



Genesis Medical College

Academic Catalog

January 1, 2023 to December 31, 2023



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Welcome

Welcome to Genesis Medical College (GMC). We are pleased that you have chosen GMC for your educational needs and career goals. This catalog provides an overview of GMC policies, practices, and procedures, and information on our programs, courses, and services.

History

Genesis Medical College's (GMC) campus is in Southern California, in Tustin City, Orange County. The company was founded in 1992 as a continuing education school for nurses and other healthcare providers. GMC offers vocational programs that support initial licensure and credentialing into a variety of healthcare fields, and continuing education courses that support maintenance of licensure. GMC's philosophy is to provide a high quality, stress-free learning environment that promotes life-long learning. GMC has grown through additional board and agency approvals, new programs and courses, and expanded educational levels.

Mission

Genesis Medical College is the premier vocational program and continuing education course provider for healthcare professionals that supports career aspirations, maintains professional licensing, and promotes life-long learning.

Values

- **High Quality** - GMC is approved by national, state, and regulatory agencies which ensure a strong reputation of providing high quality courses taught by highly qualified instructors.
- **Career-oriented** - Programs and courses are those required by licensing agencies, employers, and are ones that help prepare students for career success.
- **Affordable** - GMC provides a high value education at affordable costs for highly desirable programs and courses that help position students for career success.
- **Stress-free** - GMC offers our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of nursing and healthcare providers.
- **Flexible** - GMC offers both vocational programs and continuing education courses that are scheduled throughout the weekdays and weekends to provide flexible options for our busy students.

INSTITUTIONAL OBJECTIVES

1. Provide a system of vocational and continuing education career-oriented programs and courses for healthcare and emergency medical service professionals.
2. Maintain Genesis Medical College compliance with all regulatory agencies as a high-quality provider of vocational programs and continuing education courses.
3. Evaluate the effectiveness of the programs and courses to support student success and learning through data driven decision making.
4. Utilize the appropriate regulations, such as Scope of Clinical Laboratory Practice, as a means for assuring the quality of vocational programs and continuing education courses.
5. Maintain a mechanism for identification and resolution of issues that may arise from any stakeholder.
6. Maintain appropriate communications with membership of regulatory agencies which may have an impact on vocational programs and continuing education courses.
7. Utilize evaluation data to improve curriculum, instruction, student learning outcomes, and general business operations.

Education Philosophy

Genesis Medical College provides individuals and approved providers a high-quality partnership to promote career advancement, improve skills and knowledge, and increase quality healthcare to patients. education philosophy reflects individual responsibility and a commitment to the following beliefs.¹

1. Healthcare and emergency medical services are instrumental to providing quality health care to all people.
2. GMC can contribute to quality health care by facilitating professional growth for individuals and approved providers through offering vocational programs, continuing education courses, and accreditation and regulatory approvals.
3. Individuals and approved providers can benefit from an association the promotes an individual's educational and professional development and/or advancement.
4. To defend the integrity and reputation of professionals' meaningful vocational programs and continuing education courses for life-long learning must adhere to high quality standards.
5. Healthcare and emergency medical services are committed to high quality life-long learning.

¹ Quinn, F.M. (2001). *Continuing Professional Development in Nursing: A Guide for Practioners and Educators*. Retrieved on 8/1/2023 from https://books.google.com/books?id=Wgk1ncslpDsC&pg=PA21&lpg=PA21&dq=nursing+continuing+education+philosophy&source=bl&ots=3kubu0Gkxa&sig=j23r8q561ZPzOCysJ_OOykkpQOg&hl=en&sa=X&ved=0ahUKewjO-uW9sYPWAhWMwYMKHRaLCPA4KBD0AQg8MAQ#v=onepage&q=nursing%20continuing%20education%20philosophy&f=false

Approvals and Partnerships

GMC is accredited, approved, exempt, or in partnership with the following agencies. These include state, local, and national agencies. These include the Bureau of Private Postsecondary Education (BPPE), California Department of Public Health, Laboratory Field Services (LFS), California Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Orange County Emergency Medical Services (OCEMS), and American Society of Radiologic Technicians (ASRT).

1. Bureau of Private Postsecondary Education

GMC is a private institution, that is approved to operate by the Bureau of Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. All programs and courses offered by GMC fall under this approval.

BPPE “Approved” means the school operates in compliance with state standards as set forth in Title 5, Division 7.5 of the California Code of Regulations. Approval does not imply that the Bureau endorses programs or courses, or that Bureau approval means the institution exceeds minimum state standards.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to BPPE with the information below.

Bureau of Private Postsecondary Education
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free telephone number
(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

2. California Department of Public Health, Laboratory Field Services (LFS) - Accreditation Agency

Genesis Medical College has been granted approval to be an accrediting agency for clinical laboratory scientist education in 2020. Approval is subject to operation under the regulations specified at Title 17, CA Code of Regulations (CCR) Subchapter 1, Group 2. Article 2.5, section 1038-1038.7. Clinical Laboratory Science 2020 LFS Registration Number 225.

Office of Continuing Education
Laboratory Field Services
650 Marina Bay Pkwy.
Richmond, CA. 94804
510-620-3800

3. California Department of Public Health, Laboratory Field Services (LFS)

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical College (GMC) to teach Phlebotomy Technician I programs: Basic 20 hour, Advanced 20 hour, 40 hour, and 80 hour programs.

CDPH-LFD
P.O. Box 997377
MS 0500
Sacramento, CA 925899-7377
916-558-1784

California Department of Public Health – Laboratory Field Services (LFS) has approved Genesis Medical College (GMC) application for Continuing Education (CE) Accrediting Agency (AA). This means that individuals that have completed GMC CE courses can use the certificate of CE completion to meet the CE requirement. GMC AA number is 225.

CDPH-LFS
CE Office - Laboratory Field Services
850 Marina Bay Pkwy., Bldg. P, 1st Floor
Richmond, CA 94804-6403

4. California Board of Registered Nursing (BRN)

Continuing Education Provider Renewal Certificate (CEP16797).

Board of Registered Nursing
P. O. Box 944210
Sacramento, CA 95244-2100
(916) 574-7682 Fax: (916) 574-7700

5. Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

Approved CE Provider number 10783. Course Provider for IV Therapy for LVN (I-2596), Blood Withdrawal for LVN (B-2597), and IV Therapy and Blood Withdrawal for LVN (IB-2384)

Board of Vocational Nursing and Psychiatric Technicians |Licensing Division Post Licensure Unit
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
P: (916) 263-7819 | F: (916) 263-7855

6. Orange County Emergency Medical Services

Approval number is 30-0143.

Orange County Emergency Medical Services
405 W. Fifth Street, Suite 301A Santa Ana, CA 92701
Direct: 714.834.2926

7. American Society of Radiologic Technologists

Approval reference number CAZ0077001

American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
Phone: 800-444-2778, Ext 1262
Fax: 505-298-5063

Accreditation Standing

GMC is not accredited by an accrediting agency recognized by the United States Department of Education. GMC programs and courses may lead to licensure in California or other states. See licensure details in the Programs and Courses Section. GMC offer does not offer degree programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Litigation Standing

GMC has never filed for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the proceeding five years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec, 1101 et seq.)

General Information

Locations and Contact Information

Main Campus

1391 Warner Ave., Suite A
Tustin, CA 92780
Office phone number: 714-577-0187
admin@genesismec.com
genesismec.com

Branch Location

3033 Augusta Street
San Luis Obispo, CA 93401

Satellite Campuses

20122 Cabrillo Lane
Cerritos, CA 90703

12254 Cuesta Drive
Cerritos, CA 90703

1530 W. 17th Street
Santa Ana, CA 92706

14600 Goldenwest Street, Suite 105
Westminster, CA 92683

Classes are held on the main campus location unless otherwise noted.

GMC offers vocational programs that may include a clinical rotation. The clinical rotation location varies depending on availability. Students enrolled in rotations will work with administration and be provided the location at the appropriate time during their program progression. Continuing education courses do not include rotations.

Organization

Leslie Gargiulo, MS, PhD, Director of Education
Mou Crowley, BSN, RN, CPTII, Director of Clinical Education
Julie Britton, BSN, RN, CPTII (ACA), Faculty
Randy Camasura, BS, RRT, RCP, Faculty
Tine Martinez, MSN, RN, CTPII (ACA), Faculty

Professional Advisory Council (PAC)

GMC has a Professional Advisory Council. The purpose of the GMC PAC is to provide unique knowledge and skills to help effectively guide the organization in regulatory, industry, policy, and subject matter expertise matters.

Holidays

GMC celebrates the following holidays, and the office is closed on these days.

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day

Programs and Courses

GMC offers two tracks, vocational programs and continuing education courses.

GMC vocational programs are offered in a variety of instructional methods that include classroom, online, and hybrid learning environments. Programs are designed to meet state, local, and national licensing and credentialing requirements.

GMC continuing education courses are offered in a variety of instructional methods that include correspondence, classroom, online, and hybrid learning environments. Courses are designed to meet state licensing requirements.

Instructional Philosophy and Practice

GMC instructional philosophy is student centric. We offer our courses in a safe, professional, no stress, hands-on environment with a deep commitment to education excellence centered in the core values of healthcare providers and career success. Each program and course is taught in a safe, professional atmosphere to ensure those from all levels of healthcare, phlebotomists, MAs, LVNs, RNs, doctors, EMTs, Paramedics, first responders, midwives, and many other healthcare students and providers, will benefit from the high quality learning experience that GMC provides.

GMC Instructors are highly qualified nurses and healthcare professionals with years of practical and professional experience. Each instructor meets or exceeds minimum requirements from our approving agencies. GMC instructors utilize a variety of teaching methods to effectively communicate current theory and knowledge, and they utilize life-like and simulation teaching

aids to better demonstrate practical technique. The technical aspects of these courses are comprehensively emphasized to instill more confidence once in the workplace.

The GMC curriculum is career-oriented, highly relevant, and up to date. Our program development process includes regular revision and updating of course materials, supplemental resources, and equipment at least every three years.

Instructional Facilities and Equipment

GMC has one main campus location. For vocational programs and continuing education courses the main campus's classrooms facilities and equipment are used. See the section Location and Contact Information.

Equipment, supplies, and materials for all programs and courses are owned by GMC. All durable medical equipment meets or exceeds the standards for learning and mastering the knowledge and skills for each program or course.

GMC uses state of the art technology to facilitate instruction through interactive resources, hands-on skills manipulatives and electronic simulations, and use of computers and multi-media.

Instructional Methods of Classroom and Distance Education

Programs and courses can be approved for different instructional methods: correspondence, classroom, hybrid, and online. Distance education refers to both correspondence and online education. Programs and courses can be taught through distance education have these additional criteria. Distance education does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission.

Students enrolled in a distance education shall receive access to their course and the first lesson and any materials within seven days after acceptance for admission. The approximate number of days that will elapse between the GMC's receipt of student lessons, projects, or assignments and the institution's mailing of its response or evaluation is seven business days.

The student shall have the right to cancel the agreement and receive a full refund per the refund policy in the catalog before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. GMC shall make the refund pursuant per the refund policy in the catalog. If GMC sent the first lesson and materials before an effective cancellation notice was received, GMC shall make a refund within 45 days after the student's return of the materials.

GMC shall transmit all the lessons and other materials to the student if the student: (A) has fully paid for the educational program; and (B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

If GMC transmits the balance of the material as the student requests, GMC shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student but shall not be obligated to pay any refund after all the lessons and material are transmitted.

Services

GMC provides a range of support services to help students succeed in their educational goals. These services are listed in alphabetical order and described below.

Career and Placement Services

GMC has a job board on campus, has a partnership with a self-serve job registry, and periodically sends out newsletters with job opportunities. GMC does not provide job placement services.

Computers

GMC has computers available for use available during normal business hours or based on a pre-arranged schedule for certification testing.

Housing and Other Costs

GMC is a non-residential school. GMC does not provide housing, has no responsibility to find or assist a student in finding housing, nor provides resources to find housing. Availability of off-campus housing can be found at property websites, e.g. Apartments.com. An estimate of approximate range of cost is \$1,200 to \$2,000.

Other costs the student may consider when calculating the total cost of completing a program include room and board, personal expenses, and transportation. None of these costs are included in the tuition and fees. All students are responsible for providing their own transportation for all programs associated with the classroom or clinical education. Students are responsible for their own housing, personal expenses, and travel arrangements.

Students are required to arrive on campus in time for each class, to adhere to all attendance policies and externship requirements, and to pay in full for their program of study. Knowing about and planning for these expenses can help students meet all their obligations.

Library

GMC has a library of nursing, medical, healthcare professional books, magazines, and equipment that students are welcome to read and use while on campus. The library materials are only available to use by GMC students and instructors. The library includes textbooks and materials used in GMC programs and courses. These materials are owned by GMC.

To access the materials students must go in person to the office and the student will complete the Learning Resource Borrowed Items log to sign materials out and back in. The student cannot request library materials by phone or online. All items must be signed back in the day borrowed and no materials may be removed from campus. There is no charge to students and staff for borrowing materials. However, if materials are lost or damaged there is fee. See Fee Schedule in Appendix B.

Many of the materials are those used to develop the GMC courses. For all programs and courses, students are required to purchase their manual or textbook or the manual or textbook is included in the tuition. Students may borrow materials to use in their class if available and if allowed.

To support student learning, GMC has a campus library of books and resources relevant to the programs and courses offered. This includes a library and videos. The library use policy is that the materials and resources are only available for GMC students and alumni. The library use policy is that students must arrange with the office staff to borrow materials by signing the materials out if relevant, or arranging to use equipment for viewing resources online. All materials and equipment must remain on campus.

GMC has copies of the required manuals and textbooks available for student use on campus. The library is comprised of textbooks, journals, videos, and other resources related to phlebotomy, medical assistant, medical coding, medical terminology, electronic health information management and records, IV therapy, blood withdrawal, wound care, standards of care planning, ventilator and tracheostomy equipment and use, cardiovascular disorders, neurological disorders, and respiratory disorders, resuscitation, adult and pediatric CPR, ECG/EKG, among other topics. The equipment includes the computer, monitor, and internet access.

The required course or program textbook or manual along with the GMC library materials are sufficient to support student learning for all programs and courses. All course learning objectives are covered by the required course or program textbook or manual for that course. The library materials provide supplemental support materials for advanced learning, thus, help to ensure that the learning resources are sufficient to support student learning for all programs and courses.

Program and Course Schedule

GMC strives to ensure that the calendar for programs and courses is up to date and available on the website in a timely manner. GMC strives to ensure that every option is explored before rescheduling or cancelling a scheduled class. In the unlikely case of a cancellation or rescheduling, GMC will honor each student's credit and reschedule the class within a reasonable time. GMC is not responsible for any loss of revenue, wages, hotel or travel expenses, or damages resulting from a canceled or rescheduled class.

If a class is cancelled or rescheduled initiated by GMC then students will be notified as soon as possible by email or phone. Administration will attempt to find an alternative class, extend credit, or provide a refund.

Social Media

GMC is actively engaged in communication through social media, Facebook, and YELP, to build a professional community of learners committed to life-long learning and career growth. Students are encouraged to like GMC and follow GMC on our Facebook page and encourage students to post on YELP and Google about their positive learning experiences at GMC with others.

Student Support

The office staff is available to answer student questions, help with registrations, and to guide students to courses that best fit their needs. Students can call the office or email the staff using the information in Location and Contact Information section.

Instructors are available during class to answer student questions about the course content, and related subject matter expertise. Instructors can be available after class in office hours which are shared with students in class.

Testing

GMC is an approved college for certification agencies of ACA, AMCA, and NHA. These agencies offer certification exams in a variety of healthcare areas. GMC can provide the proctoring and/or facilities in which students may complete their certification exam. Each of the agencies is responsible for providing the successful student with the certificate of completion.

ACA

American Certification Agency for Healthcare Professionals exams include the following areas.

- ECG Technician
- ECG Instructor
- Patient Care Technician
- Phlebotomy Technician
- Phlebotomy Instructor

AMCA Certification exams include the following areas.

- Clinical Medical Assistant Certification
- Clinical Medical Administrative Assistant Certification
- Medical Assistant Certification (MAC) *NO EKG or Phlebotomy
- Medical Assistant Certification(MACP) *Includes Phlebotomy
- Medical Assistant Certification(MACE) *Includes Phlebotomy *Includes EKG
- Phlebotomy Technician Certification (PTC)
- EKG Technician Certification (ETC)
- Patient Care Technician Certification (PCTC)
- Physical Therapy Aide Certification (PTAC)
- Dental Support Technician Certification (DSTC)
- Mental Health Technician Certification (MHTC)
- Nursing Assistance Certification (NAC)
- Medical Administrative Assistant Certification (MAAC)
- Billing & Coding Specialist Certification (BCSC)
- Electronic Health Records Certification (EHRC)

NHA Certification exams include the following areas.

- Medical Assistant
- Billing and Coding Specialist
- Medical Administrative Assistant
- Pharmacy Technician
- Phlebotomy Technician
- EKG Technician
- Patient Care Technician
- Electronic Health Records Specialist

General Admissions Requirements

International Students

For all programs and courses, GMC welcomes applicants from around the world to study with on campus. International students bring a wealth of experiences and expertise to the classroom, enriching the learning of all students. International students must meet the same admissions requirements as US students. Visa services are not provided (F-1 Visa) and the institution does not vouch for student status (USCIS).

English as Official Language of Instruction

All programs and courses are offered in English language. It is essential for an applicant to possess adequate command of the English language for successful completion of programs and courses. Each student must demonstrate mastery of English proficiency. Admissions documentation provides evidence of English proficiency. See Admissions process for program or course of interest for details. GMC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Catalog and School Performance Fact Sheet

Prospective students for vocational programs and continuing education courses are required to receive and review the catalog prior to signing an enrollment agreement. Students are also required to receive and review the Schools Performance Fact Sheets, which are provided to students prior to signing an enrollment agreement. The catalog, School Performance Fact Sheets, and Annual Reports are found on the website. If there are any questions about the catalog or School Performance Fact Sheets, students should contact the office by phone or email.

Admissions Process for Continuing Education Courses

Applicants for continuing education courses include qualified healthcare and emergency medical professionals who are eligible to enroll in continuing education courses.

Prerequisite

Continuing education courses require students to have valid CA or state license number in their area of training or evidence of enrollment in such a program which has been taught in English. Having a valid, current CA or state license means that the student has completed all the required educational training, work related experiences, and completed the required national or state exams for licensure in English.

Applicants are required to have the following proof of education and licensure:

- Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institutionAnd, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.
- Licensure: One of the following
 - Proof of enrollment in a licensure program of study in the state of CA, e.g. LVN program, or
 - Valid CA or other state license number in their area of training

International applicants who have an international license number and training are required to have one of the following:

- Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institutionAnd, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.

Licensure or evidence of enrollment in a healthcare program is the documentation for English proficiency and for general education requirements. Each approving agency sets their own entrance and approval criteria and sets the requirements for continuing education requirements. Students are responsible for knowing their approving agencies continuing education requirements. Additional documentation may be required, and this is addressed on an individual basis.

For Venipuncture courses, these courses are open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, e.g. CRT or ARRT license number to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human stick portions only.

- Verification of completed California Society of Radiologic Technologists' Venipuncture Certificate may allow students to enroll in the supervised live human stick and/or AHA CPR certification portions only.

GMC reserves the right to refuse admission to anyone believed does not meet the admissions requirements.

Application for Continuing Education

A student may apply to take a continuing education course to reserve a spot in a class.

Application helps a student to reserve a spot in a class, but that class will be confirmed upon final enrollment and payment. Students may apply to enroll in three different ways: online, by phone, or in person.

1. Enroll online by course or by calendar date. Students must first create an online account. Course selection is made through the Courses or the Calendar navigation tab.
2. Call into campus and apply by phone. Students should call the office. Office staff is available to answer questions and to help complete the application process.
3. Come into the office and apply in person. Office staff is available to answer questions and to help complete the application process.

The Catalog and School Performance Fact Sheets are provided to the student upon submission of an application, and they are encouraged to read prior to signing an Enrollment Agreement. Continuing education courses require a signed Enrollment Agreement, license number and other admissions documents, and payment in full prior to starting class. All payments are due in full before the start of class. Office staff are available to help students throughout the admissions process.

Admissions Process for Vocational Programs except Phlebotomy

Evaluation of the applicant's enrollment application is necessary for acceptance.

All applicants must provide the following:

- A completed Admissions Application Form
- Attend Orientation Workshop. Orientation provides an overview of the program, reviews the enrollment process, assesses qualifications, and review of the documents to be completed.
- Pay Application Fee, non-refundable after 5 days if applicable
- A clear and legible copy of government issued photo identification
- Applicants are required to have the following proof of education:
 - Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institutionAnd, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.
- Advanced candidates with prior experience may transfer in credit or have credit awarded based on submission of transcripts and/or Letters of Experience. Each program has its own determination of acceptance of transferred credit or prior experience awarded. Questions on this should be addressed during the admissions process.
- Completion of a signed Enrollment Agreement and Student Performance Fact Sheet and received by GMC prior to the program start date.
- Applicants must complete all financial arrangements before the program start.

Admissions Process for Vocational Program for Phlebotomy

Evaluation of the applicant's enrollment application is necessary for acceptance.

All applicants must provide the following:

- A completed Admissions Application Form
- Attend Orientation Workshop. Orientation provides an overview of the program, reviews the enrollment process, assesses qualifications, and review of the documents to be completed.
- Pay Application Fee, non-refundable after 5 days if applicable
- A clear and legible copy of government issued photo identification
- Applicants are required to have the following proof of education:
 - Education: One of the following
 - High School diploma/transcripts from a school in the US, or
 - Transcripts indicating their program was taught in English, or
 - General Education Degree (GED), or
 - Most recent transcript from post-secondary US institution at least 2 year college showing basic and general education courses (science, English, math, social science)

And, in all cases consistent with 5 CCR §71770. Admissions Standards and Transferred Credits Policy.

- Advanced candidates with prior experience may transfer in credit or have credit awarded based on submission of transcripts and/or Letters of Experience. Each program has its own determination of acceptance of transferred credit or prior experience awarded. Questions on this should be addressed during the admissions process.
- Completion of a signed Enrollment Agreement and Student Performance Fact Sheet and received by GMC prior to the program start date.
- Immunization Requirements - Students must provide proof of immunity for the following before clinical:
 - **TDAP:** Adult dose within the last 10 years.
 - **MMR:** Laboratory documentation of immunity titer or documentation of two doses of MMR vaccine. (Some externship sites may require a titer)
 - **Hepatitis B:** Laboratory documentation of immunity or documentation of vaccine series, or signed declination (some externship sites may require a titer)
 - **PPD/TB:** You must have 1 negative skin test within the last year. If your result is positive, a chest x-ray report is required. Some facilities require a 2-step skin test.
 - **Varicella:** Laboratory documentation of immunity or documentation of two doses of Varicella vaccine. (Some externship sites may require a titer)
 - **Flu Vaccine** is required from September through March during externship for certain facilities
- COVID 19: Documentation of vaccine or a signed waiver. (Some clinical facilities may NOT accept waivers)

- BLS - for the healthcare provider
- A mandatory background check is done at the time of registration
- Applicants must complete all financial arrangements before the program start.
- Students must not have a felony conviction on their record.

Orientation

Orientation is a required first step in the admissions process. Students must have successfully completed the Orientation prior to the first day of class. The orientation will provide an overview of the school, the program, our policies, practices, and procedures, and review of expectations and student conduct. Students will review the Enrollment Agreement, School Performance Fact Sheets, and other program documentation. Students who wish to continue into the program must sign and date the Enrollment Agreement, School Performance Fact Sheets, and confirm their payment option.

Students must submit all required paperwork prior to the first day of class to begin their program of study. Students are required to purchase a set of blue scrubs to wear to class. Scrubs are not included in the tuition or fees.

Review of Catalog and School Performance Fact Sheet

Prior to signing the Enrollment Agreement, students are given a catalog and a School Performance Fact Sheet, which students are encouraged to review prior to signing the Enrollment Agreement. These documents contain important policies and performance data for this institution. This institution is required by the state to have students sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing the agreement.

Enrollment Agreement

The Enrollment Agreement is a legally binding contract between the student and Genesis Medical College. It becomes effective when signed by the student and it is accepted by Genesis Medical College. The contract expires upon any unexcused break in enrollment. Upon return after an unexcused break in enrollment, students must sign a new Enrollment Agreement.

Promise to Pay

By signing the Enrollment Agreement as student promises to pay the School, or a subsequent holder of the Note, all sums disbursed under the terms of this Note, plus interest and other fees which may become due as provided in this Note. If the student does not make any payment on any loan under this Note when it is due, the student promises to pay all reasonable collections costs, including attorney fees, court costs, and other fees.

Tuition, Fees, and Payment Options

The most current program and course pricing, tuition and fees are found on the website. GMC reserves the right to update or modify prices, terms and conditions at any time without prior notice. See Appendix A for Schedule of Fees and Charges, and Tuition.

Continuing Education Courses

For continuing education courses, the total course cost is the tuition. This must be paid in full prior to the start of class. There are no installment payment options for continuing education courses.

Vocational Programs

For vocational programs, the program total cost includes the tuition, fees (application, registration fee, service, textbook and materials), and clinical rotation fee if applicable. Non-refundable fees include the application, registration, Student Tuition Recovery Fund, and Service fees. The Enrollment Agreement lists and describes all charges, costs, terms and conditions. The amount due upon signing the Enrollment Agreement includes all the fees. The total program charge is due in full on or before the first day of class unless other arrangements have been made.

-Installment Payment Plan

GMC offers the option to pay total program charges with an installment payment plan. The total amount due is divided into equal installments for the period equal to the duration of the didactic program. All terms and obligations of both parties are reflected in the "Installment Payment Plan". Failure to meet any financial obligation while enrolled may result in dismissal of the student. Unless other arrangements have been made, all accounts must be current before national or state exams can be taken.

-Late Charges

The School may impose late charges if the student does not make a scheduled payment when due or if the student fails to submit to the school on or before the due date of the payment. The School may add the Late Charges to principle the day after the scheduled payment was due or include it with the next scheduled payment. See Appendix A for Schedule of Charges.

-Loan Repayment

If a student obtains a loan from a third party to pay for an educational program, the student will have the responsibility to repay the full amount of that loan plus interest, less the amount of any refund.

-Extension Fees

If a student needs more time to complete their program of study, an extension can be requested. There is an extension fee, see the appendix for fees and charges.

Financial Aid

GMC does not receive state or federal funds for tuition payments. Federal Financial aid is not available for any program or course. If financial assistance is needed, students are encouraged to contact local credit unions or banks for private loan services, and to contact local county offices for assistance.

Transfer Credit to GMC from Other Institutions

Challenge Exams and Achievement Tests

GMC does not award transfer credit for challenge exams or achievement test for continuing education courses or vocational programs.

Prior and Experiential Learning

For continuing education courses, no prior or experiential learning is allowed.

For vocational programs, GMC may make allowances for prior and experiential learning. If allowance is made, GMC may accept up to 75% transfer credit for didactic and practical related program content. Students must participate in an interview if required. Upon receipt of all materials, the interview would be conducted, and the final award of credit determined and awarded by email within 30 days from receipt of materials. The administration will notify the student of the assessment outcome. If the student is unsatisfied with the outcome, the student may appeal the decision, and this must be done in writing and additional documentation must be provided at that time. The appeal will be reviewed and reassessed within 14 days and the student will be notified of the final decision. See sections on Course Versions and Licensing Requirements for more details. There is a Transfer Credit Evaluation Fee. See Appendix A for Schedule of Charges.

Articulation Agreements

GMC has not entered any articulation agreements.

Completion of a Program or Course

Upon successful completion of a program or course, students receive relevant completion documentation. The certificates of completion are awarded once all completion requirements have been fulfilled.

Completion of program or courses entails payment in full, full attendance, submission of completed assessments, quizzes, skills demonstrations and assessments, clinical rotations as

relevant, program or course evaluation, and completion of all requirements within the designated timeframe. Student accounts must be paid in full and all assessments receive a passing score. No completion documentation will be awarded until any financial balance is paid in full. Details of licensure are found under the Programs and Courses section.

Students must attend and actively participate in their program or course. This includes

- Compliance with student code of conduct and other GMC policies
- Presence in classroom at the start time and through duration to end time
- Submission of assignments
- Successful completion of all quizzes and/or exams
- Successful completion of all skills, demonstration and live
- Participation in class activities
- Completion of all externship requirements

For GMC vocational programs, for details on student achievement requirements for in the program sections on Evaluation and Grading. Students who successfully complete the program receive a Certificate of Completion. See Transferability of Credit and Licensing Requirements for more information.

For GMC continuing education courses, details on student achievement requirements are that all written exams or quizzes must have passing scores of at least 70%, demonstration skills must be signed off by the instructor of records, and live skills must be signed off by the instructor of record. Students who successfully complete the course receive a Certificate of Completion and which may include CEs if eligible. See Transferability of Credit and Licensing Requirements for more information.

[Checklist for Graduation for Vocational Programs](#)

Students must meet all admissions requirements and successfully complete all required components in the vocational program to receive their Certificate of Completion.

It is important to note that GMC vocational programs have a maximum time length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum time may request an extension. There is an extension fee. See the fee schedule in the appendix.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length. If a student does not complete the National Certification Exam during that maximum length, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length.

The following list must be complete for course completion:

1. Submit a clear background check, where applicable
2. Submit the required health form, indicating current immunization records, where applicable.
3. Current CPR or BLS card, where applicable.
4. All admissions requirements have been met.
5. Meet all academic policies and program requirements.
6. Earn a passing grade of “C” or better in didactic portion of the program.
7. For programs that require a clinical rotation: Submit completed original log having met deadlines and skills requirements. Students who do not meet the clinical rotation deadline are at risk for being dropped from their program.
8. All student accounts are paid in full and all required signatures on file.

Transfer Credit from GMC to Other Institutions

Transferability of Credits and Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT GMC

The transferability of credits you earn at GMC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the educational program or course is also at the complete discretion of the institution to which you may seek to transfer. If the completion certificate that you earn at this institution is 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 GMC to determine if your completion certificate will transfer.

Licensure and Certification

Licensure Requirements - Continuing Education Courses

Continuing education courses in general do not lead to positions in a profession, occupation, trade, or career field requiring licensure. However, continuing education courses allow professionals to maintain their license on an annual cycle. It is the responsibility of the student to complete appropriate continuing education courses to earn CE's to maintain their licensure and to submit documentation to the relevant agency to support their career field. Some courses under continuing education lead to a Certificate of Continuing Education and are awarded continuing education credit consistent with the approving agency. Other continuing education courses lead to a Certificate of Completion only with no continuing education credit. These certificates allow the license to maintain their license through their appropriate licensing agency. See Appendix B. Completion Documents for Continuing Education Courses. The Director of Clinical Education provides oversight and approval on certificates.

Licensing Board Certification Requirements - Phlebotomy Technician I

In order for graduates in the Limited Phlebotomy Technician and Phlebotomy Technician I programs to receive a certification from the licensing board from the California Department of Public Health – Laboratory Field Services (CDPH-LFS) to be able to work in a phlebotomy/lab setting, all the graduates must apply online with CDPH-LFS. The state application requirements include the GMC program completion certificate and the completed CDPH-LFS Practical Training Assignment and Attestation form. The state requirement also includes completion of a National Certification Exam for which the student schedules and receives a certificate. The cost of one sitting for the NCE is included in the total program cost.

Certification requirements for Limited Phlebotomy Technician applicants do not require a student to take a National Certification Exam.

Certification requirements for Phlebotomy Technician I applicants do require a student to take a mandatory National Certification Exam. GMC is an approved testing center for American Certification Agency (ACA), American Medical Certification Agency (AMCA), and National Healthcare Agency (NHA).

In addition, all state applicants must provide an official transcript of high school academic record (transcript) or certified copy of official transcript of GED (General Educational Development), HSET (High School Equivalency Test) or TASC (Test Accessing Secondary Completion) result which is sent directly to the state agency.

Felony Conviction

If the student responds “yes” to a conviction on the phlebotomy state application, the student must complete a Live Scan Request Form and take it to the Live Scan Center to get fingerprints scanned. The Department of Justice (DOJ) will send CDPH-LFS Phlebotomy an electronic report. The phlebotomy application with the DOJ report will then be reviewed by a committee for approval or additional information. The CDPH-Laboratory Field Services (LFS) division reserves the right to deny license to individuals who have been convicted of certain crimes.

The above provisions are set forth by the CDPH-LFS not by GMC. GMC is not responsible for the CDPH-LFS regulations and their requirements for obtaining a phlebotomy certification. Certification is mandatory to be employed in the state of California. If you have any questions about the requirements, please contact the CDPH-LFS.

The California Department of Public Health, Laboratory Field Services (LFS) requires applicants to submit documentation of academic coursework and clinical training or work experience to qualify for certification. On-the-job experience must include blood collection for testing purposes from patients of varying ages, including pediatric and geriatric, and of varying health and obesity status. See the CDPH-LFS website for more details.

Gainful Employment

The job classifications for each program and course can help prepare student for using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level. Relevant job codes are listed below for vocational programs and continuing education courses.

[29-0000 Healthcare Practitioners and Technical Occupations](#) [top](#)

29-0000 [Healthcare Practitioners and Technical Occupations](#)

- 29-1000 Healthcare Diagnosing or Treating Practitioners
- 29-1050 Pharmacists
 - 29-1051 [Pharmacists](#)
- 29-1120 Therapists
 - 29-1124 [Radiation Therapists](#)
 - 29-1126 [Respiratory Therapists](#)
 - 29-1129 [Therapists, All Other](#)
- 29-1140 Registered Nurses
 - 29-1141 [Registered Nurses](#)
- 29-1150 Nurse Anesthetists
 - 29-1151 [Nurse Anesthetists](#)
- 29-1160 Nurse Midwives
 - 29-1161 [Nurse Midwives](#)
- 29-1170 Nurse Practitioners
 - 29-1171 [Nurse Practitioners](#)
- 29-2000 Health Technologists and Technicians
 - 29-2010 Clinical Laboratory Technologists and Technicians
 - 29-2010 [Clinical Laboratory Technologists and Technicians](#)
 - 29-2030 Diagnostic Related Technologists and Technicians
 - 29-2031 [Cardiovascular Technologists and Technicians](#)
 - 29-2032 [Diagnostic Medical Sonographers](#)
 - 29-2033 [Nuclear Medicine Technologists](#)
 - 29-2034 [Radiologic Technologists and Technicians](#)
 - 29-2035 [Magnetic Resonance Imaging Technologists](#)
 - 29-2040 Emergency Medical Technicians and Paramedics
 - 29-2040 [Emergency Medical Technicians and Paramedics](#)
 - 29-2050 Health Practitioner Support Technologists and Technicians
 - 29-2052 [Pharmacy Technicians](#)
 - 29-2060 Licensed Practical and Licensed Vocational Nurses
 - 29-2061 [Licensed Practical and Licensed Vocational Nurses](#)
 - 29-2070 Medical Records Specialists
 - 29-2090 Miscellaneous Health Technologists and Technicians
 - 29-2098 [Medical Dosimetrists, Medical Records Specialists, and Health Technologists and Technicians, All Other](#)
- 29-9000 Other Healthcare Practitioners and Technical Occupations

- 29-9020 Health Information Technologists and Medical Registrars
- 29-9090 Miscellaneous Health Practitioners and Technical Workers
 - 29-9098 Health Information Technologists, Medical Registrars, Surgical Assistants, and Healthcare Practitioners and Technical Workers, All Other

31-9090 Miscellaneous Healthcare Support Occupations

- 31-9092 Medical Assistants
- 31-9093 Medical Equipment Preparers
- 31-9094 Medical Transcriptionists
- 31-9095 Pharmacy Aides
- 31-9097 Phlebotomists
- 31-9099 Healthcare Support Workers, All Other

Policies

GMC policies and student rights policies are listed alphabetically and described below. For all programs and courses, GMC reserves the right to refuse service to students who do not abide by the campus policies, or to refuse service to students who have been identified as unqualified, unprepared, or a general safety risk to the smooth operations of the campus. Students who violate the policies are at risk of losing their tuition and the opportunity to complete their program or class.

Academic Honesty Policy

All students are required to read, understand, and adhere to the Academic Honesty Policy and the expected student conduct. Students are expected always to submit their own work for all assignments, to present their own work and ideas in all discussions. All students are expected to understand that violations of the Academic Honesty Policy carry consequences. Violations of the policy include but are not limited to: copying, plagiarism and cheating, lying, unauthorized collaboration, alteration of records, among others. The Academic Honesty Policy is designed to foster a fair and impartial set of standards upon which violations to the policy will be judged. If the instructor decides that the violations warrant a formal review, then the student's case will be escalated to the Academic Review Committee. GMC has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found. The Academic Review Committee reserves the right to issue any penalty subject to the severity of the violation. The student may be placed on academic warning, academic probation, and/or maybe dismissed from the program. If an egregious violation occurs students may be immediate academically dismissed from their program.

Students are required to submit a government ID upon admission. Student identify verification depends on the instructional method. For each classroom-based class, students must show their ID and log their attendance start time and end on a sign-in sheet. For each online class, students are use their personal and unique username and password to access their course materials and assessments, and for each class are required to have their computer camera turned on during class, are recorded on video, and must enter presence into chat when they enter and leave the online classroom.

Attendance Policy

Students are expected to be present for the entire class to be considered to have successfully completed the class. Attendance is a necessary requirement for completion, but attendance alone does not ensure successful completion of the course. See the section on Completion of Program or Course for more details.

For continuing education courses, students are required to be in attendance for the full duration of the course. Students must be on time to the start of the course and be in physical presence throughout the entire class time. If a student is late to class, there is a half hour for less than 8-hour course or 10%-time grace period for greater than 8-hour course. Missed

content must be made up during breaks. GMC reserves the right to remove students from class who miss excessive class time.

For vocational programs, 100% attendance is required to complete and pass the program. All state attendance requirements must be met for successful completion of the program. Students who miss time may make up the time by approval and coordination with the Faculty and Director of Education.

Students who are unable to attend are encouraged to contact the office staff to coordinate to avoid withdrawal if possible. Student non-attendance during the first seven days of the program will be construed as willing disregard for this policy and students will be withdrawn from the program. Students who fail to attend and meet class hour requirements are eligible for withdrawal. Students who are unable to attend are encouraged to contact the office staff to make arrangements to avoid withdrawal. However, any student who fails to attend the minimum required contact hours will be withdrawn.

BLS Policy

Most courses and programs require students must be certified in AHA Healthcare Provider Basic Life Support (BLS), which includes AED training, by the completion of the didactic portion of the program.

Cancellation, Withdrawal, and Refund Policy

GMC has two Cancellation, Withdrawal, and Refund Policies. Vocational programs are required to follow the refund policy required by CEC and Bureau regulations. Continuing education courses are required to follow the alternate refund policy. Both policies are listed below.

Vocational Program Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for vocational programs.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation up through the end of the first day the student receives a full refund minus non-refundable amounts. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the first day of class, if the student chooses to leave the program this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. If the withdrawal occurs during a period of attendance, then the refund policy for students who have completed 60 percent or less of the period of attendance is a pro rata refund. After 60 percent of the course has been completed there is no refund. For withdrawal, any textbooks, equipment or supplies must be returned in unused condition to receive a refund. The school

will refund any money paid, less application fee and other non-refundable fees within 45 days after the notice is received.

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

Continuing Education Course Cancellation, Withdrawal, and Refund Policy

The following policy is required to be used only for continuing education courses.

STUDENT'S RIGHT TO CANCEL: CANCELLATION, WITHDRAWAL, AND REFUND POLICY:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid if notice of cancellation is made up to 72 hours prior to the start date. Refund requests will be honored when made prior to 72 hours of the course start time minus any non-refundable charge. The school will refund any money paid, less non-refundable fees within 15 days after the notice is received. Cancellation occurs when the student notifies the administration in writing with a request to cancel from the school by email to admin@genesismec.com. After the class has started, if the student chooses to leave the course this is a withdrawal. Withdrawal occurs when the student notifies the administration in writing with a request to withdraw from the school by email to admin@genesismec.com. For courses longer than 12 hours or taught over more than one class day, students withdrawing on or before hour 12 or before the second class day, shall be granted either a 50% refund (minus an admin fee) of tuition charges, or for students wishing to reschedule the course at a later date, a credit for all charges paid. GMC will honor the credit for a period not to exceed 12 months. Students who withdraw from courses shorter than 12 instructional hours or courses taught within a single class day, are not eligible for a refund of charges paid. For withdrawal, any textbooks, equipment, or supplies must be returned in unused condition to receive a refund.

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

Change of Status

Students are required to inform GMC of any change in name, address, telephone number, Social Security number, or driver's license number. The main GMC communication is through email. All official communications are based on the student account information on file and must reflect the most current accurate information. Students are responsible to meet all institutional and financial deadlines regardless of the information in their student account. Students may update their profile information through their online account.

Communication

GMC primary mode of communication is through email. All official information will be sent by GMC through a GMC email to the student's email that is on file in the student record. It is the student's responsibility to keep the profile information updated. The student is responsible to respond to all official notifications with deadlines as applicable.

Dress Code for Class, Lab, Clinical Rotation

All GMC students are to maintain professional appearances and those who require a lab for externship must adhere to this dress code. Students who violate the dress code are at risk of losing their externship.

- Good personal hygiene must be maintained, avoiding obvious and natural odors.
- Underclothing must be worn and not visible.
- Scrubs are to be clean and neat and to be worn at all times. Please refrain from wearing Black or Orange Scrubs. A back-up pair of scrubs is required, e.g. in case of stains.
- Scented products, including but not limited to deodorants, perfumes, fragrances, colognes, scented lotions, or aftershaves, are not allowed, this will prevent exacerbation of nausea.
- Hair should be clean, neat and tidy. Where hair is dyed it should be of a naturally occurring color. Hair must be pulled back if shoulder length or longer.
- Shoes- no opened-toed or open-heeled shoes are allowed. Shoes should be clean and well maintained and of a neutral color, laces should match.
- Beards and mustaches should be neat and clean.
- Tattoos and body art are to be covered completely.
- Nails must be neat, clean and short. No artificial nails, nail applications or overlays are allowed.
- Jewelry and Piercing -Conservative and safe, minimal jewelry is to be worn. Jewelry is limited to one ring or ring set and one watch. No other jewelry (including bracelets) is allowed on wrists and hands. Hoop or dangling earrings are not permitted. No visible tongue or body piercing jewelry is acceptable. No open gauges and none greater than 1/2 inch in diameter. Jewelry may not interfere with job performance.

Drug and Alcohol Use

GMC is committed to promoting a drug-free learning environment. GMC has a vital interest in maintaining a safe and healthy environment for the benefit of its staff and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools, and our community.

The College community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited is prohibited on College property. If an individual is apprehended for violating any alcohol or other drug-related law while at a College location or activity, GMC will fully support and cooperate with federal and state law enforcement agencies.

The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees. Consistent

with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and staff are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution.

Staff or students who are under the influence of a drug or alcohol on the job also compromise the GMC's interests and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in products or service.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its staff, and to protect its business, property, equipment, and operations, GMC has established this Guideline concerning the use of alcohol and drugs. As a condition of continued work and learning with the GMC, each staff and student must abide by this Guideline.

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- (1) Caused injury to any person, or, in the sole opinion of management, endangered the safety of any other person;
- (2) Resulted in significant damage to GMC property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use.

FERPA

GMC complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment.

Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of "tax dependent" students have the right to inspect and challenge the information contained in the student's record. Student information will not be disclosed without the student's written consent or request. However, FERPA allows schools to disclose relevant information about a student, without consent, to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena.

The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland
Avenue, SW Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Grading and Feedback Policy

The turn-around time on graded assignments depends on the educational level, instructional method, and assessment type.

For continuing education courses, online quizzes are auto graded, and the turn-around time is instantaneous. For uploaded or hand submitted assignments the turn-around is before the end of the course end date.

For vocational programs, online quizzes are auto graded, and the turn-around time is instantaneous. For uploaded or hand submitted assignments the turn-around is less than or equal to three business days.

Programs and courses are designed for students to be successful. This requires students to act responsibly. All grading and evaluation are based on student's successful completion of all required competencies. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:

<u>Grade</u>	<u>Percent</u>
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

Leave of Absence Policy

Leave of Absence Policy (LOA) applies to vocational programs only. Students may request a Leave of Absence in writing for cases of planned medical leaves, extended vacations, military services, or for other personal situations requiring time away from their studies. A Leave of Absence is for a 90-day period from the date of approval. Students must provide support documentation when requesting an LOA. Students returning after LOA may be subject to programmatic changes, including new or different course materials within their program, a change in completion date, and tuition increases. Students are strongly encouraged to plan ahead in scheduling the program to avoid taking a LOA. Students would resume their study from the point of departure.

Makeup Policy

Students may be eligible for to make-up time if they have spoken with the administration ahead of time and coordinate a plan for an alternate schedule. Makeup time is not allowed if a student has not provided advance notice unless there is an excused absence. Makeup time may also be arranged by Faculty if there is a general need for all students in a class to have a makeup time.

National Certification Exam

Programs' total tuition that includes a voucher for a National Certification Exam have a 1-month grace period beyond the program maximum length during which students must complete the National Certification Exam without incurring an additional fee. If a student does not complete the National Certification Exam within one month of their program's maximum length will have forfeited their voucher.

No Show Policy

The No Show Policy refers to students who have paid for a course or program and do not notify the administration contacting by a call ahead to reschedule, cancel, or withdraw. A student who does not contact GMC to reschedule, cancel, or withdraw their course or program or does not show up for the course will follow the appropriate Cancellation, Withdrawal, and Refund policy guidelines.

Non-discrimination Policy

GMC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, the appointment to and termination from its Board of Directors, hiring and firing of staff or contractors, selection of volunteers, selection of vendors, and providing of services.

GMC is an equal opportunity employer. We shall not discriminate and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Probation and Dismissal Policy

The escalating disciplinary action begins with the instructor or administrator working with the student directly. If this direct communication fails to address the issue, then the incident is escalated to the Director of Education. The incident is formally written up and reviewed, assessment made and the record is filed in the student file within 30 days. The Director of Education notifies the student in writing. Conditions for removal off probation are outlined and monitored. A second written incident report results in a dismissal. Appeals to decisions are made to the Director of Education using the Dismissal Appeal Form. The review and reassessment is completed within 14 days.

Students who are on probation remain responsible for their financial commitments and completing their program or course. Students who are dismissed from their program or course must remain responsible for their financial commitments.

Program Length

GMC vocational programs have a maximum length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum length may request an extension. There is an extension fee. See the fee schedule in the appendix.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length plus one month. If a student does not complete the National Certification Exam during that maximum length plus one month, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length.

Record Retention Policy

GMC student records are kept for five years. Transcripts are permanently maintained. Students may request copies of their records up to one year after course completion. There may be a research and archive fee to provide records. Costs and fees are listed in Appendix A.

Reschedule Policy

The Reschedule Policy allows students to reschedule their course or program one time at no cost. Rescheduling must be completed at least 72 hours prior to the start of the class. Subsequent rescheduling will incur a \$20 processing fee. It is the students' responsibility to notify GMC by email or phone that they cannot make the class and wish to reschedule.

Security Policy

GMC has a 3-tiered approach to security. First, all students must submit identification to verify their identity. For continuing education courses this is typically a copy of active licensure. For vocational programs this is a government issued ID. Second, all classes have a form of identifying sign-in sheet. For classroom-based classes, the sign-in sheet requires showing the government ID, signing in under a printed name with signature and initials, and start and end times. For online classes, the student's camera must be on at all times, the class recorded, and students must enter in the chat when they enter and leave the online classroom. Third, all students receive a personal and unique username and password to access their own course materials and assessments. Student code of conduct policy states that sharing this information is a violation of the policy and grounds for dismissal.

Student Code of Conduct Policy

The Student Code of Conduct assists students with ethical decision making. The code is not exhaustive and is subject to change at any time. The code applies to all current, active students occurring on campus or off-campus, including online and electronic communication or other

conduct when the company has a substantial interest in the conduct. The jurisdiction of the code and substantial interest in the conduct:

- Occurs at the campus location or on the grounds and surrounding area of the campus
- Occurs when at an off-campus location while at an externship or off-campus class location
- Occurs online using GMC online course technologies and online classrooms and related communication channels.
- Indicates that the student may be a danger or threat to the safety of him/herself or others.
- Is harmful to the educational mission of the school.

The following actions are violations of the code that will result in probation or immediate dismissal from the program.

- Smoking inside the campus building or externship sites
- Use of indecent language or disruptive behavior during class
- Acts of dishonesty, cheating, misrepresentation, violation of policies
- Acts of discrimination, harassment, or offensive conduct that creates hostile environment
- Possession of drugs, alcohol, or weapon on campus
- Being under the influence of drugs, illegal or prescription, or alcohol while on any location as noted above.
- Disrespect toward patient, staff, or administrators at an externship location.
- Violation of any GMC policy.

Student Complaint Policy

The Student Complaint Policy is an escalating policy starting with informal means escalating up to formal means to resolve. Complaints may be categorized as instruction, administrative, policy, or other issues. Regarding instruction, if a class is in session and a student has a complaint the student should bring this to the attention of the instructor. If the complaint is about the instructor or about one of the other students the student should bring this to the attention to the office staff. Once issues are brought to light many issues can be resolved informally, discreetly, and professionally. If the class has completed and a student has a complaint the student should bring this to the attention of the office staff. Regarding administrative, policy and other issues the students should bring this to the attention of the Office Manager. Students are encouraged to communicate immediately during a class or within seven days after the class.

If the issue cannot be resolved informally, the complaint is brought to the Director of Education. The student will be asked to formally put their complaint in writing and provide documentation as needed and this must be submitted within seven days of the course. Upon submission of the formal complaint, the Director of Education will conduct an official review and determination within 30 days after receipt of complaint. The student will be notified.

Student Grievance Policy

If the informal means of resolution have been exhausted and the student believes the proposed resolution was unsatisfactory, then the student is encouraged to contact the relevant approving agency. These agencies are found in the Approvals section of the catalog. Please note that these agencies require that a complainant work with the institution per their policies and practices first to exhaust all avenues for resolution.

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

Substance Abuse Policy

The Drug-Free Workplace Act of 1988 and the subsequent Drug-Free Schools and Communities Amendment of 1989 were developed to promote awareness of the hazards of drug use and to utilize the forces of the federal government to penalize any employer who does not actively work to develop and maintain a drug-free campus and/or workplace. South Florida State College strongly endorses the federal government's efforts to eliminate illegal drug activities on school campuses and in workplaces.

Drugs cause physical and emotional dependence. Drug and alcohol abuse increase the chances of violent, personal injuries, automobile accidents, heart disease, strokes, cancer, emphysema, liver disease, AIDS, brain cell destruction, and a long list of other diseases and symptoms of physical deterioration to the user. Even low to moderate doses of drugs and/or alcohol increase the incidence of a variety of aggressive acts, including spouse and child abuse. Also, the safety of employees abusing drugs and alcohol, and that of their co-workers, can be greatly jeopardized.

The US Department of Labor has proven that illegal drug users cause at least four times as many workplace accidents as nonusers. Thousands of these "accidents" have resulted in death or permanent disability to innocent coworkers and the general public.

Under federal and state laws, illegal drug activities can bring prison sentences ranging from probation to life imprisonment. For example, any person who sells, purchases, manufactures, delivers, or possesses with the intent to sell, purchase, manufacture, or deliver a controlled substance in possession of open containers of alcoholic beverages in vehicles under the Florida State Traffic Law Statute (310.1936) is prohibited.

GMC complies with the school's Substance Abuse Policy.

- No alcoholic beverages nor illegal or prescription drugs shall be in your possession nor consumed prior to or during a class session.
- The odor of alcoholic beverage on one's person shall constitute the same as consumption of prohibited items.

- The smell of an alcoholic beverage will result in the student being dismissed from class/lab/or clinic which will constitute an unexcused absence and may result in dismissal from the program.

Violations of the Code and Consequences

The following actions are violations of the code that will result in probation or immediate dismissal from the program.

- Smoking inside the campus building or clinical rotation sites
- Use of indecent language or disruptive behavior during class
- Acts of dishonesty, cheating, misrepresentation, violation of policies
- Acts of discrimination, harassment, or offensive conduct that creates hostile environment
- Possession of drugs, alcohol, or weapon on campus
- Disrespect toward patient in clinical rotation
- Violation of any GMC policy

Faculty

GMC Faculty are highly qualified professionals who meet and exceed regulatory minimum requirements for the subject being taught. All Faculty hold appropriate credentials to teach their approved courses and exceed the minimum requirement of years of experience in relevant fields of industry and healthcare per the relevant approving agency. Sufficiently qualified Faculty are hired and then they are trained in the philosophy of GMC instruction to help ensure that students master the learning objectives and complete their program. GMC Faculty training is an on-going process of on-boarding, monitoring, and evaluation to ensure that instructors provide engaging, substantive, and rigorous instruction.

Academic Freedom

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

This institution encourages faculty and students to engage in discussion and dialog. All members alike are encouraged to freely express views, however controversial, if they believe it would advance understanding in their specialized discipline or sub-disciplines.

COVID-19 Notice

Due to COVID-19, some program and course offerings are only available in the hybrid instructional model. Some programs and courses have been suspended so that GMC can focus only on Essential Programs and Courses. Approved courses which have been suspended are listed in the catalog but will not display on the website. If you do not see a course on the website, then it has been suspended until further notice.

Programs and Courses

GMC offers vocational programs and continuing education courses. The details below include general program or course information, standards of student achievement, and course completion requirements.

Vocational Programs

GMC vocational programs are developed by GMC, all curriculum and instruction is provided by GMC, and the course completion and course completion certificates are under the GMC logo.

ECG/EKG Technician (classroom and hybrid)

Program Description

This program is ideal for healthcare providers seeking to enter the acute care or critical care environment, as well as prehospital care providers that work with ECG monitors. This course overviews the heart's anatomy and physiology, cardiac cycle, electrical impulse and the basic criteria for a normal sinus rhythm. This course also teaches how to identify and respond to the following various Bradycardia, blocks, and Tachycardia. Additionally, this course teaches the learning to identify an Acute Myocardial Infarction and Ischemia by teaching the student to recognize Significant Q waves, Significant Q waves with ST Elevation, ST Segment Depression, and T wave Inversion. This is a 50-hour program that includes lectures, quizzes, discussions, skills, and national exam preparation resources.

Duration 50 hours, Maximum length 2 months

Electronic Health Information Management (online)

Program Description

This course is a complete resource tool for the student and/or professional learner. Electronic Health Information Management covers the different healthcare organizations and guides students through the various areas of the field. Students will learn the different influences of organizations such as the American Health Information Management Association (AHIMA) and The Joint Commission (formerly known as JHACO). In addition, students will be introduced to Electronic Health Records (EHR) software that is commonly used in healthcare settings. Students will learn how to enter patient demographics, store, and retrieve patient records and chart notes, and transfer and important documents into the EHR.

Duration 288 hours, Maximum length 4 months

Electronic Health Records (online)

Program Description

The Electronic Health Records program focuses on the basics of electronic health records. Students learn the purpose, design, and function of these systems along with the legal and regulatory guidelines. Emphasis is on the organizational demands and healthcare user needs administratively, clinically, and financially. Students learn through simulation labs with hands-on opportunities to use an EHR software called SimChart.

Duration 135 hours, Maximum length 2 months

Limited Phlebotomy Technician (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

Duration 20 hours, Maximum length 1 months

Medical Billing (online, hybrid)

Program Description

The Medical Billing program is designed to give the students an in-depth understanding of complex issues involved in the medical insurance billing industry. Students will gain practical knowledge to enhance their understanding of medical insurance billing practices as well as learn skills required to operate efficiently in today's medical offices, hospitals, and clinics. The Medical Billing program helps students develop the knowledge and skills needed to work in healthcare reimbursement. Topics studied include medical terminology, documentation, patient billing, and special consideration such as ICD-10 and X12 5010, among others.

Duration 640 hours, Maximum length 9 months

Medical Coding (online, hybrid)

Program Description

The Medical Coding program focuses on learning coding conventions and guidelines for the ICD-10-CM, CPT, and Level II HCPCS medical code sets and then applying the rules to accurately assign codes for diagnoses and services. Students will become familiar with the history of medical coding and the applications for its use in health care today. Emphasis will be placed on coding guidelines and the official rules established for the use of the standard code sets, primarily in outpatient settings, such as physician office, hospital, emergency room, and operating room. We'll also introduce you to rules for inpatient coding, the code set necessary for inpatient procedure coding (ICD-10-PCS), and prepare you to further your coding education in preparation for certification.

Duration 640 hours, Maximum length 9 months

Medical Office Assistant (online, hybrid)

Program Description

This course is designed to teach the basics of medical administrative assisting. Students will learn effective time management and problem-solving skills that will enable them to deal effectively with human behaviors in a medical environment and become successful and

employable medical office assistants. Use of the SimChart provides a realistic, yet controlled way to help students master skills. The simulated electronic health record (EHR) helps students to perfect electronic charting, demonstrate clinical judgment in patient care, and thrive in today's modern healthcare environment. The Medical Office Assistant program offers students a sound education providing them with the competencies and skills to enter the healthcare workforce as a viable team member.

Duration 624 hours, Maximum length 9 months

Medical Terminology (online)

Program Description

This course is designed to teach the basics of medical terminology. Medical Terminology orients students to the accurate uses, definitions, spelling, and pronunciations of medical terms used in the health care field. Students will analyze terms while learning to divide them into suffixes, prefixes, and combining forms. Emphasis will be placed on relating medical terms to the structural organization of the body. Through practical applications, students will learn to link abnormal conditions and diseases with diagnostic tests and procedures. In addition, students will be introduced to common medical abbreviations, acronyms, and symbols.

Duration 96 hours, Maximum length 2 months

Phlebotomy Technician I – 20 hour (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students with 1040 or more hours of on-the-job phlebotomy experience in the past 5 years. Students must have evidence of completing a minimum of 50 venipunctures, e.g. Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 20 hours, Maximum length 2 months

Phlebotomy Technician I – 40 hour (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic and advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students with more than 40 hours but less than 1040 hours of on-the-job phlebotomy experience in the past 5 years. Students must have evidence of completing a minimum of 50 venipunctures, e.g. Letter of Phlebotomy Experience for California Certification (PDF) signed by an MD, DO, or CLB. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 40 hours, Maximum length 2 months

Phlebotomy Technician I – 80 hour (classroom)

Program Description

The phlebotomist is one of the most important positions in the clinical laboratory. Without the phlebotomist there would be no specimen for the clinical laboratory to run tests on. The program follows guidelines established by the California Department of Public Health Laboratory Field Services in preparation for the state and national phlebotomy technician certification exams and employment as a certified phlebotomy technician. The program focuses on state-identified basic and advanced topics of anatomy and medical terminology, infection control, and procedures necessary to appropriately collect laboratory specimens and communication with patients. This program will prepare the certified phlebotomy technician to work in a clinical laboratory environment and healthcare setting.

This program is appropriate for students new to the field. This class requires a clinical rotation of a minimum of 40 hours and 50 venipunctures. Students must pass a national certification examination from one of the certifying organizations approved by the California Department of Public Health.

Duration 80 hours, Maximum length 4 months

Vocational Program Structure, Method of Instruction, Credit Hours, Grading and Evaluation

For the above vocational programs the following program structure, methods of Instruction and credit hours are described below.

Program Structure

Vocational programs generally include classroom didactic learning and skills laboratory. The classroom didactic may be online or at a physical location, and includes lectures, directed class discussion, audio-visual aids, overhead transparencies, demonstrations, role-playing, and skill competency evaluation. The skills laboratory may be live laboratory or simulation software. The skills laboratory is based on either a checklist of skills-based competency or a set of activities for a simulation software.

Methods of Instruction

Vocational programs may be offered in four different methods of instruction. Students enrolled will be directed during the admissions and orientation to the instructional method for their scheduled classes.

- 100% classroom based is all class lectures and learning materials are held on campus, taught synchronously with the instructor.
- Hybrid includes online and/or in-person lectures, quizzes, homework, other assessments, simulations clinical, and/or live skills laboratory, where applicable, to learn essential hands-on skills.
- 100% online is all class lectures and learning materials are held online, taught synchronously and/or asynchronously with the instructor. This includes asynchronous on-demand course materials.
- Correspondence method is that all course materials are mailed to the student or provided online, and the student works independently at the student's pace. Assessments are completed as paper based or online.

Classroom	Hybrid	Online	Correspondence	New Program Name	Clinical hours (simulation or live)	Total Credit Hours (including Clinical and Rotation)
x	x			ECG/EKG Technician	10	50
x	x	x		Electronic Health Information Management	50	288
x	x	x		Electronic Health Records	25	135
x	x	x		Medical Billing	120	640
x	x	x		Medical Coding	120	640
x	x	x		Medical Office Assistant	115	624
x	x	x		Medical Terminology		96
x				Limited Phlebotomy Technician		20
x				Phlebotomy Technician I – 20 hour		20
x				Phlebotomy Technician I – 40 hour		40
x				Phlebotomy Technician I – 80 hour	40	80

Methods of Evaluation

Evaluation methods include written exams and quizzes, laboratory unknowns, laboratory performance tests and practical exams, various class projects and written assignments, role-playing, participation, and observation of affective characteristics (safety, work ethics, and attitude).

Grading Guidelines

This program is designed for students to be successful. It will require students to act responsibly. All grading and evaluation are based on student's successful completion of all competencies in the program. Students must pass all activities with a minimum grade of 70%. The grading scale is as follows:

Grade	Percent
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	below 60

Continuing Education and Completion Courses

GMC proprietary courses are developed by GMC, all curriculum and instruction are provided by GMC, and the course completion and continuing education completion certificates are under the GMC logo. See Appendix C for relevant CE's.

Critical Care Suite

Cardiovascular Disorders

Cardiovascular Disorders is designed to address a variety of diseases and disorders in the cardiovascular system. Topics include atherosclerosis, acute coronary syndrome, angina, myocardial infarction, percutaneous coronary intervention, fibrinolytics, cardiac surgery, heart failure, peripheral vascular disease, venous disease, aortic aneurysm, and aortic dissection. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Neurological Disorders

Neurological Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include assessment of the unconscious patient, Glasgow Coma Scale, Traumatic Brain Injury, Epidural/Subdural hematoma, intracerebral bleed, stroke, Locked-in-Syndrome, and brain death criteria. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Respiratory Disorders

Respiratory Disorders course is designed to address a variety of diseases and disorders in the respiratory system. Topics include atelectasis, pneumonia, acute respiratory distress syndrome, COPD: emphysema, bronchitis, asthma, pulmonary Edema, and pulmonary embolism. The content includes risk factors, etiology, pathophysiology, assessment, diagnostics, complications, and current management. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include correspondence and online.

Course duration is 10 hours.

Home Health Suite

Ventilator Training

Ventilator Training course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment. Upon completion of this course the healthcare provider will be able to define basic terms and concepts of mechanical ventilation, describe indications of mechanical ventilation, understand the difference between oxygen and ventilation, identify initial parameters, settings and special issues associated with ventilator setup, and how to troubleshoot /recognize alarms and evaluate patient's response to ventilator. This course also covers pressure vs flow triggering, modes of ventilation, and BiPAP/CPAP. This course is intended and designed primarily for healthcare providers who require initiation into applications and need to acquire basic skills with respiratory equipment. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include classroom and hybrid.

Course duration is 6 hours.

Wound Care Prevention

Wound Care Prevention course is developed around that the most important factor regarding wound care, prevention. This course emphasizes the importance of a provider's overall ability to recognize, assess, and prevent the development of a variety of common wounds as well as exploring the current and accepted treatments in a healthcare setting. Recognition and assessment of existing or developing wounds allow the Healthcare Professional to better document and monitor the patient's recovery and the success or effectiveness of various treatments. This course is for educational purposes only and does not identify LVNs or RNs as a Certified Wound Care Nurse. The certificate received upon completion does not imply one may perform procedures beyond the specific scope of practice outlined by one's governing body. Successful completion of the course is required attendance and completion of homework and quizzes.

Instructional methods include online.

Course duration is 10 hours.

IV Suite

Basic IV Therapy Theory and Knowledge - EMT

Basic IV Therapy Theory and Knowledge for EMTs is a great course for EMTs wishing to learn the basic history, theory, and knowledge of IVs. Areas of IV therapy and blood withdrawal covered thoroughly in this class include: methods for performing IV therapy /blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, and can include hands-on skills demonstrations on mannequins.

Instructional methods include classroom, online, and hybrid.

Course duration is 24 hours.

Orange County Emergency Medical Services approved GMC as a prehospital CE provider. Students must check with their county to confirm these hours will be accepted. GMC will work with any county to meet their CE eligibility, please share our contact information with the county or provide GMC contact information to work with other counties.

Blood Withdrawal Refresher

The Blood Withdrawal Refresher course is a great refresher course for those who want to return to the field or update their knowledge. This class that provides knowledge refresher. Areas of blood withdrawal are covered thoroughly in this class include infection control and safety measures, anatomy, equipment, and methods for performing blood withdrawal, labs, blood transfusions, skin and venipuncture, complications and ethics and legal implications. Instructional methods include classroom, online, and hybrid. Course duration is 9 hours.

IV Therapy and Blood Withdrawal - LVN Certification

IV Therapy and Blood Withdrawal LVN Certification course meets all CA State requirements for IV Therapy and Blood Withdrawal Certification for LVN's. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy/blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate. Instructional methods include classroom, online, and hybrid. Course duration is 36 hours.

IV Therapy and Blood Withdrawal - Midwifery

IV Therapy and Blood Withdrawal is a great course for Midwifery wishing to gain skills, experience live practice, and further their knowledge base. Areas of IV therapy and blood withdrawal covered thoroughly in this combined class include: methods for performing IV therapy /blood withdrawal, basic IV review, shock, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate. Instructional methods include classroom, online, and hybrid. Course duration is 36 hours.

IV Therapy and Blood Withdrawal - RN

IV Therapy and Blood Withdrawal is a great course for RNs wishing to update skills, experience live practice, and refresh or further their knowledge base. Areas of IV therapy and blood withdrawal covered include: methods for performing IV therapy /blood withdrawal, basic IV review, and advanced theory (maintaining PICC lines, central lines, pumps, etc.). Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate.

Instructional methods include classroom, online, and hybrid.
Course duration is 24 hours.

IV Therapy and Blood Withdrawal Instructor Certificate Program

An Intravenous (IV) Therapy and Blood Withdrawal Instructor is a registered nurse (RN) who instructs other nurses in the techniques and problems involved with IV therapy and blood withdrawal. GMC's certificate program in IV Therapy and Blood Withdrawal provides RNs the opportunity to master the instructional knowledge and skills to teach those in the healthcare industry. GMC's IV Therapy and Blood Withdrawal program provides state approved curriculum combined with up-to-date technology and equipment, taught in a stress-free, student-centered learning environment. Students receive an Instructor Manual which is comprehensive, with step-by-step guidance. Written exam and practical testing is required. RNs are monitored throughout the training and are provided regular and substantive feedback on knowledge and skill mastery. Once mastery is demonstrated RNs will receive a course completion certificate. Instructional methods include classroom, online, and hybrid.
Course duration is 144 hours.

Live Stick Skills Laboratory

This class is for credentialed professionals looking for refresher live stick skills. Live Stick Skills Laboratory allows students to sign up for the skills laboratory to gain more practice on the essential skills of skin puncture, blood withdrawal, venipuncture, and IV Therapy on mannequins and live.
Instructional methods include classroom.
Course duration is 6 hours.

Venipuncture for Technologists

Venipuncture for Technologists course cover all topics required by the California State Department of Public Health to meet the requirements for venipuncture certification. The technologist is introduced to the basic skills necessary to safely perform venipuncture for contrast x-rays and to help ensure patient safety. This course is also a refresher for certified technologists. Successful completion includes full attendance, written quizzes, hands-on skills demonstrations, and live skill assessment. Students receive a course completion certificate. Instructional methods include classroom, online, and hybrid.
Course duration is 8 hours.

ASRT Approved Category "A" Credit

This course has been approved by the American Society of Radiologic Technologist (ASRT) for 7.5 Category "A" Credits and meets the American Registry of Radiologic Technologists (ARRT) criteria for Category "A" continuing education credit.

This course meets California Department of Public Health - Radiologic Health Branch acceptance criteria for continuing education credits required to renew certificates and permits in radiologic technology.

Prerequisite

This course is open to technologist students who are currently enrolled in a radiology program or to Certified Radiologic Technologists. Applicants must provide their current student status, CRT or ARRT license number to register.

- Verification of valid AHA CPR certification may allow students to enroll in didactic and/or live human stick portions only.
- Verification of completed California Society of Radiologic Technologists' Venipuncture Certificate may allow students to enroll in the supervised live human stick and/or AHA CPR certification portions only.

Other

ECG and Pharmacology

The ECG and Pharmacology course is excellent for healthcare providers to supplement their training. This course provides the necessary knowledge needed to interpret and treat Cardiac Arrhythmias, basic electrophysiology, normal ECG measurements, basic arrhythmias, basic ACLS drugs, usage and routes of administration during cardiovascular emergencies, how to integrate basic drug pharmacology into ACLS algorithms, 12 Lead, and Cardiac Conduction. Class may provide a set of simulated Mega Code scenarios in which students perform real-time ECG interpretation and drug intervention similar to what is found in an actual ACLS Mega Code test. Instructional methods include classroom, online, and hybrid.

Course duration is 8 hours.

Phlebotomy - Blood Collection

The Blood Collection course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is also a great refresher course for those who want to return to the field or update their knowledge. This class that provides knowledge refresher. Successful completion of the course is required attendance and completion of quizzes.

Instructional methods include classroom and online.

Course duration is 6 hours.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Phlebotomy - Refresher

The Refresher course is designed to meet the requirement that phlebotomists licensed in California earn six contact hours every two years. This course is a great course for healthcare professionals wishing to return to the field, or refresh on basic knowledge and review of procedures processes. Topics covered include infection control and safety measures, anatomy, equipment, and methods for performing blood withdrawal, labs, blood transfusions, skin and

venipuncture, complications and ethics and legal implications. This class that provides knowledge refresher. Successful completion of the course is required attendance and completion of quizzes.

Instructional methods include classroom and online.

Course duration is 6 hours.

Prerequisite

This course is open to Phlebotomy Technician I professionals. This course was designed specifically for phlebotomists. Phlebotomists licensed in California may earn credit for it, but no credit will be granted to medical technologists or clinical laboratory scientists.

Appendix A. Schedule of Fees and Charges and Tuition

GMC reserves the right to update or modify the schedule of fees and charges and tuition at any time without prior notice. The most current tuition charges are found on the website.

In addition to the fees and charges through the regular registration, there are additional fees.

Schedule of Fees and Charges

TYPE	REFUNDABLE	AMOUNT
Admin Fee - Continuing Education*	Non-Refundable	\$50
Application - Vocational Programs	Non-Refundable	\$50
Registration - Vocational Programs	Refundable if cancelled <= 7 days after signing the enrollment agreement. Non-Refundable > 7 days cancellation period	\$200
Textbook and Other Learning Media	Non-Refundable	Depends on program
Transfer Credit Evaluation	Non-Refundable	\$75
Program Extension Fee (per eight weeks)	Non-Refundable	\$250
Reinstatement Fee (per eight weeks)	Non-Refundable	\$400
Digital Fee	Non-Refundable	\$50
Late monthly payment charges	Non-Refundable	\$30
Returned Check fee	Non-Refundable	\$30
Copy of Certificate	Non-Refundable	\$30
Transcripts (official)	Non-Refundable	\$30
Request for printed documents, mailing	Non-Refundable	Starting at \$30, plus mailing costs
Research Request	Non-Refundable	Starting at \$30
Service Fee	Non-Refundable	\$50
Student Tuition Recovery Fund Fee (CA residents only)	Non-Refundable	\$.0025 x tuition charge rounded to the nearest \$1000
National Certification Exam Fee	Refundable if cancelled and agency has not been paid at the time of cancellation	Depends on program

*Administrative fee is no more than \$50 or 20% for course total cost less than \$250.

NOTE: GMC vocational programs have a maximum length that is covered by the tuition and fees. Students who cannot complete their program requirements during this maximum time may request an extension. There is an extension fee.

In addition, programs tuition that includes a voucher for a National Certification Exam must be completed within that maximum length plus one month. If a student does not complete the National Certification Exam during that maximum length plus one month, then the student forfeits the National Certification Exam fee, and those fees must be paid by the student. See the program description for the maximum length.

Maximum Length for Vocational Programs

Program Name	Maximum Length
ECG/EKG Technician	2 months
Electronic Health Information Management	4 months
Electronic Health Records	2 months
Limited Phlebotomy Technician	1 months
Medical Billing	9 months
Medical Coding	9 months
Medical Office Assistant	9 months
Medical Terminology	2 months
Phlebotomy Technician I 20 hours	2 months
Phlebotomy Technician I 40 hours	2 months
Phlebotomy Technician I 80 hours	4 months

Tuition

Vocational Program	Tuition
ECG/EKG Technician (direct & hybrid)	\$ 1,350.00
Electronic Health Information Management	\$ 2,990.00
Electronic Health Records	\$ 2,290.00
Limited Phlebotomy Technician	\$ 1,350.00
Medical Billing	\$ 3,440.00
Medical Coding	\$ 3,440.00
Medical Office Assistant	\$ 2,490.00
Medical Terminology	\$ 400.00
Phlebotomy Technician I (20 Hours)	\$ 1,350.00
Phlebotomy Technician I (40 Hours)	\$ 1,850.00
Phlebotomy Technician I (80 Hours)	\$ 2,140.00

Continuing Education	Tuition
30CE	\$ 175.00
Basic IV Therapy Theory and Knowledge - EMTs	\$ 325.00

Blood Withdrawal Refresher	\$ 250.00
Cardiovascular Disorders	\$ 75.00
ECG and Pharmacology	\$ 250.00
Home Care Aide Health and Safety	\$ 75.00
IV Therapy and Blood Withdrawal - LVN Certification	\$ 325.00
IV Therapy and Blood Withdrawal - Midwifery	\$ 325.00
IV Therapy and Blood Withdrawal - RNs	\$ 325.00
IV Therapy and Blood Withdrawal Instructor Certification	\$ 325.00
Neurological Disorders	\$ 75.00
Phlebotomy - Blood Collection CE	\$ 75.00
Phlebotomy - Refresher CE	\$ 75.00
Respiratory Disorders	\$ 75.00
RN Refresher 1-Day	\$ 200.00
Venipuncture for Technologists	\$ 200.00
Venipuncture Live Sticks	\$ 300.00
Ventilator Training	\$ 200.00
Wound Care Prevention	\$ 150.00

Appendix B. State of California Student Tuition Recovery Fund STUDENT TUITION RECOVERY FUND DISCLOSURE:

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the

Bureau of Private Postsecondary Education
1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov
Toll-free telephone number
(888) 370-7589 or fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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 noncollection 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.

Appendix C. Completion Documents for Continuing Education Courses

Students who complete continuing education courses may be eligible to earn Certificate of Continuing Education or a Certificate of Completion. The number of earned CEs depend on various factors, e.g. the student's credentials, number of hours in class, approving agency rules. Students should confirm with the office staff the number of CEs eligible given their individual details. Students must confirm with their licensing agency the requirements for maintaining their license and approved providers.

For IV Therapy and Blood Withdrawal LVN Certification course, once certified, students do not have to renew the certifications if the student's license remains current.

In the table below, the various agencies and their approval types and numbers are listed for Certificates of Continuing Education. The right most column provides information on the Certificate of Completion. Approved CE provider and course approval numbers are listed. In some cases, the agency only approves at the institution level and does not approve at the course level.

The BRN and OCEMS agencies only approve a provider at the institutional level. Their regulations and guidelines direct institutions to provide courses and do not require individual course approval, and guidelines are provided on what is considered eligible for credit. The institutional provider numbers are listed. The BVNPT provides both institutional and course approval and these two approval numbers are listed. The ASRT only provides course level approval and the course approval number is listed. The RT does not have a formal CE provider approval process and relies on the BRN approval as the CE acceptance criteria.

The right column lists the Certificate of Completion contact hours that a student can earn if eligible. Blank cells mean that no contact hours are available, and no Certificate of Completion can be earned.

Example: Two courses for RNs that only offer the Certificate of Completion and not a Certificate of Continuing Education were based on the evaluation against the RN guidelines for what is considered eligible for credit. These two courses were deemed to fall outside eligibility. However, the Ventilator Training course was eligible for credit.

COMPLETION DOCUMENTS

CE and Contact Hours Table

Last modified 2/19/2022

Use the table below to determine your eligibility for CEs. Find the column with your license and the row of the course you are taking.*

ASRT	All radiologic technologists (except those that are registered as "retired") must earn 24 CE credits every two years.					
BRN	In the State of California, Registered nurses are required by law (California Code of Regulations, Section 1451, Article 5) to complete 30 contact hours of continuing education every two years					
BVNPT	Licensees must complete 30 contact hours of Continuing Education every two years in order to renew their license with an active status.					
CDPH-LFS	Licensees must complete 6 hours of CE every 2 years					
OCEMS	An EMT for re-certification is required to perform 24 hours of EMS CE, so only 12 hours may be non-instructor based.					
RCB	Respiratory Therapists need 30 CE every 2 years. RCB does not have a formal CE provider approval process, see Article 5. Continuing Education					
Course Name	ASRT: Radiologic Technologists	BRN: Registered Nurse	BVNPT: License Vocational Nurse	CDPH-LFS Phlebotomy	OCEMT: Emergency Medical Technician **	RCB: Respiratory Therapists ***
CEH Provider Approval Code		16797	V-10783	AA #225	30-0143	
Course Provider Number	CAZ0077001		IB-2384 I-2596 B-2597			
Critical Care Suite						
Cardiovascular Disorders	~	10	10	~	3.5	10
Neurological Disorders	~	10	10	~	3.5	10
Respiratory Disorders	~	10	10	~	3.5	10
Home Health Suite						
Ventilator Training	~	6	6	~	5.5	6
Wound Care Prevention	~	10	10	~	7.5	10
IV Suite						
Basic IV Therapy Theory and Knowledge - EMTs	~	~	~	~	16	~
Blood Withdrawal Refresher	~	~	~	~	~	~
IV Therapy and Blood Withdrawal - LVN Certification	~	~	36	~	~	~
IV Therapy and Blood Withdrawal - Midwifery	~	~	~	~	~	~
IV Therapy and Blood Withdrawal - RN	~	~	~	~	~	~
IV Therapy and Blood Withdrawal Instructor Certification	~	20	~	~	~	20
Live Stick Skills Laboratory	~	~	~	~	~	~
Venipuncture for Technologists	7.5	~	~	~	~	~
Other						
ECG and Pharmacology	~	8	~	~	~	8
Phlebotomy Blood Collection	~	~	~	6	~	~
Phlebotomy Refresher	~	~	~	6	~	~

*Please keep in mind that hours are approved based on scope of practice, however, courses can still be completed and a certificate received for resume building. NOTE: AHA CE's listed are the maximum possible, and the actual number depends on how many hours the actual class runs and your regulatory agency.

**The CEs listed here are for Orange County. Students must check with their county to confirm these hours will be accepted. GMEC will work with any county to meet their CE eligibility, please share our contact info with your county or provide us contact info to work with other counties.

*** [1399.352. Criteria for Acceptability of Courses.](#)