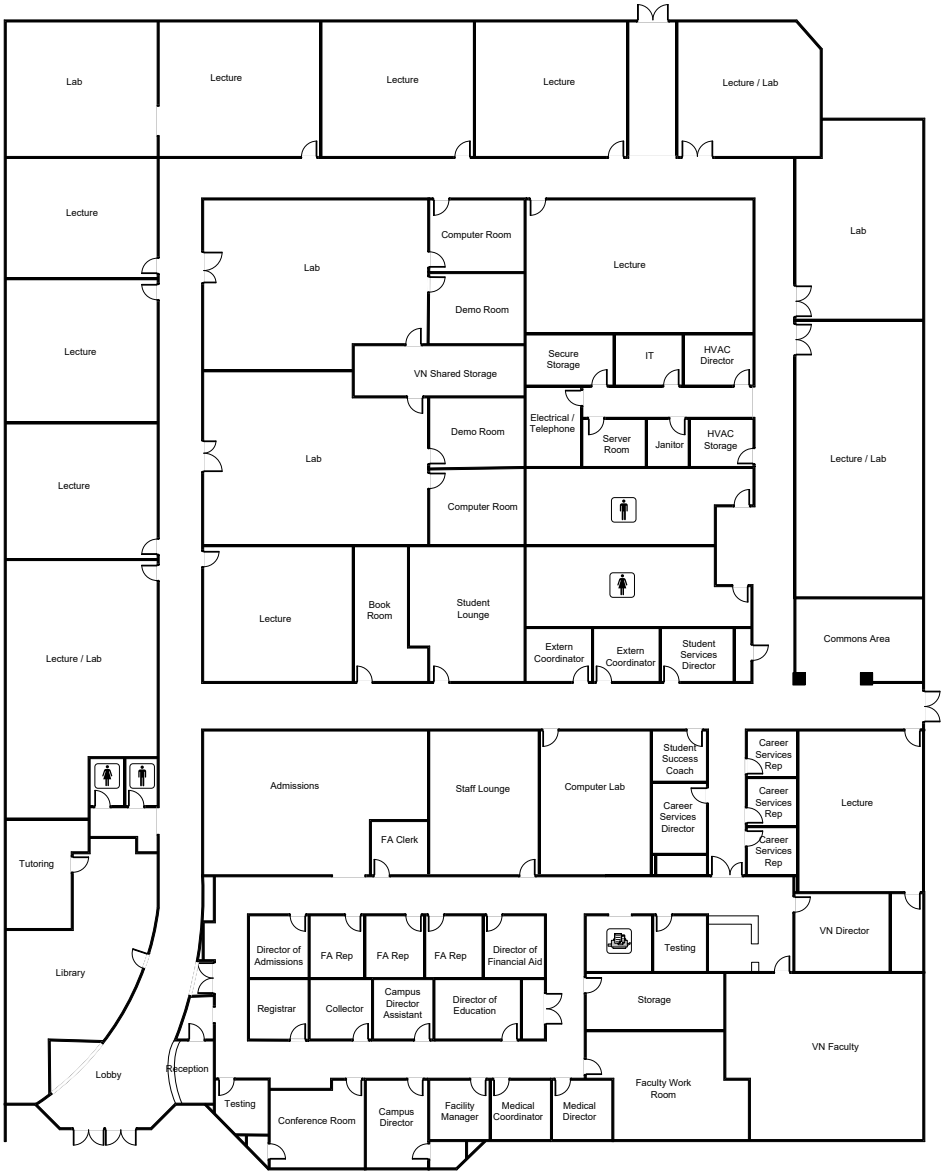
Monday - Friday 6:30am to 1:00pm*

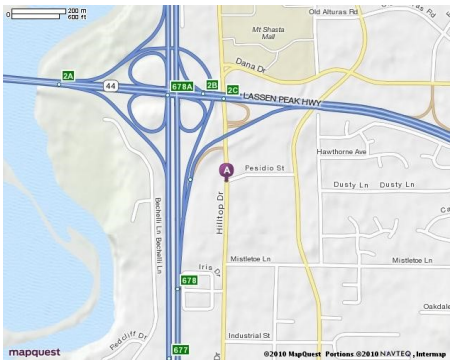
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

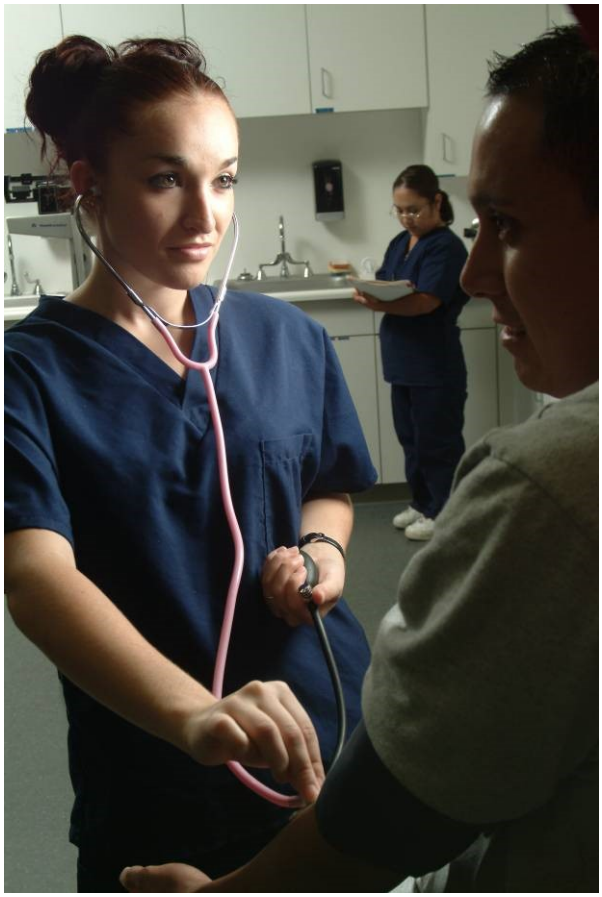
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,226.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 676.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,975.00

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00.00
Total	$ 17,074.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 571.00
Tuition	$ 16,064.00
Total	$ 16,710.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,551.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,651.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,735.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,770.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,226.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,975.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,500.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$32,997.00	65.5	1,573	75
Professional Medical Assistant	$8,032.00	$8,032.00				$16,710.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,615.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,770.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for
the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for
the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

(Continued on page 19)

(Continued from page 18)

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00

(Continued on page 20)

(Continued from page 19)

C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Jean Peterson Director of Nursing
Kerrilynne Sattler-Billardt VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Hanan Admissions Representative
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Kaylee Hale Receptionist
Danny Hibbard Campus Cleaner
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Medical

Jamie Sanborn MBOA Instructor
Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor
15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Jean Peterson, RN, BA Director of Nursing
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor
33 years of industry experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Melissa Gibson, LVN Nursing Instructor
LVN / 10+ years nursing experience

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina Nursing Instructor

Shalyn Sutton-Prudhomme Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor

Kieran Corcoran Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

(Continued on page 22)

(Continued from page 21)

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice

Amy Meyer, PT, MPT PTA Instructor

DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor

DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor

BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

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_____ _____

Signature Date

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West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: January 25, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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July 2021

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18	19	20	21	22	23	24
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August 2021

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November 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

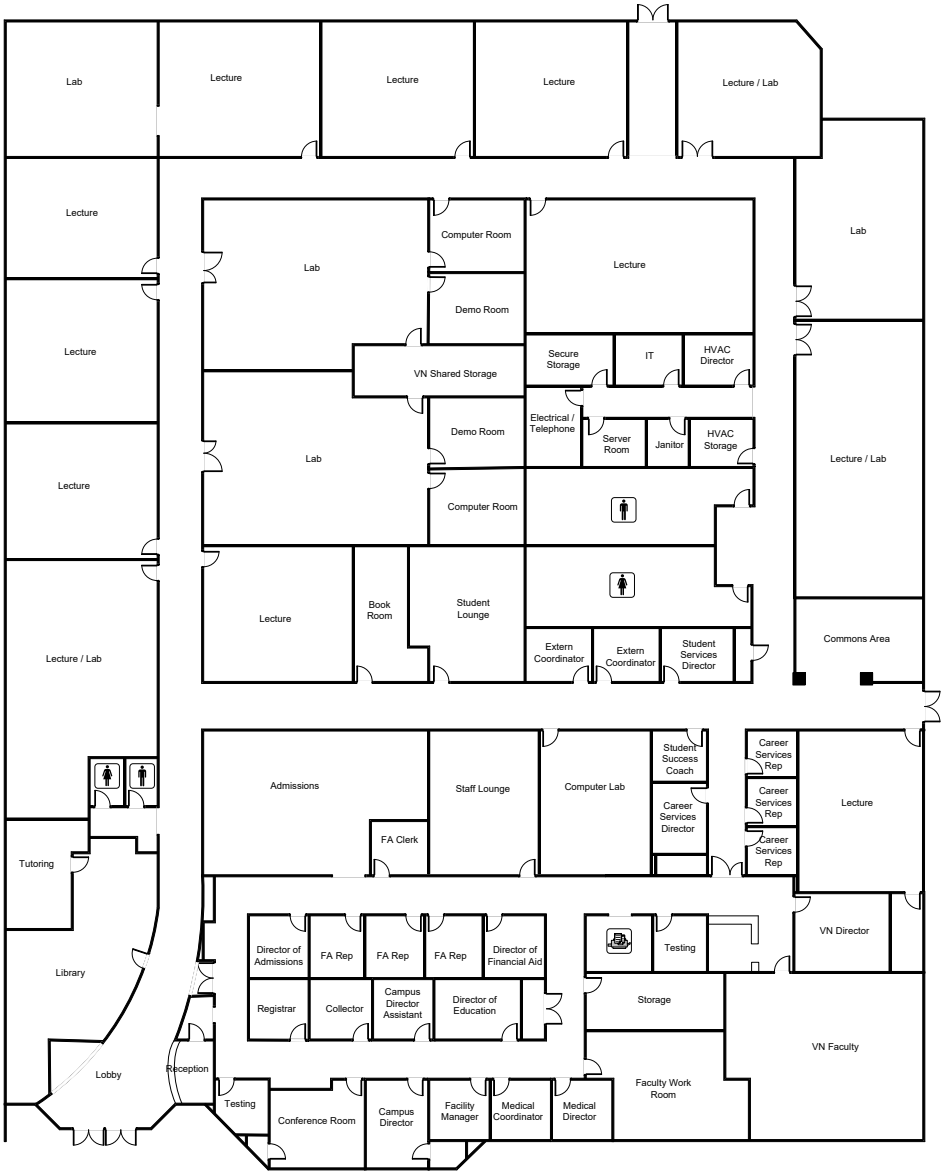
Monday - Friday 6:30am to 1:00pm*

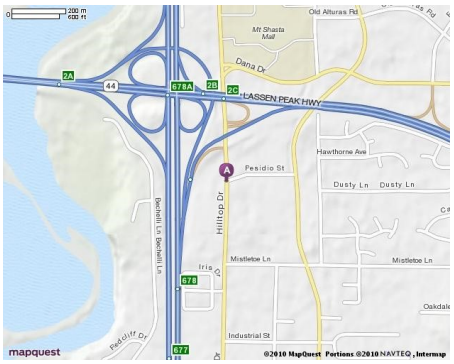
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

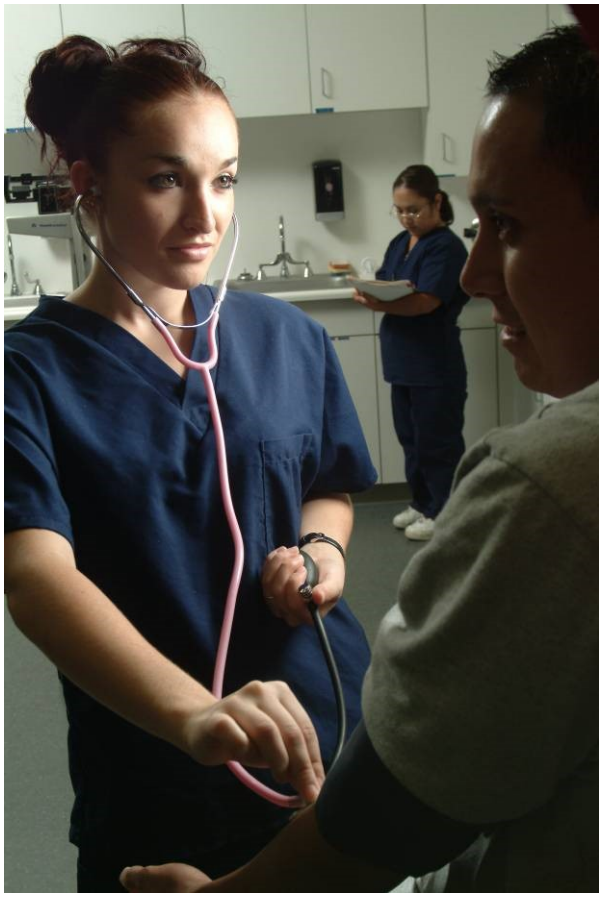
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,226.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 676.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,975.00

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00.00
Total	$ 17,074.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 571.00
Tuition	$ 16,064.00
Total	$ 16,710.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,551.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,651.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,735.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,770.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,226.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,975.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,500.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$32,997.00	65.5	1,573	75
Professional Medical Assistant	$8,032.00	$8,032.00				$16,710.00	47.5	860	40
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,615.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,770.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.
Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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(Continued from page 15)

Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

(Continued on page 19)

(Continued from page 18)

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00

(Continued on page 20)

(Continued from page 19)

C	Satisfactory	2.00
D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 20 clock hours of lecture, or
- A minimum of 20 clock hours of lab, or
- A minimum of 30 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Jean Peterson Director of Nursing
Kerrilynne Sattler-Billardt VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Hanan Admissions Representative
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Kaylee Hale Receptionist
Danny Hibbard Campus Cleaner
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Medical

Jamie Sanborn MBOA Instructor
Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor
15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Jean Peterson, RN, BA Director of Nursing
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor
33 years of industry experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Melissa Gibson, LVN Nursing Instructor
LVN / 10+ years nursing experience

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina Nursing Instructor

Shalyn Sutton-Prudhomme Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor

Kieran Corcoran Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

(Continued on page 22)

Staff and Faculty

(Continued from page 21)

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice

Amy Meyer, PT, MPT PTA Instructor

DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor

DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor

BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

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Signature Date

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West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: February 8, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

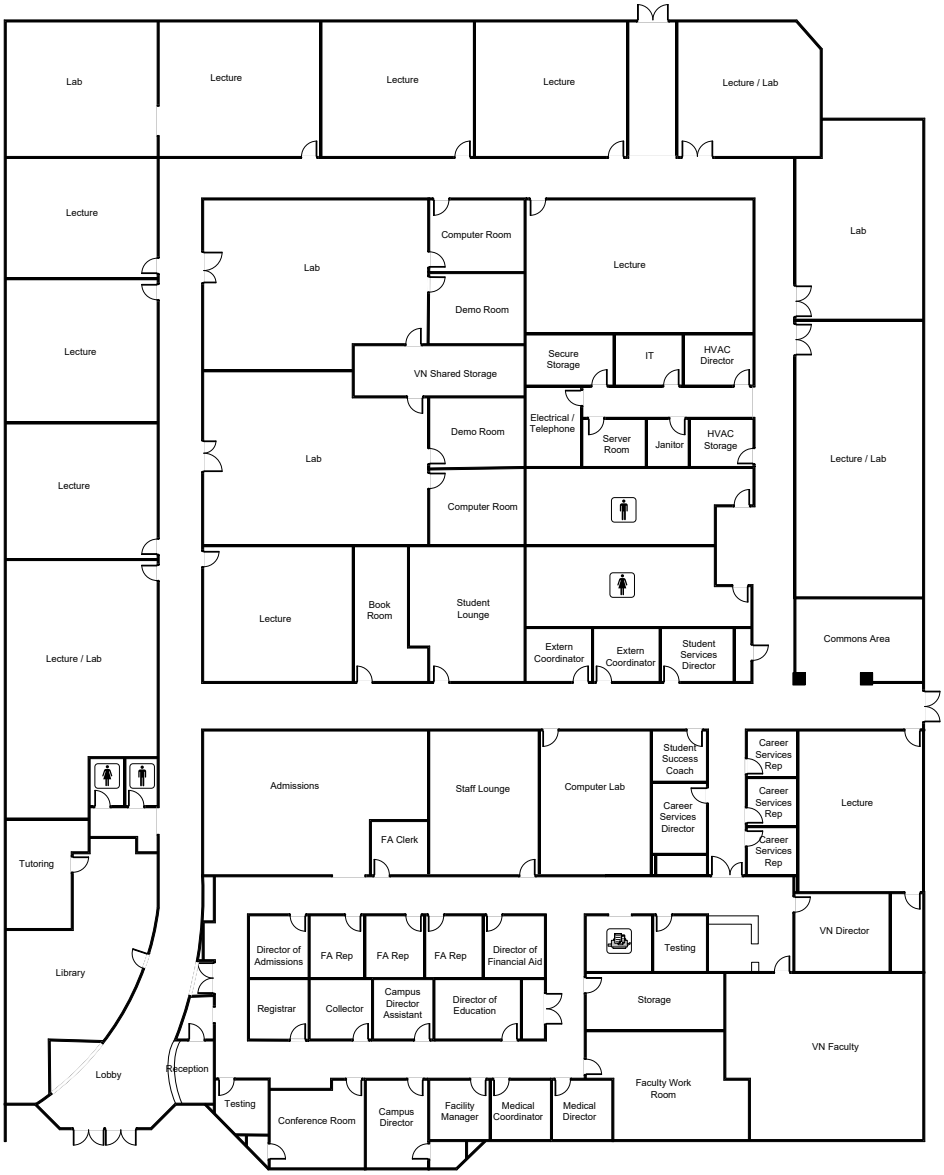
Monday - Friday 6:30am to 1:00pm*

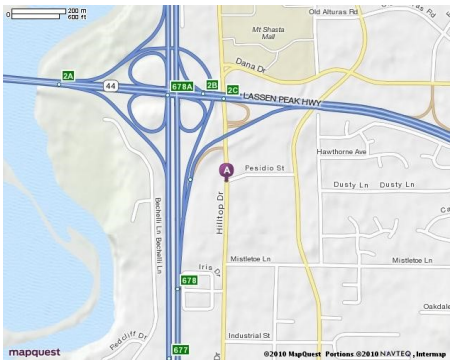
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

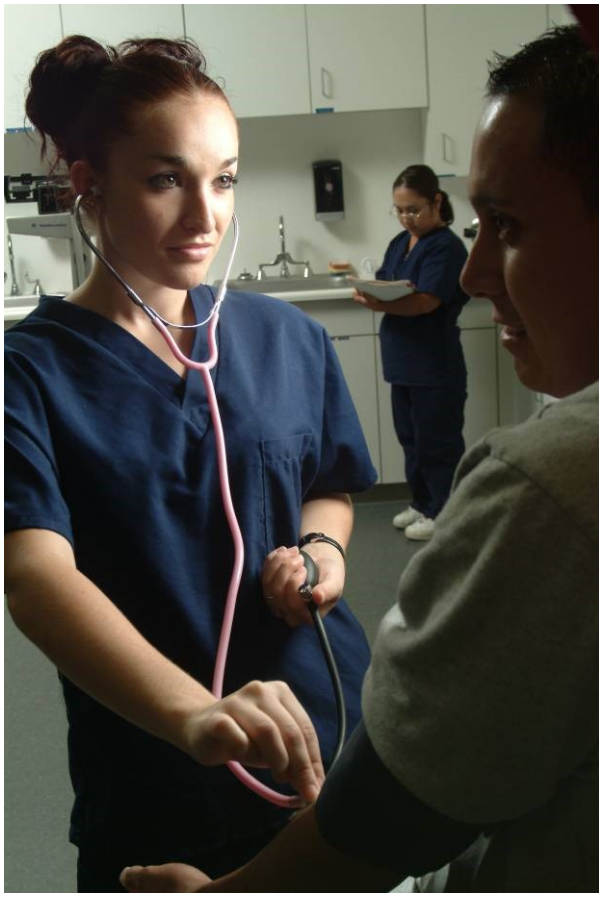
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,226.00

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 676.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,975.00

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,500.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00.00
Total	$ 17,074.00

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 32,997.00

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
Books & Supplies	$ 571.00
Tuition	$ 16,064.00
Total	$ 16,710.00

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,551.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,651.00

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
Background Check	$ 90.00
Books & Supplies	$ 1,735.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,770.00

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,226.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,975.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,500.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,074.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,710.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$32,997.00	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,615.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,770.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

(Continued on page 17)

(Continued from page 16)

c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

(Continued on page 19)

(Continued from page 18)

Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

(Continued on page 20)

(Continued from page 19)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Jean Peterson Director of Nursing
Kerrilynne Sattler-Billardt VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Hanan Admissions Representative
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Kaylee Hale Receptionist
Danny Hibbard Campus Cleaner
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Medical

Jamie Sanborn MBOA Instructor
Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor
15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Jean Peterson, RN, BA Director of Nursing
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor
33 years of industry experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Melissa Gibson, LVN Nursing Instructor
LVN / 10+ years nursing experience

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina Nursing Instructor

Shalyn Sutton-Prudhomme Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor

Kieran Corcoran Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

(Continued on page 23)

Staff and Faculty

(Continued from page 22)

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice

Amy Meyer, PT, MPT PTA Instructor

DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor

DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor

BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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_____

Please Print Name

_____ _____

Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: February 18, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022
September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

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DAILY SCHEDULES

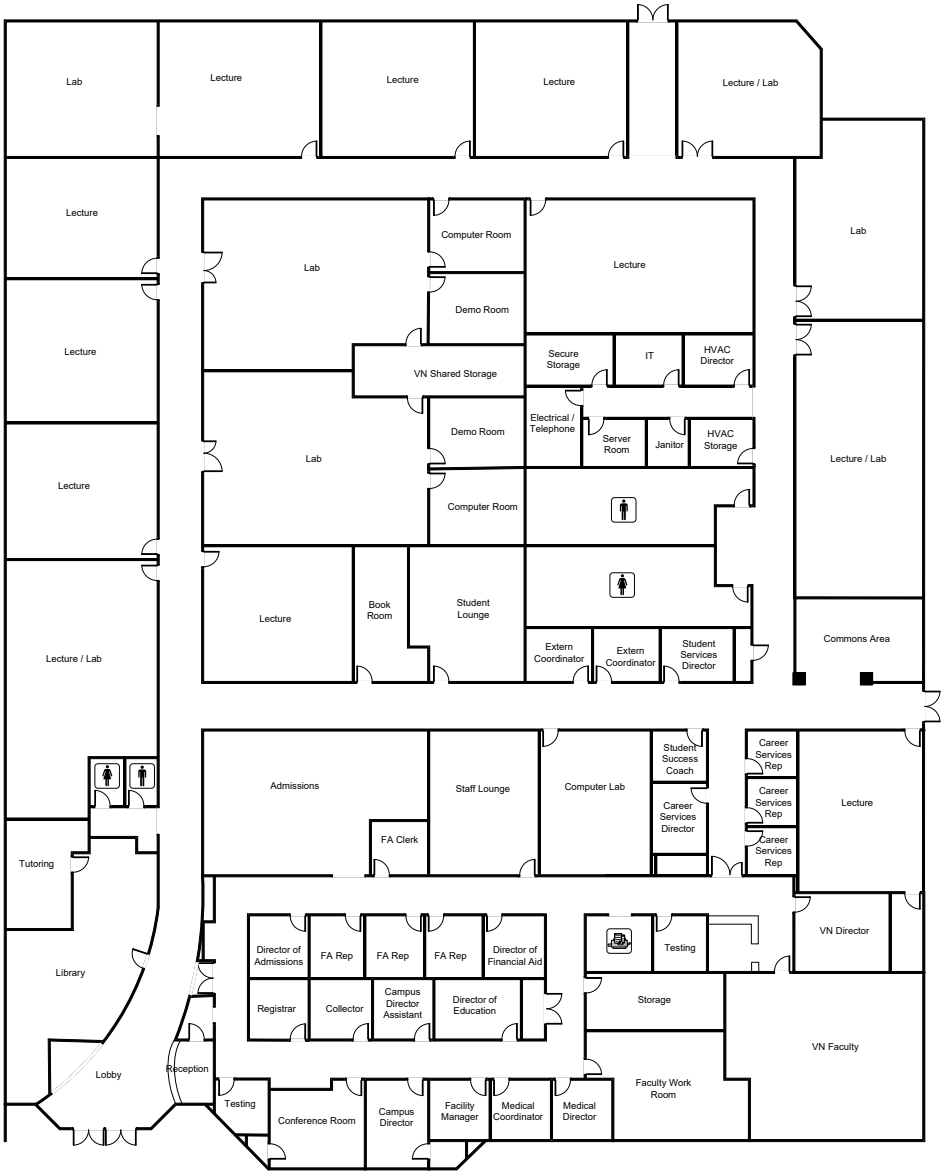
Monday - Friday 6:30am to 1:00pm*

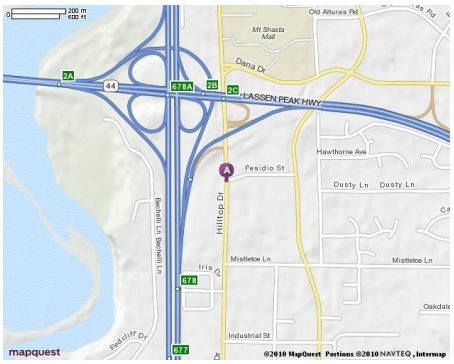
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

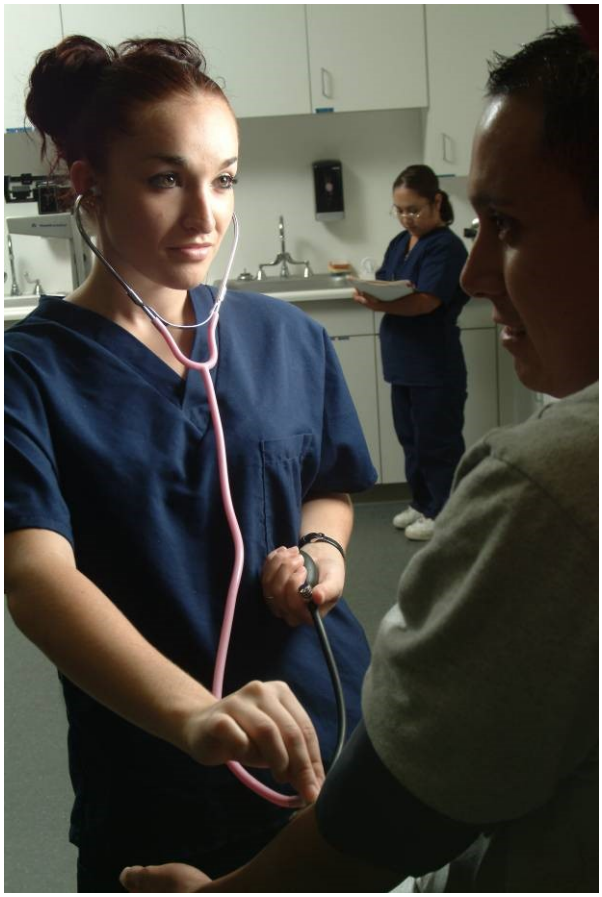
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,235.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 676.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,983.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00.00
Total	$ 17,082.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 571.00
Tuition	$ 16,064.00
Total	$ 16,718.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,551.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,667.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,735.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,786.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,235.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,978300	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,082.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,718.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,667.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,786.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE	PERCENT OF PERIOD COMPLETED						
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

(Continued on page 14)

(Continued from page 13)

DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

(Continued on page 15)

(Continued from page 14)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria VA, 22314; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

DRUG SCREEN AND BACKGROUND CHECKS

(Continued on page 19)

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours set by the clinic site up to forty (40) hours per week. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

(Continued on page 20)

(Continued from page 19)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Jean Peterson Director of Nursing
Kerrilynne Sattler-Billardt VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Hanan Admissions Representative
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Kaylee Hale Receptionist
Danny Hibbard Campus Cleaner
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Medical

Jamie Sanborn MBOA Instructor
Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor
15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Jean Peterson, RN, BA Director of Nursing
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Carol Gammino, RN, BSN Nursing Instructor
RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Dorella Miller, BSN, RN, PHN Adjunct Nursing Instructor
33 years of industry experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Melissa Gibson, LVN Nursing Instructor
LVN / 10+ years nursing experience

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina Nursing Instructor

Shalyn Sutton-Prudhomme Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor

Kieran Corcoran Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

(Continued on page 23)

Staff and Faculty

(Continued from page 22)

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Bryan Burch, PT, MS, OCS, SCS PTA Instructor

38 years of industry experience in orthopaedics and private practice

Amy Meyer, PT, MPT PTA Instructor

DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor

DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor

BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____ _____

Student Signature Date

_____ _____

School Official Signature Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

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But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

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Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: March 26, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021*..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021..... December 10, 2022

Physical Therapist Assistant

July 12, 2021*..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

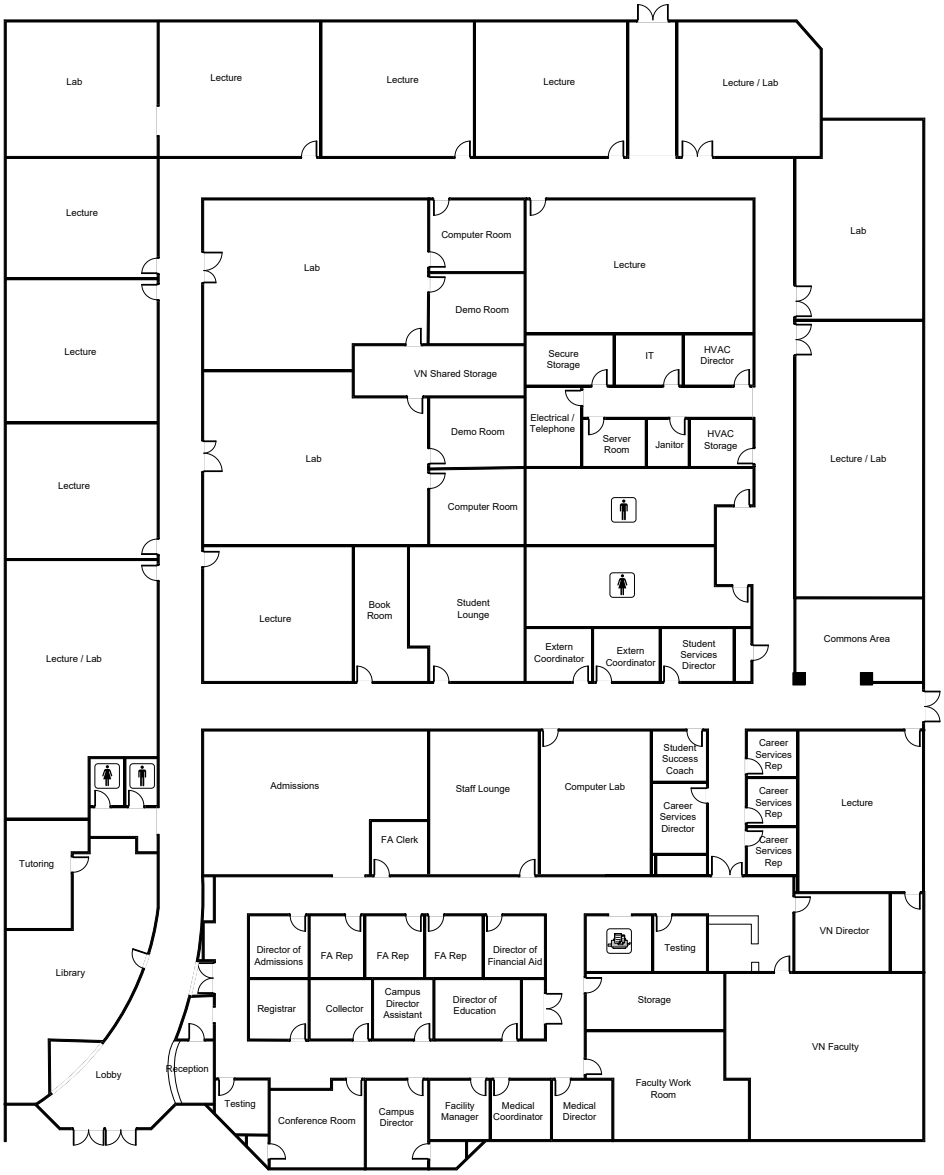
Monday - Friday 6:30am to 1:00pm*

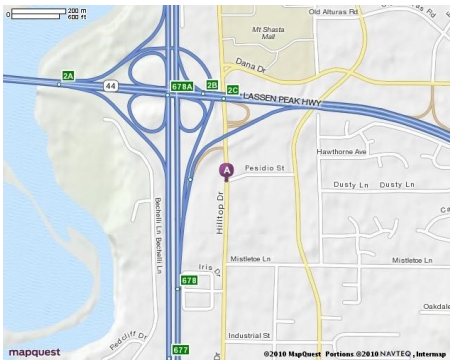
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

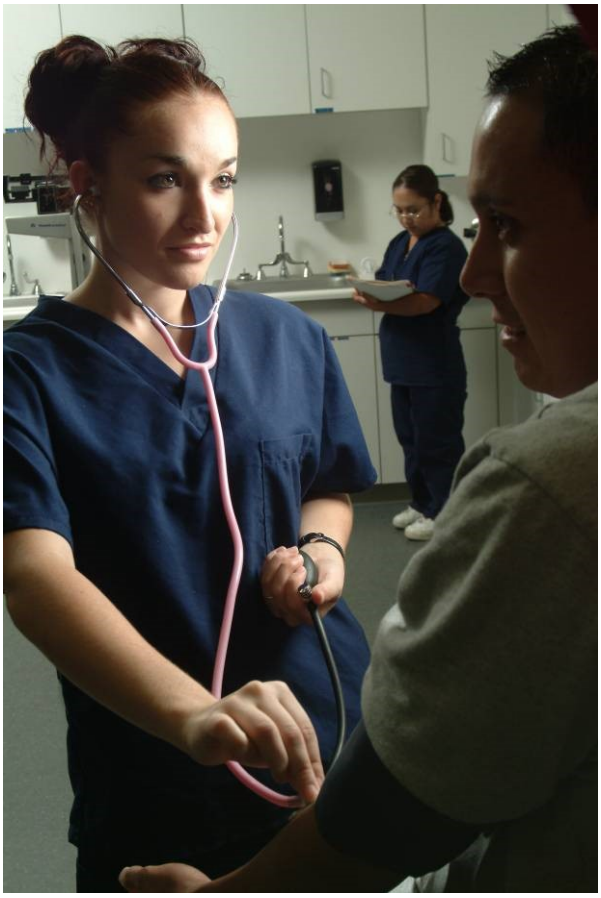
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,235.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 676.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,983.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 850.00
Tuition	$ 16,064.00.00
Total	$ 17,082.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 571.00
Tuition	$ 16,064.00
Total	$ 16,718.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,551.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,667.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,735.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,786.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,235.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,978300	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,082.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,718.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,667.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,786.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

(Continued on page 19)

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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(Continued from page 19)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Naima Turner	Director of Nursing
Kerrilynne Sattler-Billardt	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Kaylee Lande	Assistant Director of Admissions
Cassie Stevenson	Senior Financial Aid Officer
Sarah Van Slyke	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
Alexa Kofford	Director of Student Services
Amber Powell	Director of Career Services
Lynn Swendiman	Externship Coordinator
Kaylee Hale	Receptionist
Danny Hibbard	Receptionist
Linda Alloway	Facilities Coordinator
Cheryl Frazer	LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor

Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor

Bachelor's Degree and 1 year teaching experience

Medical

Jamie Sanborn MBOA Instructor

Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor

7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor

Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor

15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**

7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor

27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor

LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor

LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor

4+ years industry experience

Charley Cleland Nursing Instructor

LVN / 4+ years nursing experience

Carol Gammino, RN, BSN Nursing Instructor

RN/BSN/PHN/NW Parish Nurse and Health Ministries & DSD Certified/ 30 years of industry experience

Jane Thimmesch, RN, BC Nursing Instructor

40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Melissa Gibson, LVN Nursing Instructor

LVN / 10+ years nursing experience

Lenora Eagles, RN Nursing Instructor

RN / 3+ years nursing experience

DeAgnes Lipina Nursing Instructor

Shalyn Sutton-Prudhomme Nursing Instructor

Jeffrey Redden Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor

18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor

Kieran Corcoran Adjunct HVAC Instructor

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director

Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education

PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor

23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor

26+ years of industry experience

Patti Bovee, PTA PTA Instructor

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20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor

23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor

DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor

DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor

BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Signature Date

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Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: April 30, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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March 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

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4	5	6	7	8	9	10
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

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August 2021

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15	16	17	18	19	20	21
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29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

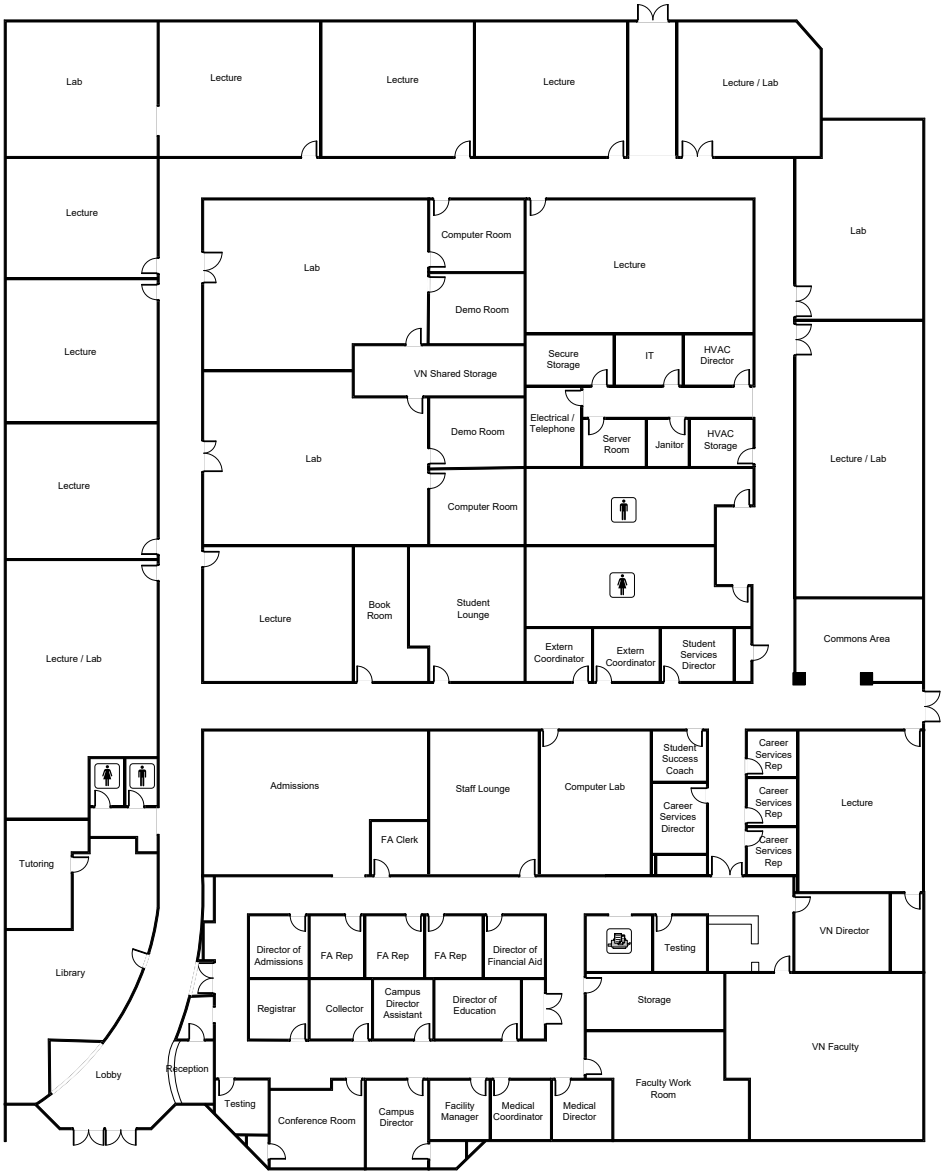
Monday - Friday 6:30am to 1:00pm*

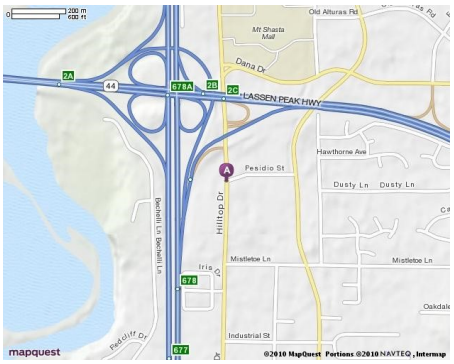
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

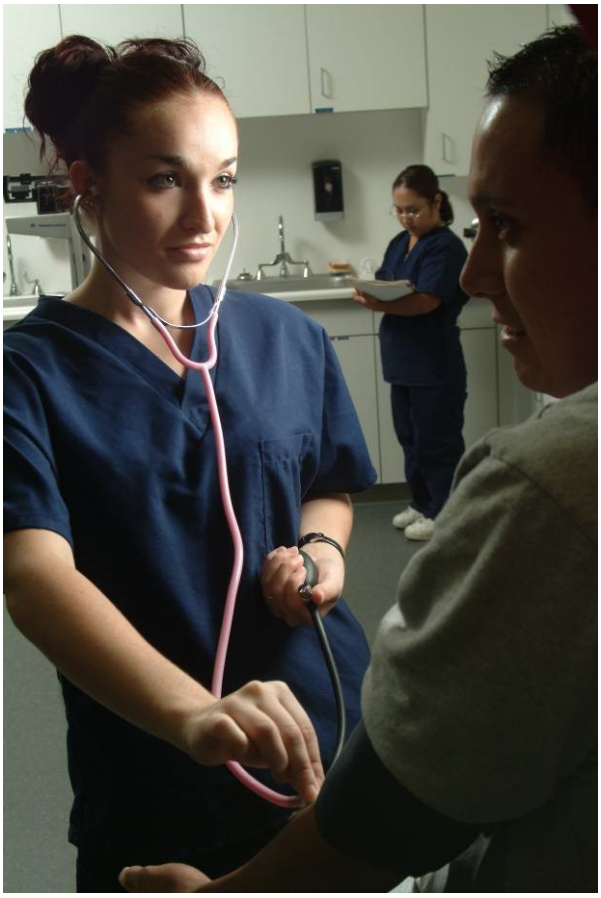
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,235.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 682.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,989.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 905.00
Tuition	$ 16,064.00.00
Total	$ 17,137.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 573.00
Tuition	$ 16,064.00
Total	$ 16,721.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,235.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,989.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,137.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,721.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
  - Case Studies
  - Independent study in the Theory "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Skills – Acceptable methods of make-up include:
  - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
  - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
    - Case Studies
    - Independent/guided study in "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Clinical – Acceptable methods of make-up include:
    - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Kerrilynne Sattler-Billardt VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Kaylee Hale Receptionist
Danny Hibbard Receptionist
Linda Alloway Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Jamie Sanborn MBOA Instructor
Certified Medical Assistant/CPR Instructor Certified/7+ years of industry experience

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Jennifer Gorge Adjunct PMA Instructor
15+ years industry experience / Certified Phlebotomist/ Certified Medical Assistant/CPT/CPR Instructor Certified

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Kimberly Witt, LVN Nursing Instructor
CPR/Firs-Aid Certified, 7 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

(Continued on page 23)

Staff and Faculty

(Continued from page 22)

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

_____ _____

Signature Date

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Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: July 20, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

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17	18	19	20	21	22	23
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November 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

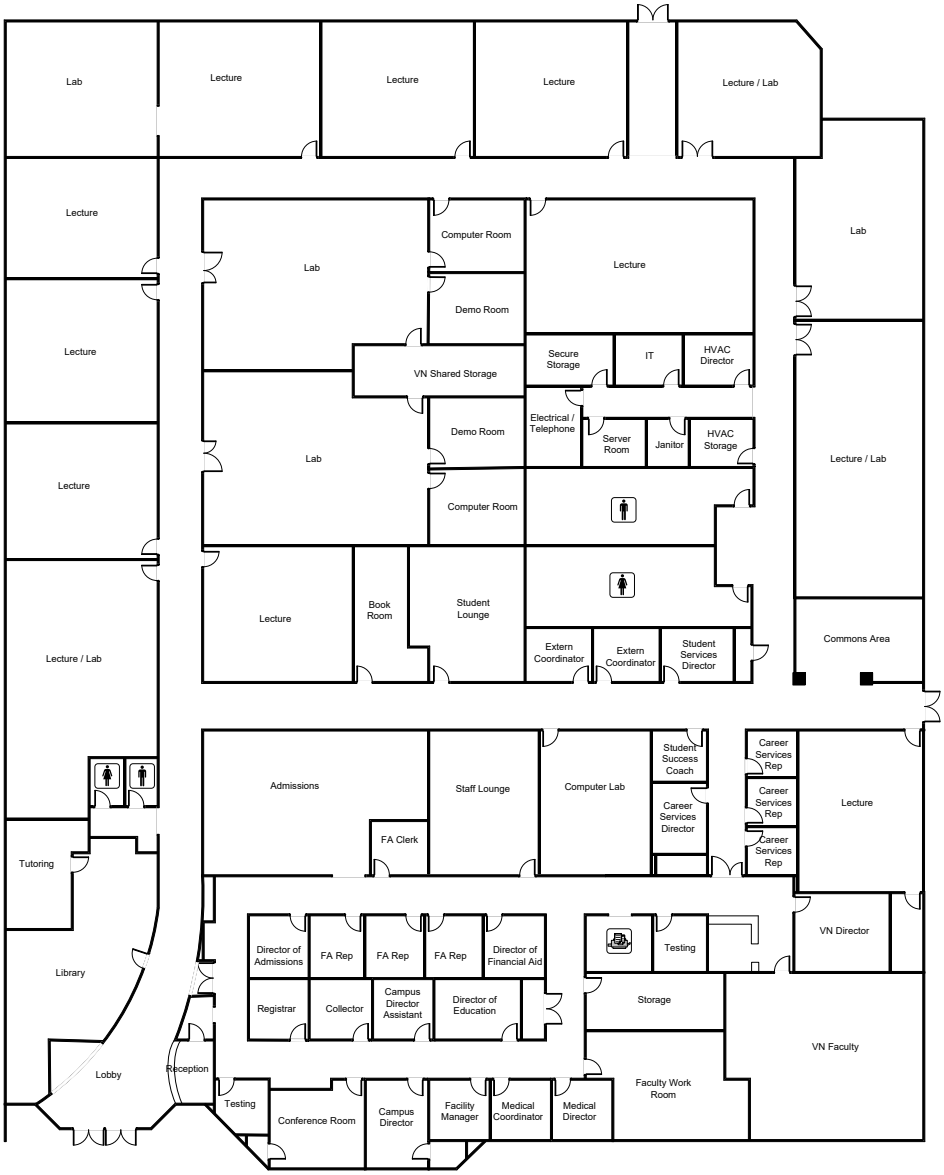
Monday - Friday 6:30am to 1:00pm*

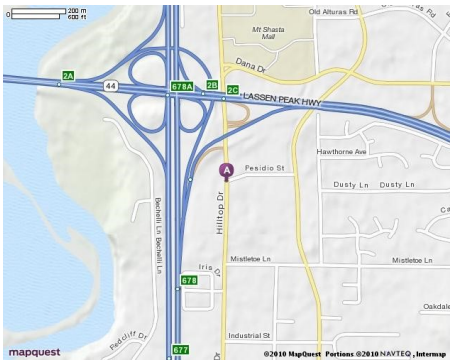
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

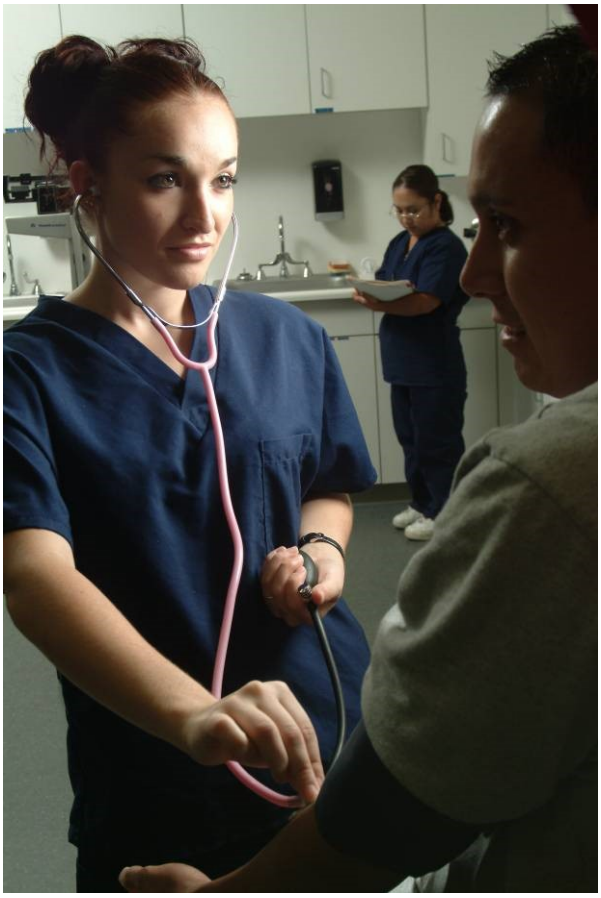
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Books & Supplies	$ 903.00
Tuition	$ 18,248.00
Total	$ 19,235.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 682.00
Tuition (Year 1)	$ 16,224.00
Total	$ 16,989.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 905.00
Tuition	$ 16,064.00.00
Total	$ 17,137.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Books & Supplies	$ 573.00
Tuition	$ 16,064.00
Total	$ 16,721.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,235.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$16,989.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,137.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$16,721.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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(Continued from page 15)

- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

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Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Danny Hibbard VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Hannah Baldwin Receptionist
Hannah Huggard Receptionist
TBD Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

Wendie Carroll MBOA Instructor

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Zacary Hale, LVN, BA Nursing Instructor

Joanne Robinson Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

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Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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_____

Please Print Name

_____ _____

Signature Date

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West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

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Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: August 9, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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May 2021

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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
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November 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

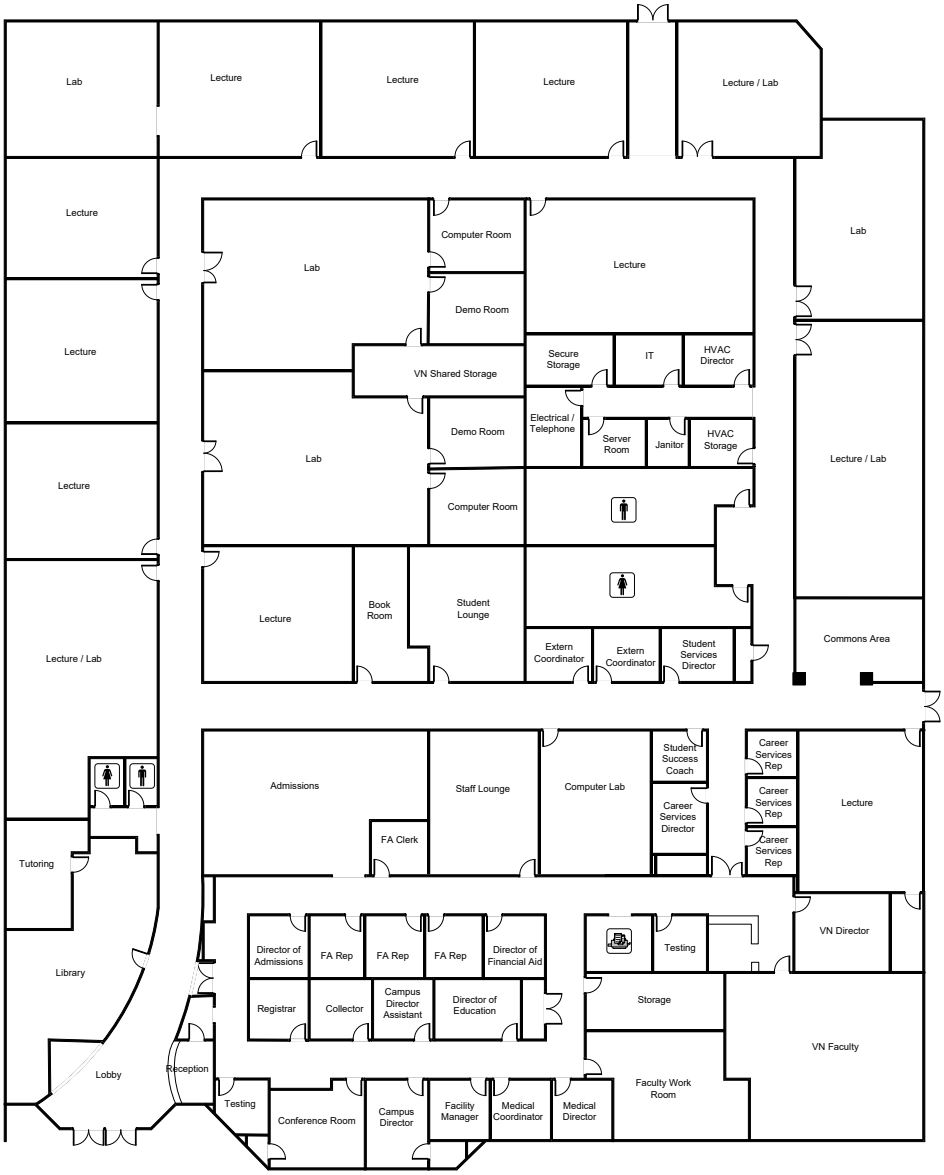
Monday - Friday 6:30am to 1:00pm*

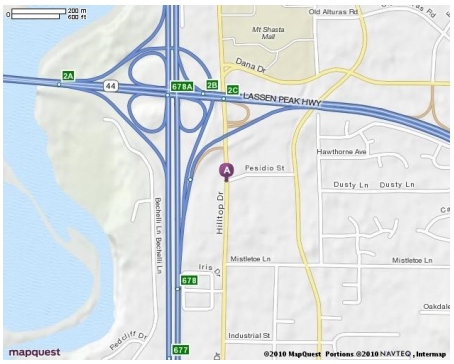
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

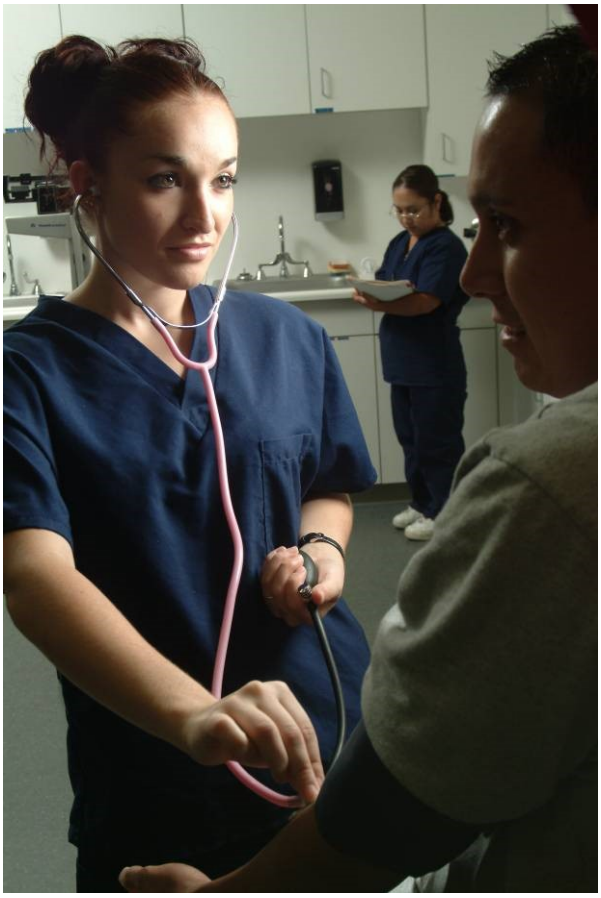
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,532.00
Tuition	$ 18,248.00
Total	$ 19,964.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$1,573.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,980.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 974.00
Tuition	$ 16,064.00.00
Total	$ 17,206.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,008.00
Tuition	$ 16,064.00
Total	$ 17,255.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,964.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,980.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,206.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,255.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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(Continued from page 20)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Danny Hibbard VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Hannah Baldwin Receptionist
Hannah Huggard Receptionist
TBD Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

Wendie Carroll MBOA Instructor

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Zacary Hale, LVN, BA Nursing Instructor

Joanne Robinson Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

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Staff and Faculty

(Continued from page 27)

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Signature Date

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Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: August 11, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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November 2021

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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

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April 2021

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May 2021

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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30			

July 2021

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August 2021

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September 2021

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

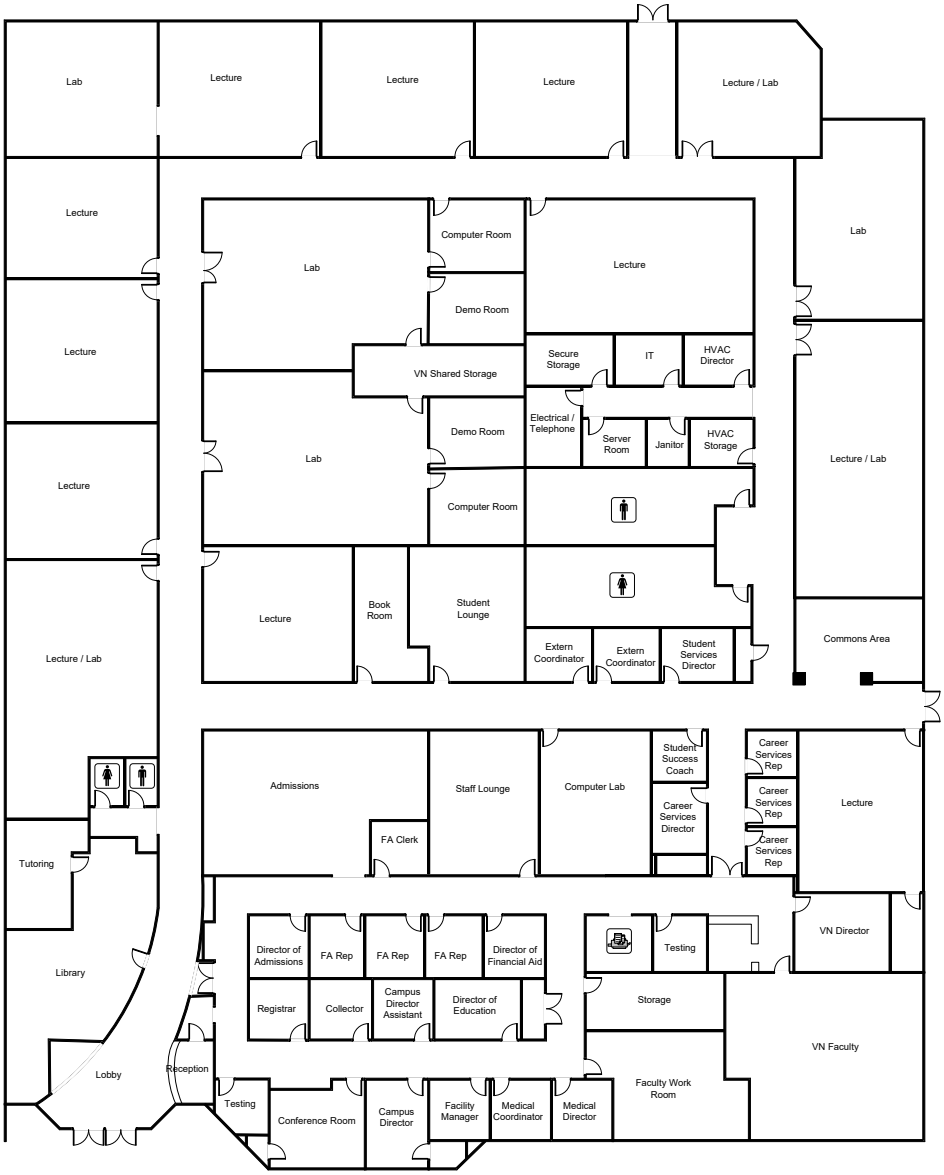
Monday - Friday 6:30am to 1:00pm*

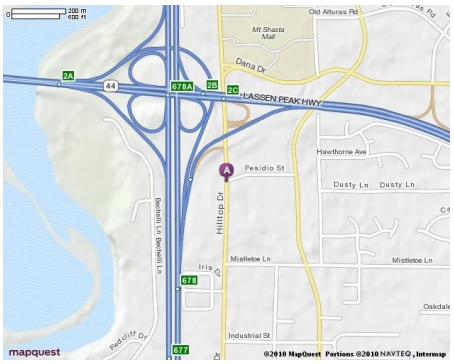
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

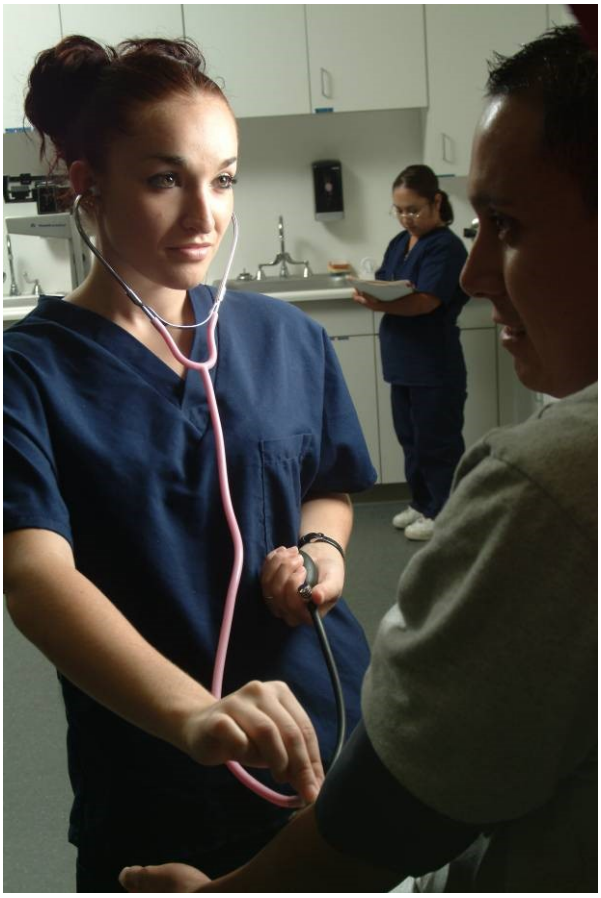
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



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Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,532.00
Tuition	$ 18,248.00
Total	$ 19,964.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$1,573.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,980.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Background Check	$ 85.00
Books & Supplies	$ 974.00
Tuition	$ 16,064.00.00
Total	$ 17,206.00
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,008.00
Tuition	$ 16,064.00
Total	$ 17,255.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,964.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,980.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,206.00	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,255.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

(Continued on page 21)

(Continued from page 20)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Danny Hibbard VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Hannah Baldwin Receptionist
Hannah Huggard Receptionist
TBD Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

Wendie Carroll MBOA Instructor

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Zacary Hale, LVN, BA Nursing Instructor

Joanne Robinson Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

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Staff and Faculty

(Continued from page 27)

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

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_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: August 17, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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July 2021

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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
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30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

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June 2021

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July 2021

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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend one of these days
The above schedule is typical, but is subject to change.

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

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May 2021

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June 2021

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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

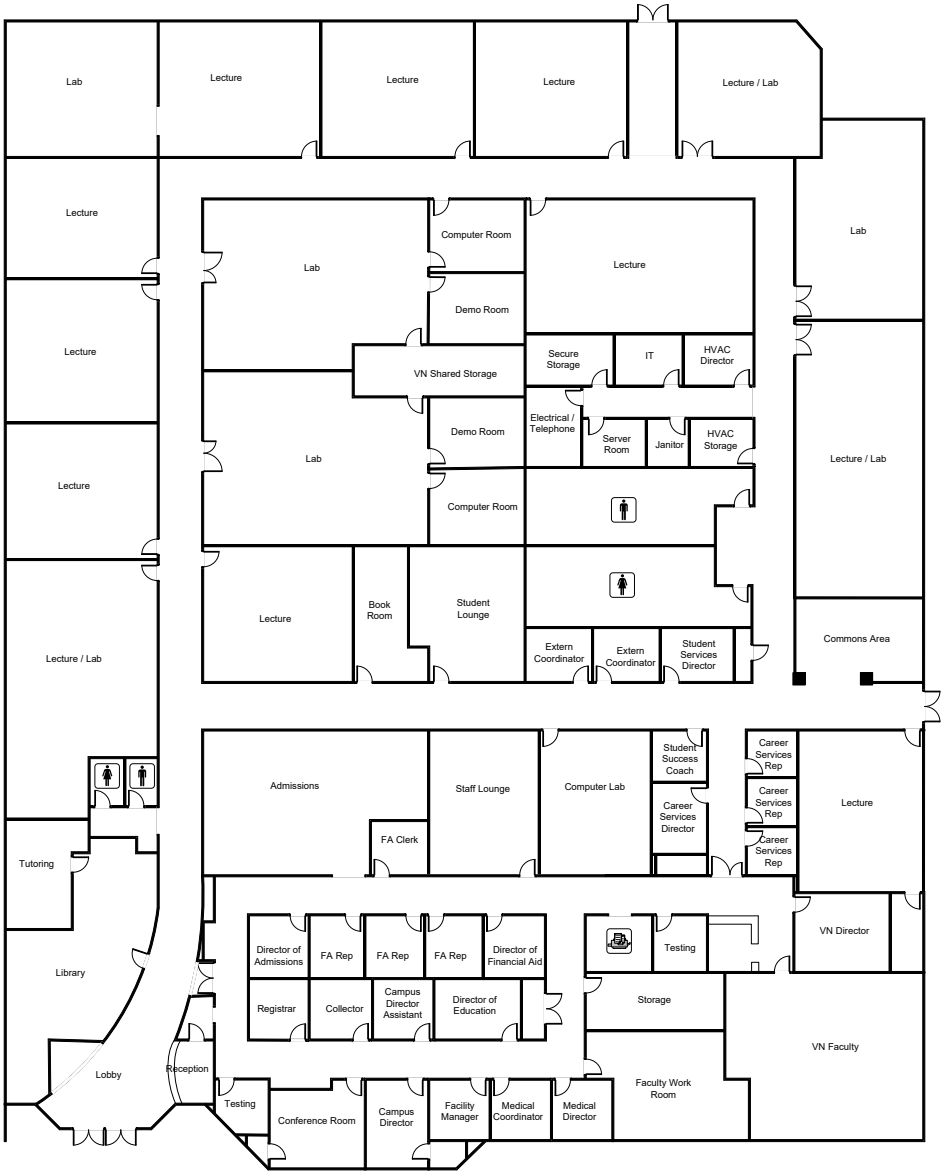
Monday - Friday 6:30am to 1:00pm*

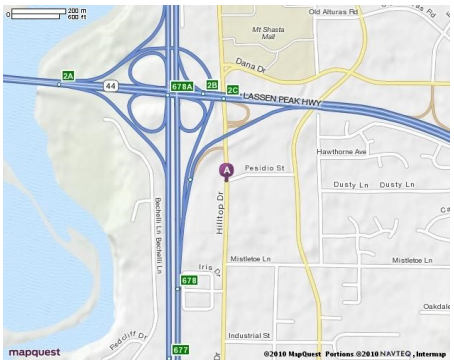
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

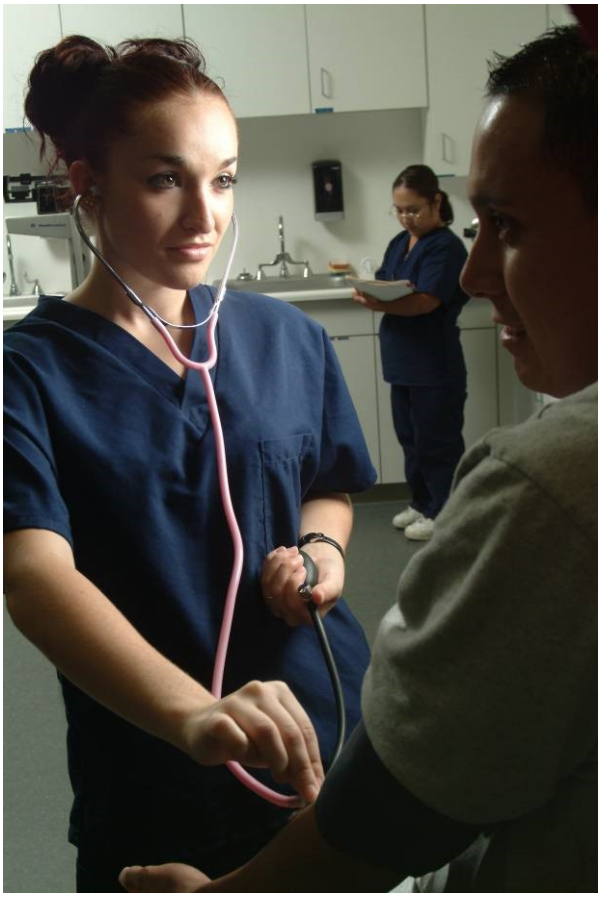
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,532.00
Tuition	$ 18,248.00
Total	$ 19,964.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$1,573.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,980.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 974.00
Tuition	$ 16,064.00.00
Total	$ 17,218.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,022.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 33,012.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,008.00
Tuition	$ 16,064.00
Total	$ 17,255.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

With Campus President approval, students who do not satisfactorily complete a curriculum within the scheduled hours may be allowed additional time to complete the curriculum without additional charge.

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,964.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,980.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,218.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,255.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$33,012.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during “Open Lab” time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

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All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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(Continued from page 23)

for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Danny Hibbard VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Hannah Baldwin Receptionist
Hannah Huggard Receptionist
TBD Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

Wendie Carroll MBOA Instructor

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Zacary Hale, LVN, BA Nursing Instructor

Joanne Robinson Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

(Continued on page 28)

Staff and Faculty

(Continued from page 27)

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

_____ _____

Signature Date

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If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: August 30, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

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DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

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21	22	23	24	25	26	27
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March 2021

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21	22	23	24	25	26	27
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April 2021

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May 2021

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June 2021

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July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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24	25	26	27	28	29	30
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

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October 2021

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17	18	19	20	21	22	23
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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February 2021

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March 2021

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April 2021

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May 2021

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June 2021

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July 2021

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August 2021

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September 2021

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October 2021

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November 2021

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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2021

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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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18	19	20	21	22	23	24
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August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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DAILY SCHEDULES

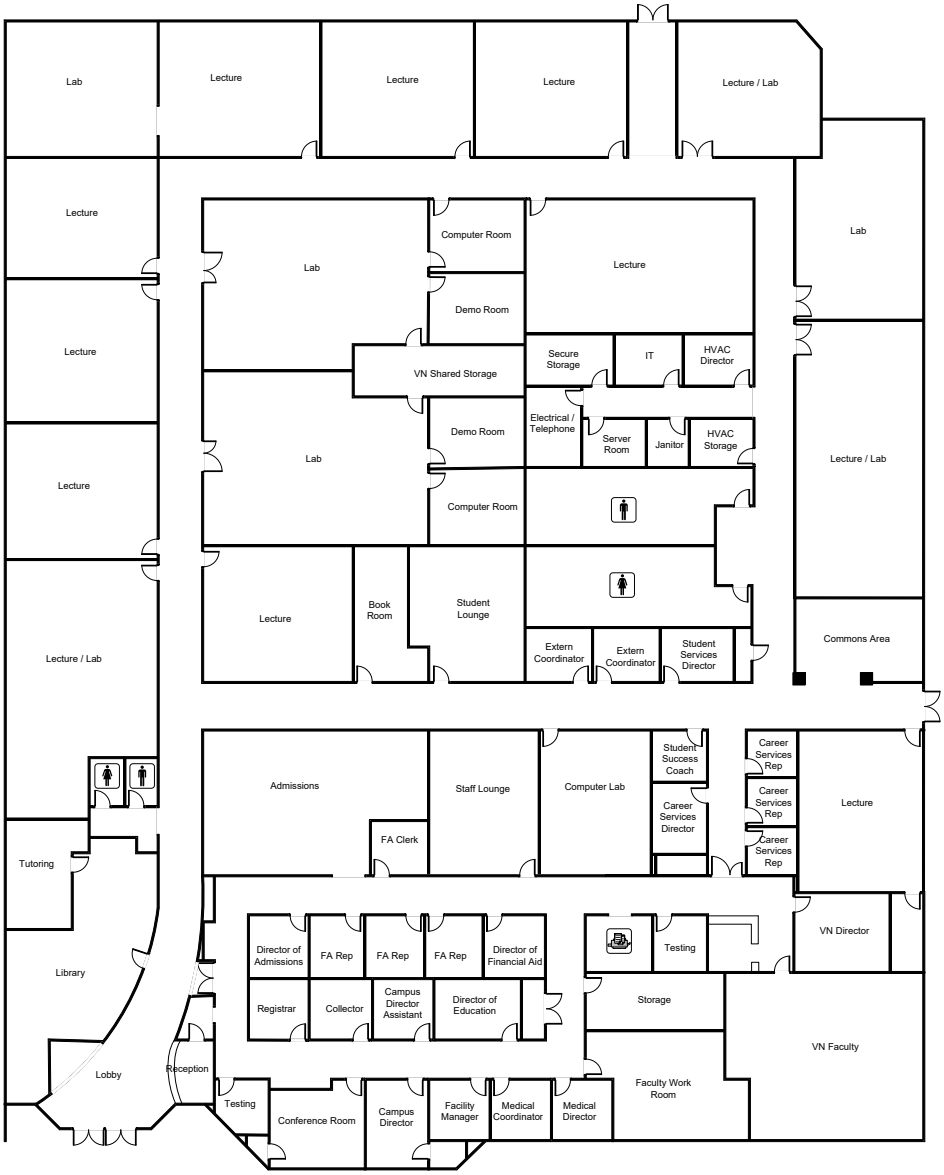
Monday - Friday 6:30am to 1:00pm*

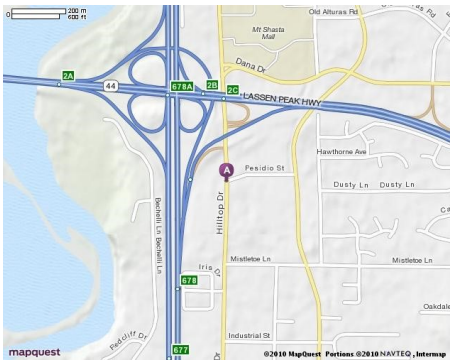
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

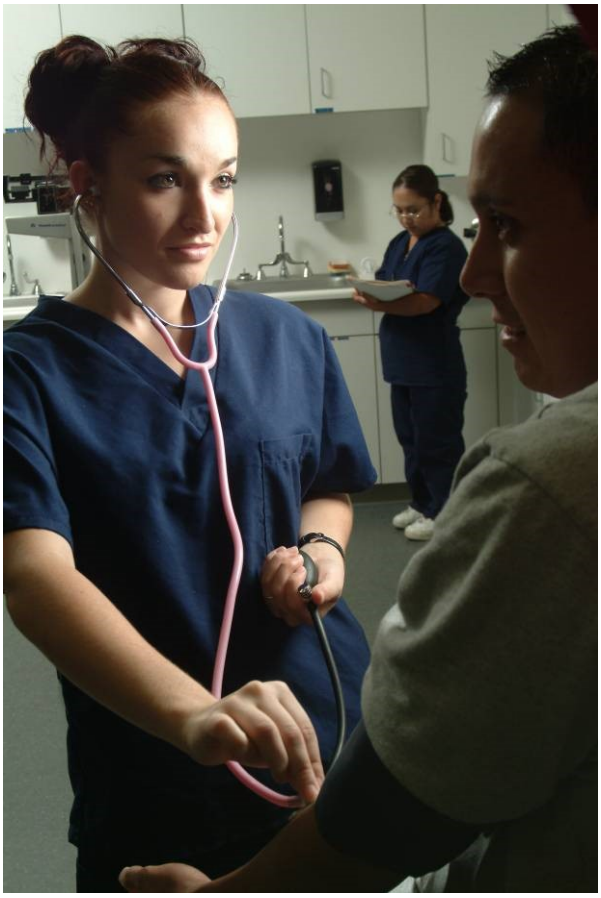
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,532.00
Tuition	$ 18,248.00
Total	$ 19,964.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$1,573.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,980.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 974.00
Tuition	$ 16,064.00.00
Total	$ 17,218.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,822.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,062.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,008.00
Tuition	$ 16,064.00
Total	$ 17,255.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,964.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,980.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,218.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,255.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$34,062.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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(Continued from page 20)

D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

Catalog Page 69-70

MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

Staff and Faculty

CAMPUS STAFF

Jim Herberger Campus President
Alisha Duncan HR Coordinator / Executive Assistant
Kim Snow Director of Education
Naima Turner Director of Nursing
Danny Hibbard VN Administrative Assistant / Support Services
Kim Swanson Registrar
Brandi Vanderpool Director of Admissions
Kaylee Lande Assistant Director of Admissions
Cassie Stevenson Senior Financial Aid Officer
Sarah Van Slyke Financial Aid Officer
Audrey Krueger Student Accounts Representative
Alexa Kofford Director of Student Services
Amber Powell Director of Career Services
Lynn Swendiman Externship Coordinator
Hannah Baldwin Receptionist
Hannah Huggard Receptionist
TBD Facilities Coordinator
Cheryl Frazer LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor
Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor
Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

Medical

Nicole Grashoff PMA Instructor
7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Jolanda Daniels, LVN Adjunct Medical Instructor
Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

Wendie Carroll MBOA Instructor

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**
7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor
27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor
LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor
LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor
4+ years industry experience

Charley Cleland Nursing Instructor
LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor
40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor
RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor
24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor
BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor
ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Adrianne Stevenson, RN, BSN Nursing Instructor
ACLS/PALS/NRP/MICN/CPR/BLS Certified, 14 years industry experience

Zacary Hale, LVN, BA Nursing Instructor

Joanne Robinson Nursing Instructor

Technical

Paul Garza HVAC Lead Instructor
18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

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Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Amy Meyer, PT, MPT PTA Instructor
DPT / 18+ years industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA. 95798-0818

Phone: (916) 431-6959

Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, #302

Arlington, VA 22201

(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

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Please Print Name

_____ _____

Signature Date

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Or, you may contact:

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Institute
of Technology

2021
Catalog Addenda
Redding Branch Campus

Revised: October 11, 2021

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Approval by the Bureau of Private Post-secondary Education

Institute of Technology is approved to operate by means of accreditation in California by the Bureau for Private Postsecondary Education until November 30, 2022.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower our students through education and career development.

Programs and Start Dates

THE FOLLOWING PROGRAMS ARE TAUGHT AT THIS CAMPUS:
Institute of Technology, Inc. enrolls students continuously throughout the calendar year. New starts are scheduled on a monthly basis to allow the students greater scheduling freedom.

Heating, Ventilation & Air Conditioning
Medical Billing & Office Administration
Pharmacy Technician
Professional Medical Assistant

January 11, 2021 ..... October 14, 2021
February 15, 2021 ..... November 18, 2021
March 22, 2021 ..... January 6, 2022
April 26, 2021 ..... February 10, 2022
June 1, 2021 ..... March 17, 2022
July 6, 2021 ..... April 21, 2022
August 9, 2021 ..... May 26, 2022

Refer to Main Catalog for Program Descriptions

Nursing Assistant

May 10, 2021* ..... June 25, 2021
July 21, 2021* ..... August 26, 2021
October 21, 2021* ..... December 3, 2021
*Nursing Assistant start dates may change.

Vocational Nursing (Full Time)

March 15, 2021 ..... April 15, 2022
July 12, 2021 ..... August 13, 2022
November 8, 2021 ..... December 10, 2022

Vocational Nursing (Part Time)

March 15, 2021 ..... December 10, 2022

Physical Therapist Assistant

July 12, 2021* ..... January 19, 2023

*Pending Approval

Hybrid/Interactive Distance Learning (IDL) Programs

Heating, Ventilation & Air Conditioning-IDL
Medical Billing & Office Administration-IDL
Pharmacy Technician– IDL
Professional Medical Assistant-IDL

September 13, 2021 ..... June 30, 2022
October 18, 2021 ..... August 4, 2022
November 22, 2021 ..... September 9, 2022

2021 Class Schedule—Weekday Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Weekday classes are held on Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
1:00 p.m.	to	5:30 p.m.
5:30 p.m.	to	10:00 p.m.

Physical Therapist Assistant weekday classes are held Monday through Thursday from:

8:00 a.m.	to	12:30 p.m.
12:15 p.m.	to	5:15 p.m.

The above Physical Therapist Assistant schedule is typical, but is subject to change. Beginning in 2022 some classes within the PTA program will contain distance education coursework. Distance education coursework is completed at a location determined by the student.

Legend

Scheduled Class Day:	#
No Class:	#

*Hybrid/IDL program on-ground classes are held two days per week.

2021 Class Schedule—Hybrid Programs

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Su	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Professional Development, CERM, HVAC, MBOA, and PMA

In a hybrid program, classes are conducted on-campus and online. On-campus attendance is required two days per week during each academic week. Online attendance events include completing a quiz, test, final exam or posting a response to a Discussion Board prompt. Active engagement, the completion of assignments along with attendance events, will be monitored on a weekly basis.

The Academic Week at Institute of Technology for hybrid classes for each five (5) week module follows this schedule:

Week 1: Monday through Sunday

Week 2: Monday through Sunday

Week 3: Monday through Sunday

Week 4: Monday through Sunday

Week 5: Monday through Thursday

Legend

Scheduled Class Day:	#
No Class:	#

Hybrid/IDL program on-campus classes are held two days per week.

Tuesday and Thursday
8:00 a.m. to 12:30 p.m.
1:00 p.m. to 5:30 p.m.
6:00 p.m. to 10:30 p.m.

2021 Class Schedule—VN Classes (Full-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

Monday	6:00am	to	3:30pm**
Tuesday	6:00am	to	3:30pm**
Wednesday	8:00am	to	12:00pm*
Thursday	8:00am	to	12:00pm*
Friday	8:00am	to	12:00pm*

Legend

Scheduled Class Day:	#
No Class:	#

*Students attend until 5:00pm on one of these days
The above schedule is typical, but is subject to change.
**Represents the typical scheduled times for a clinical day. Clinical days can be scheduled Monday-Friday.

2021 Class Schedule—VN Classes (Part-Time)

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
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October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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21	22	23	24	25	26	27
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December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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DAILY SCHEDULES

Monday	5:30pm	to	9:00pm
Tuesday	5:30pm	to	9:00pm
Wednesday	5:30pm	to	8:00pm*
Thursday	5:30pm	to	8:00pm*
Friday	5:30pm	to	8:00pm*
Saturday	6:00am	to	5:20pm

*Students attend one of these days
The above schedule is typical, but is subject to change.

Legend

Scheduled Class Day:	#
No Class:	#

2021 Class Schedule—NA Classes

January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

Sun	Mo	Tue	Wed	Thu	Fri	Sat
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DAILY SCHEDULES

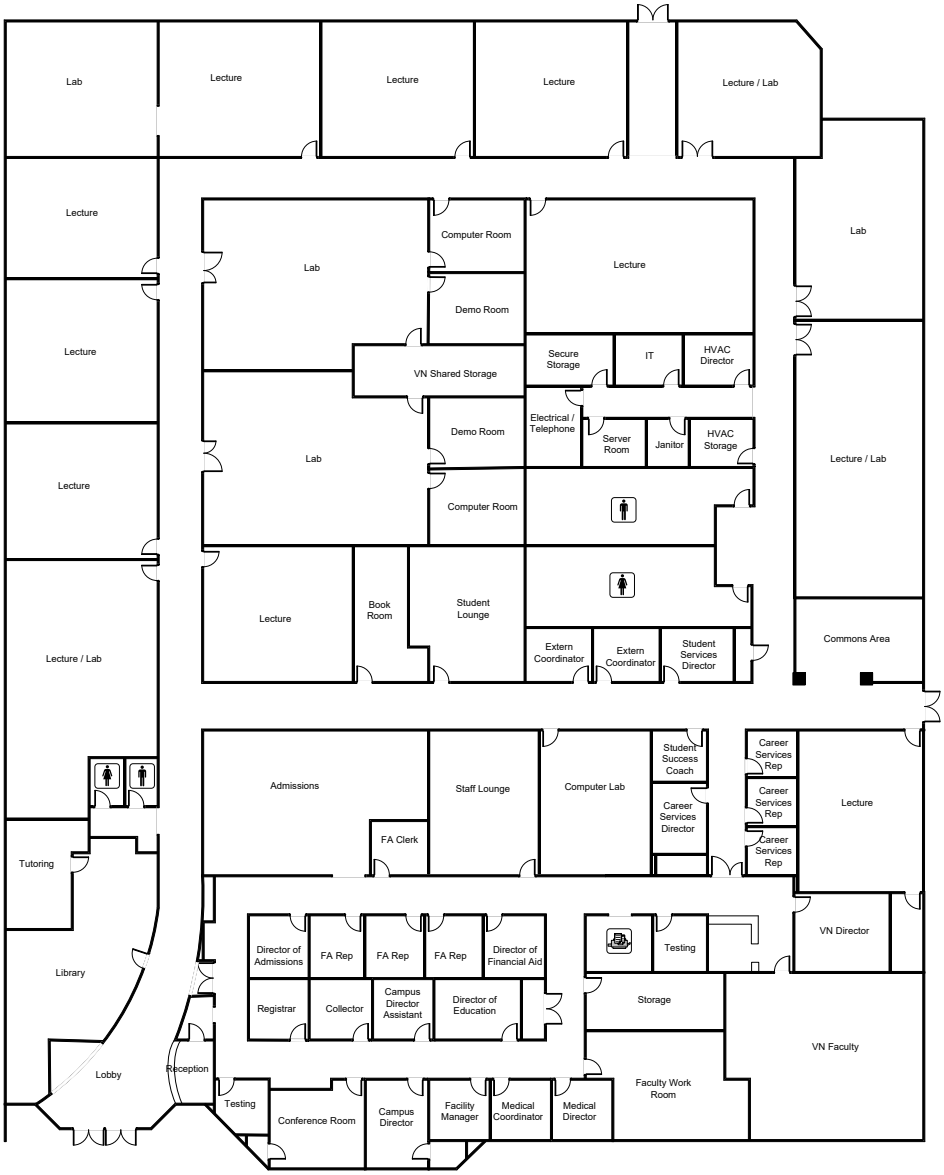
Monday - Friday 6:30am to 1:00pm*

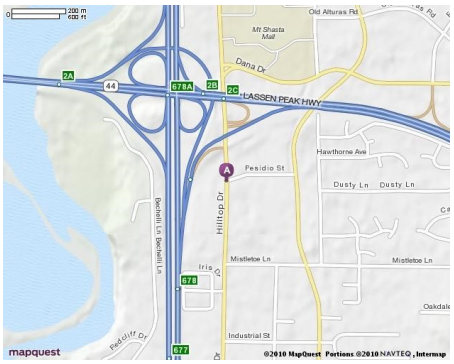
*The above schedule is typical, but is subject to change. Class times may vary based on the theory and clinical scheduled days. Theory and Lab days are scheduled from 7:00 am to 1:00 pm and Clinical days are scheduled from 6:30 am to 12:30 pm.

Legend

Scheduled Class Day:	#
No Class:	#

Facilities





Institute of Technology-Redding Campus is located at 1755 Hilltop Drive, Redding, CA 96002. The campus is easily accessible from Highway 5. The campus occupies approximately 32,400 of square feet with 11 classrooms, 4 medical labs. 3 HVAC labs, and administration offices. The maximum number of students in any classroom is 36. The average classroom size is 20.

Institute of Technology-Redding Campus has designated areas for student parking and breaks.

There is also a Student Success Center available for student use. This facility has been designated as a smoke-free environment.

The campus is open Monday through Thursday from 7:00 am to 10:30 pm and Friday from 7:00 am to 4:30 pm .

Classes are scheduled from 8:00 a.m. to 10:30 p.m., Monday though Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

RENTAL HOUSING NEAR THE REDDING CAMPUS
A one bedroom apartment near the campus is estimated to cost $758.00 per month in U.S. Currency.

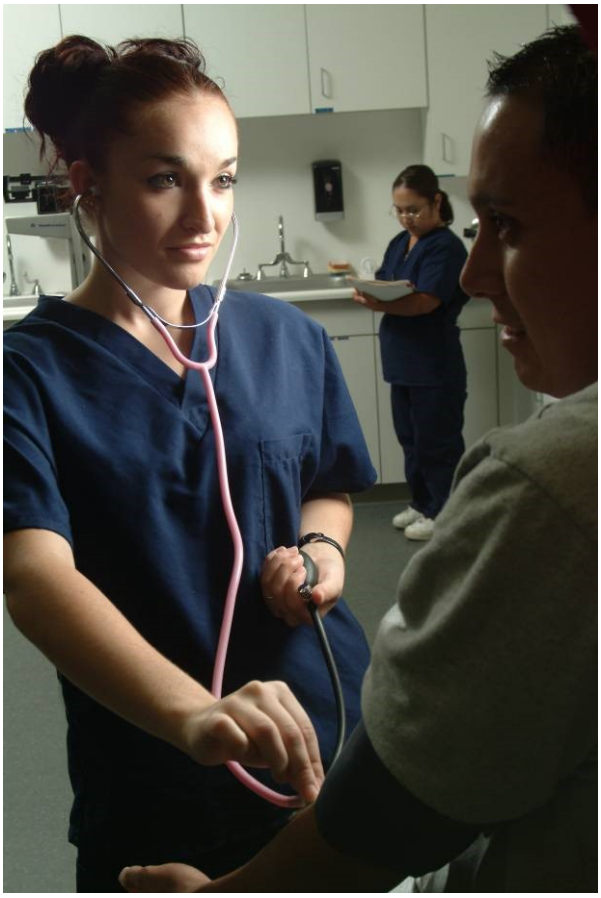
Equipment

The campus is equipped with audio/visual equipment such as projectors and TV/Video/DVD players, which assist the instructor in creating a production based learning environment. Computer labs are organized to maximize learning outcomes central to a specific course of study. Desktop computers are networked in most classrooms throughout the campus.

Students in Heating, Ventilation and Air Conditioning work in labs designed to compliment equipment used in their career paths. HVAC students will troubleshoot Compressors, Ice Machines and other refrigeration units, Residential and Commercial AC and Heating Units. HVAC students will be provided tool kits that include tools appropriate to the trade.

Students enrolled in the Pharmacy Technician program will work with various mock prescription labs. Students enrolled in the Professional Medical Assistant Program will work with sample Electronic Medical Record (EMR) software and with equipment common to a medical office. Medical Billing and Office Administration students will work on sample Electronic Medical Record (EMR) software that is common to the medical billing field Some of the Vocational Nursing lab equipment includes mannequins, medication carts, and patient monitors. Physical Therapist Assistant student lab equipment examples include patient tables, treadmill, stethoscopes, walkers, canes, weights, and more.

IT-Clovis 2003



IT-Clovis 2003

Program Cost

Heating, Ventilation and Air Conditioning

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$9.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,532.00
Tuition	$ 18,248.00
Total	$ 19,964.00
Approximate Cost per Unit	$376.25

Medical Billing and Office Administration

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$1,573.00
Tuition (Year 1)	$ 16,224.00
Total	$ 17,980.00
Approximate Cost per Unit	$341.56

Nursing Assistant*

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$1.00
Background Check	$ 90.00
Books & Supplies	$ 218.00
Tuition	$ 2,117.00
Total	$ 2,501.00

* Financial Aid is not available for this program. The Financial Aid department can provide information regarding payment options.

Pharmacy Technician

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$12.50
Background Check	$ 85.00
Books & Supplies	$ 974.00
Tuition	$ 16,064.00.00
Total	$ 17,218.50
Approximate Cost per Unit	$338.19

Physical Therapist Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$15.50
Books & Supplies	$ 2,822.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Technology Fee Period 3 (non-refundable)	$50.00
Technology Fee Period 4 (non-refundable)	$50.00
Technology Fee Period 5 (non-refundable)	$50.00
Tuition (Year 1)	$ 12,360.00
Tuition (Year 2)	$ 12,360.00
Tuition (Year 3)	$ 6,180.00
Total	$ 34,062.50
Approximate Cost per Unit	$471.76

Professional Medical Assistant

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$8.00
Technology Fee Period 1 (non-refundable)	$50.00
Technology Fee Period 2 (non-refundable)	$50.00
Books & Supplies	$ 1,008.00
Tuition	$ 16,064.00
Total	$ 17,255.00
Approximate Cost per Unit	$338.19

Vocational Nursing (Day Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,570.00
Tuition (Year 1)	$ 21,290.00
Tuition (Year 2)	$ 10,645.00
Total	$ 33,686.00
Approximate Cost per Unit	$510.96

Vocational Nursing (Night Classes)

Registration Fee (non-refundable)	$ 75.00
STRF Fee (non-refundable)	$16.00
Background Check	$ 90.00
Books & Supplies	$ 1,754.00
Tuition (Year 1)	$ 19,122.00
Tuition (Year 2)	$ 12,748.00
Total	$ 33,805.00
Approximate Cost per Unit	$509.92

Tuition Schedule and Refund Table

TUITION SCHEDULE

Course	Attendance Period Cost					Program Cost	Qtr. Credit Units	Clock Hours	Length in Weeks
	Period 1	Period 2	Period 3	Period 4	Period 5				
Heating, Ventilation and Air Conditioning	$9,124.00	$9,124.00				$19,964.00	48.5	800	40
Medical Billing and Office Administration	$8,112.00	$8,112.00				$17,980.00	47.5	860	40
Nursing Assistant	$2,117.00					$2,501.00	N/A	171	7
Pharmacy Technician	$8,032.00	$8,032.00				$17,218.50	47.5	860	40
Professional Medical Assistant	$8,032.00	$8,032.00				$17,255.00	47.5	860	40

Course	Period 1	Period 2	Period 3	Period 4	Period 5	Program Cost	Semester Credit Units	Clock Hours	Length in Weeks
Physical Therapist Assistant	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$6,180.00	$34,062.50	65.5	1,573	75
Vocational Nursing (Day Class)	$10,645.00	$10,645.00	$10,645.00			$ 33,686.00	62.5	1575	51
Vocational Nursing (Night Class)	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$6,374.00	$ 33,805.00	62.5	1575	81

Note: All programs listed might not be offered at your campus. See Start Dates for available programs.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Refer to Main Catalog for the Tuition Payment Policy

REFUND TABLE

REFUND TABLE		PERCENT OF PERIOD COMPLETED					
Program	Period Cost	10%	20%	30%	40%	50%	60%
Heating, Ventilation and Air Conditioning	$9,124.00	$912.40	$1,824.80	$2,737.20	$3,649.60	$4,562.00	$5,474.40
Medical Billing and Office Administration	$8,112.00	$811.20	$1,622.40	$2,433.60	$3,244.80	$4,056.00	$4,867.20
Nursing Assistant	$2,117.00	$211.70	$423.40	$635.10	$846.80	$1,058.50	$1,270.20
Pharmacy Technician	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Physical Therapist Assistant	$6,180.00	$618.00	$1,236.00	$1,854.00	$2,472.00	$3,090.00	$3,708.00
Professional Medical Assistant	$8,032.00	$803.20	$1,606.40	$2,409.60	$3,212.80	$4,016.00	$4,819.20
Vocational Nursing (Day Classes)	$10,645.00	$1,064.50	$2,129.00	$3,193.50	$4,258.00	$5,322.50	$6,387.00
Vocational Nursing (Night Classes)	$6,374.00	$637.40	$1,274.80	$1,912.20	$2,549.60	$3,187.00	$3,824.40

Refer to Main Catalog for the Refund Policy

Vocational Nursing Addendum

ACCREDITATION AND CERTIFICATION

Institute of Technology is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945, telephone (916) 263-7800; fax (916) 263-7859, *www.bvnpt.ca.gov*. A copy of this Bureau approval is on display in the lobby entrance of the Institute of Technology.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate nursing skills, NCLEX review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as high school transcripts or a GED Certificate.

In order to begin the admissions process into the Vocational Nursing program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- Official college transcripts showing minimum of an associate degree from an accredited U.S. college or university
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: PSB computerized exam
  Minimum score: 45

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by VN Admissions Committee
- On site written personal goal assessment
- Computer competency assessment
- PSB computerized exam

A copy of the complete VN admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Students enrolled in any Health Occupations program will be required to have a physical examination, which will provide written documentation that their health will permit them to meet the physical requirements of their chosen field. Specifically, the health practitioner will provide Institute of Technology with the following health certification:

- Physical exam form documenting satisfactory health and physical ability
- Negative TB skin test or chest x-ray
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine)

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DRUG SCREEN AND BACKGROUND CHECKS

Prior to being accepted into a nursing program of study, students must provide evidence of a "clear" background check. **Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.**

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

All Institute of Technology students will undergo a pre-enrollment drug screen prior to program admission. Institute of Technology also participates in random drug screening throughout the course of each program or if a student's behavior is suspicious of drug or alcohol use. ***Please refer to our Drug Screening Policy described in the Institute of Technology Catalog and VN Program Handbook.**

TRANSFER OF CREDIT FROM INSTITUTE OF TECHNOLOGY

The Vocational Nursing program units do not transfer directly to an RN program; however, once a student passes the state licensure examination (NCLEX-PN) and receives their license, the license is typically transferable into an LVN-to-RN bridge program, provided the student has completed the prerequisites of the LVN-to-RN bridge program. Prerequisites of the LVN-to-RN bridge program are not the same as the Institute of Technology VN prerequisites. It is the receiving institution's prerogative whether or not to accept any coursework from Institute of Technology. Institute of Technology will assist any educational institution to facilitate a graduate's continuing education.

ATTENDANCE

Students are expected to attend all sessions of each class in which they are enrolled. Attendance to all classes is required to establish a foundation for nursing skills and theory. Failure to attend theory, skills lab, or clinical classes may result in a student's inability to meet course objectives.

While illness and emergencies occur, it is expected that students attend at least 90% of all theory hours and 95% of all skills/clinical hours. Absences greater than 10% of Theory or 5% Skills/Clinical hours may result program termination. All missed hours must be made up. If 8 hours or more are missed the student will be placed on "AT RISK". If additional hours are missed, the student may be placed on "VN PROBATION".

Students may make up theory and skills lab hours during the course of the semester. Clinical absences, however, can only be made up during the make up week following finals week when an additional clinical day is available. In this case, the student will receive an "I" (Course Incomplete) until the hours have been completed during the make up week.

Note: *Clinical make up options are not always available, such as specific clinical rotations, until the following semester which may necessitate students repeating a semester. More hours missed than can be made up during the make up week may necessitate students repeating a semester.*

All missed theory or skills lab hours must be made up in the Theory or Skills "Open lab" with specific objectives being completed. A Mandatory Attendance form will be completed by the instructor with specific assignments listed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory – Acceptable methods of make-up may include:
    - Case Studies
    - Independent study in the Theory "Open Lab"
    - Written examination
    - Attendance at seminars or workshops
    - Auto tutorial laboratory
    - Research Reports
- Skills – Acceptable methods of make-up include:
    - Attendance in the Skills "Open Lab" – Instructor demo, practice and/or return demonstration on Skill of the week.
- Clinical – Acceptable methods of make-up include:
    - Performance evaluation in skills laboratory

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- Or, if available additional time in the clinical area with clients/patients.

It is the student's responsibility to insure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT VN Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
75-79%	C
74% or below	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
Pass/No Pass	Externships Only	0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

Section A

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") ***Note: A License will not be issued until the board receives the background information from DOJ.***
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee**. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Approved School of Vocational Nursing.**
   Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
   The school of practical/vocational nursing from which you graduated must have been approved by the Board of Nursing in the State in which it is located.

   (Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric

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Technicians.)

3. **Equivalent Education and/or Experience.** This method **requires** you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:
    - Knowledge of commonly used drugs and their action
    - Computation of dosages
    - Preparation of medications
    - Principles of administration

    The 51 months of experience shall include a minimum of each of the following:
    - 48 months medical/surgical nursing
    - 5 weeks maternity or genitourinary nursing
    - 5 weeks pediatric nursing

    Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:
    - Communicable Disease Nursing
    - Public Health Nursing
    - Industrial Nursing
    - Office Nursing (M.D.)
    - Psychiatric Nursing
    - Operating Room Nursing
    - Hemodialysis
    - Private Duty Nursing (In a general acute care facility)
    - Emergency Room Nursing
    - Geriatric Nursing
    - Recovery Room Nursing
    - Out-Patient Clinic

    Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

    a. **Basic Bedside Nursing**
        - Ambulation Techniques
        - Intake and Output
        - Bed making
        - Neurological Check
        - Catheter Care
        - Personal Hygiene and Comfort Measures
        - Collection of Specimens
        - Positioning & Transfer
        - Diabetic Urine Testing
        - Range of Motion
        - Enema
        - Skin Care

    b. **Aseptic Technique (May be demonstrated in classroom, lab, and/ or patient care settings)**
        - Urinary Catheterization
        - Sterile Dressing Change
        - Sterile Irrigations

        Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

    c. **Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:**
        a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
        b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

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c. Submit proof that service was honorable (DD-214).

d. **Note:** A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

d. **4-Year Expired California Licensed Vocational Nurse.**
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an approved school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Physical Therapist Assistant Addendum

ACCREDITATION AND CERTIFICATION

The Institute of Technology (IOT) is fully accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award associate degrees and certificates. The contact information for ACCSC is 2101 Wilson Blvd, Suite 302, Arlington, VA, 22201 or accsc.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 29, 2019, the Physical Therapist Assistant program at the Institute of Technology has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; phone: 703-706-3245; email: accreditation@apta.org). If needing to contact the program/institution directly please call Josh Green, Physical Therapist Assistant Program Director at (530) 224-1000 or email jgreen@iot.edu.

Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation and may matriculate students in technical/professional courses. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

GENERAL ADMISSIONS REQUIREMENTS

In order to begin the admissions process into the Physical Therapist Assistant program at Institute of Technology, an applicant must provide proof of high school graduation or its equivalent. Proof is defined as any of the following:

- High school diploma
- Official High School Transcripts (showing completion)
- GED Certificate
- Proof of CA high school equivalency exam
- In the event of foreign transcripts, they must be officially evaluated and determined to meet the equivalent of a 12th grade education in the U.S.

ENTRANCE EXAMINATION REQUIREMENTS

- Evaluation Used: SLE (Wonderlic)
  Minimum score: 20
- Evaluation used: Math Exam
  Minimum score: 20

ADMISSIONS DECISIONS

No one is guaranteed admission by meeting the minimum requirements of a high school/GED diploma or equivalent or by passing an equivalency exam. Often, there are more applicants than available seats in a given program. Many factors are taken into consideration by the Admissions Department. Applicants who are admitted may be judged based on their readiness to succeed. The following represents possible evaluation measures:

- Interview by PTA Admissions Committee
- Volunteer Hours and Writing Sample
- Wonderlic and Math Exams

A copy of the complete PTA admissions process and selection criteria is available by contacting an Admissions Representative

IMMUNIZATIONS

Prior to the beginning of clinical experiences, students enrolled in the Physical Therapist Assistant program will be required to provide the Director of Clinical Education with proof of the following:

- Negative TB skin test or chest x-ray (annually)
- Current immunization record or laboratory report showing immunity to (as per Public Health criteria):
- Hepatitis B vaccine (series)
- Influenza vaccine
- Measles, mumps and rubella (MMR) vaccine or titer
- Tetanus, diphtheria, and acellular pertussis (Tdap) vaccine
- Varicella vaccine (not zoster vaccine) or titer
- Annual flu vaccine, if required by clinical site
- Additional requirements per clinical site

DRUG SCREEN AND BACKGROUND CHECKS

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Prior to being accepted into the physical therapist assistant program, students must provide evidence of a "clear" background check. Clear is defined as without sexual/elder/child/spousal abuse, un-acquitted felonies, embezzlement, misdemeanor which includes an element of monetary theft.

Institute of Technology utilizes an online source for background checks. The primary reason for the background check is to meet the requirements of various business and medical facilities in our community. If a student is aware of any potential negatives in their background check prior to admission, they should advise their Admissions Representative. Extenuating circumstances may be considered by senior Institute of Technology administration.

During the clinical portion of study, the student may be subject to random drug testing at a clinic site based on the facility's policy.

ATTENDANCE

In order to facilitate optimal learning and promote professionalism in the classroom and workplace, daily attendance is required for all classes/ experiences in the PTA curriculum. Because attendance and punctuality are important responsibilities in the classroom, laboratory and clinical practicums – absences and tardiness are not only discouraged, but penalized. Any tardy will be recorded in the student's record. The student is afforded up to three (3) absences (excused/ unexcused) per class, per term and every two (2) tardiness count as one (1) absence.

Clinical practicums are an essential component of the IOT PTA Program. Students are expected to follow the hours full-time hours set by the clinic site which are greater than the typical hours of on-ground classes. If the school has a designated holiday, the clinic site will determine the student's schedule. The student may be required to make up any missed clinical hours.

If the student is ill, the student must contact the clinic site, the CI, and the DCE prior to the scheduled start time for that day. For any extended illnesses, the student must present a note from a physician stating it is safe to return to the class/clinic.

Students have the opportunity to make up theory or skills lab hours in the Theory or Skills "Open lab" with specific objectives being completed. Acceptable methods of make up for theory, skills lab or clinical are at the discretion of the course instructor or as identified below:

- Theory or Lab – Acceptable methods of make-up may include:
  - Case Studies
  - Independent/guided study in "Open Lab"
  - Written examination
  - Attendance at seminars or workshops
  - Auto tutorial laboratory
  - Research Reports
- Clinical – Acceptable methods of make-up include:
  - Additional time in the clinical area with clients/patients.

It is the student's responsibility to ensure that make up work for absences is completed and documentation submitted. The complete Attendance Policy and other policies are described in the IOT PTA Program Handbook.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent Study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grading

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	Grade Points/Unit
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00

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D	Unsatisfactory	1.00
F	Failing	0.00
Pass/No Pass		0.00
I	Course Incomplete	
CH	Challenge	
TC	Transfer Credit	

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

ACADEMIC ASSISTANCE

Institute of Technology instructors are available during their scheduled office hours to assist students with academic issues. Specific hours for each instructor will be noted on course syllabi. Institute of Technology also provides students with the opportunity to practice skills during "Open Lab" time, which will be posted at the beginning of each semester. The various labs will be supervised by instructors to assist students on an as-needed basis. We encourage students to use the Open Labs time to perfect hands-on skills such as computer software, office skills, lab procedures, beginning and intermediate physical therapy skills, NPTE-PTA review, etc.

In conjunction with the Academic Services Department, additional academic assistance may be provided in the form of one-on-one or small group instruction.

DEFINITION OF CREDIT UNIT EARNED

Institute of Technology measures progress by semester credits. One semester credit hour is awarded for:

- A minimum of 22.5 clock hours of lecture, or
- A minimum of 30 clock hours of lab, or
- A minimum of 45 clock hours of externship

One clock hour equals a minimum of 50 minutes. See the Course Descriptions for the specific credits for each course.

Programs that do not lead to a degree or completely transfer to a degree program are subject to clock to credit hour conversion for the purposes of awarding credit and payment of Title IV funds. For a semester credit hour, non-term program the conversion is 1 credit per 37.5 hours of instruction.

Summary of Requirements for Licensure as a PHYSICAL THERAPIST ASSISTANT

1. Graduate from an accredited PTA Program.
2. Apply for licensure with the Physical Therapy Board of California and pay associated fees ($300).
    a. Submit P1E form (certificate of completion from an accredited institution)
    b. Live Scan Finger Print Processing (fees vary)
3. Take and pass the National Physical Therapy Exam – Physical Therapist Assistant ($400 FSBPT + $70 Prometric testing center)
4. Take and pass the California Law Exam (CLE) a one hour 51-question multiple choice exam ($65 FSBPT + $25 Prometric testing center)

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DEFINITION OF CREDIT UNIT EARNED

One quarter credit hour is awarded for:

- A minimum of 15 clock hours of lecture, or
- A minimum of 20 clock hours of lab or independent study, or
- A minimum of 30 clock hours of externship

Hybrid Learning Admissions Requirements
Hybrid or Interactive Distance Learning (IDL) programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student the option to purchase a Microsoft Surface Go 2 with a Microsoft Surface Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College.

- With or without the Microsoft Surface Go 2, the minimum technology specifications for each hybrid program include:
- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access are only provided by IOT when students are on campus).

All hybrid (IDL) applicants will be required to pass an online readiness “Computer Literacy and Internet Knowledge” CLIK pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not proficient
- 14-17: Proficient
- 18-20: Highly Proficient

An applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

Pg 4
All on-ground classes are held at the addresses above. Some Institute of Technology programs contain a distance education component. Distance education coursework is completed at a location determined by the student.

Beginning September 13, 2021

Page 23
Heating, Ventilation and Air Conditioning - IDL
Hours of Instruction/Program Length
800 Hours / 48.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 27
Medical Billing and Office Administration - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by the student. *See your admissions representative for available class times.*
Page 37
Professional Medical Assistant - IDL
Hours of Instruction/Program Length
860 Hours / 47.5 Quarter Credit Hours
This is a hybrid or interactive distance learning (IDL) program which contains online course work. Classes are a combination of on-ground and online for 40 weeks. On campus classes are held two days per week and the remaining distance education coursework is completed at a location determined by

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the student. *See your admissions representative for available class times.*

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ABSENTEEISM

Active Engagement in Hybrid (IDL) Programs
Active engagement at Institute of Technology is defined as completing a quiz or test, or posting a response to a Discussion Board, and being present for on-campus class days. Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising. Regardless of learning platform (online or on-campus) a student who fails to attend twelve (12) consecutive scheduled class days will be automatically dropped. Furthermore, if a student is absent more than fourteen (14) consecutive calendar days and has not contacted the school indicating an intent to return, they will be terminated from the program.

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INDEPENDENT STUDY

Students in Baking and Pastry Specialist, Culinary Arts, Industrial Maintenance and Automated Technology, Pharmacy Technician, and Welding, programs will be required to complete a self-study project every 5 weeks. Independent study necessitates a high level of self-directed learning separate from scheduled classroom hours and requires students to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments which are designed to measure the student's achieved competency relative to the subject matter objectives.

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GRADING SYSTEM
Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, independent study projects or discussion posts, and final examinations. All scores earned are converted to a percent-age of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The progress or grading system by which students will be evaluated is as follows:

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LATE OR INCOMPLETE WORK HYBRID (IDL) PROGRAMS
Hybrid module programs are typically 32 class days, with a Monday through Sunday academic week the first four weeks and Monday through Thursday the fifth week. IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum success.

- All assignments are due as described on the course outline.
- Students absent on the day of an on-ground quiz or examination must make prior arrangements with the instructor for an alternative testing date.
- All missed assignments, including quizzes and examinations, must be made up within one (1) calendar week from the original date and will be subject to a 10 percent per day reduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).
- Skills assessment will be conducted during on-campus days. All missed on-campus skills assessments must be made up within one (1) calendar week from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

•Students absent on the day of an on-campus skills assessments must make prior arrangements with the instructor for a make-up date. Students who do not make-up skills assessments will receive a zero grade

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for the assessment which may impact their ability to successfully complete the module.

No assignments will be accepted after the last day of the module unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Director of Nursing, Program Director, Director of Education, and/or Campus President.

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E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.
- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details. Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

An e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (technology fee). Students may access all required course materials within IOT's online Learning Management System (LMS), Canvas, on the first day. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, Mind Tap, Web assign, Myla, Elsevier Evolve, ATI etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Director of Nursing, or Program Director.

All e-learning materials are required. Such resources may include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period. How do I access my e-book or digital materials? Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Student Support at reddingstudentsupport@iot.edu. If you have selected to opt-out during enrollment, then you will not have access.

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing. Can I opt-in once I've selected to opt-out? You may opt-in at any point. To do so, please reach out to Admissions.

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TUTORING

Students who find they have difficulty understanding the material presented, are strongly urged to seek tutoring help from their classroom or hybrid instructors **(during office hours before and after school, or on Fridays)**. Any additional tutoring can be scheduled with the Student Success Leaders. There is no charge for tutoring. In addition to instructor tutoring, Academic Tutors are available on campus to provide students with basic academic tutoring and resource guidance as well as supporting library services.

LIBRARY

The library is located in the Learning Resource Center. It consists of the Atriuum Online Reference Database. These online services include paid scholarly databases, open source materials, general reference, general online tutorials, and government publications: Agencies and publications; subject guides and career development resources. In addition to these online resources, our library holds numerous publications, books, articles, and other literature that are related to the courses of study, focusing on the industry trends of each program, career development information, resource guides and manuals, and industry-related magazines. Students can also access the MyIOT student support site through the LRC. Institute of Technology has internet access and computers available for students to use for educational purposes. The computers are located in the Student Success Center and are available for student use on an unlimited basis, during normal business hours. Students may contact the Librarian or Learning Resource Center Assistant for information about how to access books, periodicals, or online library resources. Directories for accessing on-line resources are available in the Library. Students can also access library resources from their MyIOT or Canvas accounts.

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PLAGIARISM

Institute of Technology utilizes Turnitin in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

NETIQUETTE

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

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MYIOT

The MyIOT Learning Management System is an on-line platform that allows Staff, Faculty, and Students the ability to communicate about education-related activities over the World Wide Web. MyIOT was designed in-house for the specific requirements of Select schools and, as such, can be quickly updated with new features when needed.
Select students and graduates can access the MyIOT Student Web located at https://myiot.it-colleges.com on the World Wide Web. Students can view announcements targeted to their program, update their contact information, access hundreds of on-line educational, Financial Aid, and Career Services resources via hyperlinks, view their account balance, download their Tax Form 1098-T, and make online tuition payments. MyIOT is not an Online Education portal. Select students who are enrolled in courses that do not have an online component may use MyIOT to view and print their grades. Graduates may utilize MyIOT Student Web as a resource in their job search. They can upload their résumés and cover letters for use by the Career Services department, and view job leads.

Institute of Technology is approved by ACCSC and the BPPE to offer distance education in the form of hybrid or blended programs. "Hybrid" or "Blended"

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programs offer a portion of the instruction using online learning activities and a portion of the program on-campus.

CANVAS
Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and course-work, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

ASSIGNMENT OF EMAIL ACCOUNTS AND MICROSOFT OFFICE
Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid interactive distance learning (IDL) programs use their IOT email account to gain access to the system.
Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

TECHNICAL ASSISTANCE
For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option. Additionally, a student support email address is available for all students by campus location. Support email addresses are:
reddingstudentsupport@iot.edu
Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 24 hours Monday - Friday.

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DRESS CODE

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

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NOTICE OF DEFAULT

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay for all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

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STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Institute of Technology does not permit retaliation against any person for filing a complaint.

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LEAVE OF ABSENCE

Students attending term or semester based programs are not eligible for approved/official LOAs but may apply for an unofficial/unapproved LOA.

Staff and Faculty

CAMPUS STAFF

Jim Herberger	Campus President
Alisha Duncan	HR Coordinator / Executive Assistant
Kim Snow	Director of Education
Naima Turner	Director of Nursing
Danny Hibbard	VN Administrative Assistant / Support Services
Kim Swanson	Registrar
Brandi Vanderpool	Director of Admissions
Kaylee Lande	Assistant Director of Admissions
Cassie Stevenson	Senior Financial Aid Officer
Sarah Van Slyke	Financial Aid Officer
Audrey Krueger	Student Accounts Representative
TBD	Director of Student Services
Alexa Kofford	Director of Career Services
Lynn Swendiman	Externship Coordinator
Hannah Baldwin	Receptionist
Hannah Huggard	Receptionist
TBD	Facilities Coordinator
Lauren Sanders	LRC Coordinator

FACULTY

General Education

Erin Andrade ProDev Instructor

Bachelor's in Liberal Arts, Master's Degree in Writing, Certified Health Coach, CPR Certified, 2 years teaching experience

David Wylie Adjunct ProDev Instructor

Bachelor's Degree and 1 year teaching experience

Heidi Lee Adjunct ProDev Instructor

BA Organizational Leadership / 4 years industry experience

Amber Powell Adjunct ProDev Instructor

AA Business / 9 years industry experience

Medical

Nicole Grashoff PMA Instructor

7+ years industry experience / National Certified Medical Assistant

Johanna Windt PT Instructor

Pharmacy Technician License / 13 years of industry experience

Jolanda Daniels, LVN Adjunct Medical Instructor

Licensed Vocational Nurse / 11 years of industry experience

Leanne Gleason Adjunct PMA Instructor

BA Healthcare Management / Medical Assisting Certificate/ 9+ years industry experience

Wendie Carroll MBOA Instructor

Medical Assisting Certificate / 18+ years industry experience

Nursing

Naima Turner MSN, BSN, RN **Director of Nursing**

7+ years of industry experience

Jean Peterson, RN, BA Lead Theory Instructor

27+ years industry experience/11 years teaching experience/Public Health Certificate/CPR Instructor Certified

Latisha Black, AA, LVN Nursing Instructor

LVNIII/Blood Draw and IV Certified, 8+ years industry experience

Cheryl Feyder, LPN/LVN Nursing Instructor

LVNIII/BLS/WCC/DSD Certified/10 years of industry experience

Lee Caba, RN, ADN Nursing Instructor

4+ years industry experience

Charley Cleland Nursing Instructor

LVN / 4+ years nursing experience

Jane Thimmesch, RN, BC Nursing Instructor

40+years industry experience/Med-Surg Board Certified/ CPR Instructor, DSD Certified

Lenora Eagles, RN Nursing Instructor

RN / 3+ years nursing experience

DeAgnes Lipina, RN, BSN, MSN, DNP Nursing Instructor

24 years industry experience

Shalyn Sutton-Prudhomme, RN Nursing Instructor

BLS/ACLS/PALS/NRP/CEN/CMTE Certified, 31 years industry experience

Jeffrey Redden, RN Nursing Instructor

ACLS/BLS/Critical Care/IV Certified, 17 years industry experience

Joanne Robinson, LVN Nursing Instructor

9+ years industry experience

Samantha Hazel, RN Nursing Instructor

13+ years industry experience

Lisa Woodbury, RN, BSN Nursing Instructor

EMT Certificate / 9+ years industry experience

Jolene Stoxen, RN Nursing Instructor

BS Business Administration / 9+ years of industry experience

Connie Foley, RN Nursing Instructor

AS Nursing / 5+ years industry experience

Debra Misfudd Teaching Assistant

Technical

Paul Garza HVAC Lead Instructor

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18+ years industry experience/HVAC, EPA, Gas Pipe & Mini Split Certified

Norvin Gandolph HVAC Instructor
48 years industry experience, EPA/HVAC Certified

Kieran Corcoran Adjunct HVAC Instructor
3 years industry experience, EPA/HVAC Certified

Physical Therapist Assistant

Josh Green, PT, MA Physical Therapist Assistant Program Director
Bachelor's Degree in Health Science/Bachelor's Degree in Phys. Ed./Master's Degree in Physical Therapy/ 22years industry experience

Jeff Hepburn, PTA PTA-Director of Clinical Education
PTA / 10+ years industry experience

Melanie Blohm, BS, PTA PTA Instructor
23+ years of industry experience

Diana Kirschman, BS, PT PTA Instructor
26+ years of industry experience

Patti Bovee, PTA PTA Instructor
20 years of industry experience

Rita Allmeyer-Green BS, PT PTA Instructor
23 years of industry experience

Anastasia Shrank, PT, DPT PTA Instructor
DPT / 13 years industry experience

Laurie Fowler, PT PTA Adjunct Instructor
BS Physical Therapy, 25+ years industry experience

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

Evaluation of Previous Education and Training, CFR 21.4256(d)(3):

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

Satisfactory Academic Progress, CFR 21.4253 – Course Catalog, Qualitative Evaluation, Page 52-56:

Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70%) when measured at the end of the module the student will be placed on Academic Probation Warning for failure to meet the required standards until the end of the next module. During the Academic Probation Warning period, students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for one additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

Clarification of Probation Policy – Course Catalog, Page 52-56:

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have failed three modules.

Student Deployment Policy

Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted will be refunded in accordance with allowances provided by the U.S. Department of Education. Any tuition increase and re-entry fee(s) will be waived for returning military students and their spouses if returned to the same program within 3 years of completion of military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services office to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning military students upon re-entry.

Certification of Enrollment Periods

The institution is required to report the official start and end date of each module (or term, if the student is attending a term based program) in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules or breaks of 7 days or more.

Independent Study

VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

Tutoring

Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplement to the claimant's monthly educational assistance allowance. For further information, please visit the Financial Aid Office.

Public Law 115-407: Sections 103 and 104

All individuals who are entitled to educational assistance under chapter 31, Vocational rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also

Institute of Technology

VA Catalog Addendum
2021 Course Catalog

include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus president.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual’s DD214 (if applicable), transcripts of prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

Student Signature	Date
School Official Signature	Date

Notice of Cancellation

(COPY ONE OF TWO)

You may cancel this contract for school without any penalty or obligation, through attendance at the first class session, or the seventh calendar day after enrollment, which ever is later. For weekend students, the cancellation must be submitted before 12:00 noon on the second Sunday of class.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

INSTITUTE OF TECHNOLOGY at

1755 Hilltop Drive, Redding, CA. 96002

If you are unable to mail or deliver a written copy of this notice, you may email notice or contact Student Services at (530) 224-1000.

NOT LATER THAN midnight of the seventh calendar day following the day of the first class.

I wish to cancel my contract from **Institute of Technology**

_____

Please Print Name

_____ _____

Signature Date

Remember you must cancel in writing. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

Bureau of Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA. 95798-0818
Phone: (916) 431-6959
Email: bppe@dca.ca.gov

Or, you may contact:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, #302
Arlington, VA 22201
(703) 247-4212

Notice of Cancellation

(COPY TWO OF TWO)

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