



ADDENDUM TO
AMERICAN INSTITUTE CATALOG VOLUME 1.2

(PUBLISHED July 01, 2025)

Addendum Date: November 05, 2025

**(This addendum is an integral part of the catalog. Any data stated in the addendum
supersedes any contradictory information contained in the catalog.)**

ADDENDUM

TABLE OF CONTENTS

(New addenda indicated in blue font)

<u>Catalog Page Number</u>	<u>Catalog Section</u>	<u>Addendum Effective Date</u>	<u>Addendum Page Number</u>
	<u>Certification, State and National Certification</u>		
38	Electrical Trades Technology	08.12.25	3
	<u>Academic Standards</u>		
76	Units of Credit	11.05.25	4
	<u>Programs</u>		
99	Electrical Trades Technology	08.12.25	4
117	Pharmacy Technician	11.05.25	5
119	Phlebotomy Technician	11.05.25	8
	<u>Course Descriptions</u>		
121-137	Course Descriptions	08.12.25	9

**Addendum for Certification, State, and National Certification
(Electrical Trades Technology)
Effective August 12, 2025**

Page 38 (Revision to Electrical Trades Technology only)

<p>Electrical Trades Technology</p> <p><u>New Jersey students:</u> Licensure as a Class A Journeyman Electrician is available when an Applicant has acquired 8,000 hours of practical experience working with tools in the installation, alteration or repair of wiring for electric light, heat or power, which work shall have been done in compliance with the National Electrical Code, and who has had a minimum of 576 classroom hours of related instruction. You can read more about the specific opportunities for the Class A Journeyman Electrician license on 13:31-5.1 Initial Class A Journeyman Electrician license of the NJ Administrative Code Board of Examiners of Electrical Contractors.</p> <p>The New Jersey Board of Examiners of Electrical Contractors website also has additional information on the electrical contractor licensure exam and requirements for other electrician qualifications and licensure at: https://www.njconsumeraffairs.gov/elec (Note: in order to become a Licensed Electrical Contractor, which is different from a Qualified Journeyman Electrician, the state of NJ requires all applicants to have completed an approved four-year electrical apprenticeship program).</p> <p><u>Pennsylvania students:</u> No state license is required in Pennsylvania, but to perform electrical services you must comply with the state's Home Improvement Consumer Protection Act, and there may be</p>	<p>New Jersey, Pennsylvania</p>	<p>New Jersey, Pennsylvania</p>	<p>D</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
--	-------------------------------------	-------------------------------------	----------	---

license requirements for your specific municipality that you can check into for further details. It is possible in some Pennsylvania municipalities to become a licensed journeyman by acquiring adequate on-the-job experience and passing an exam issued by the International Code Council (ICC) in the county or city you plan to operate in. Many Pennsylvania cities, such as Pittsburgh and Philadelphia, do not offer journeyman electrical licensing.				
---	--	--	--	--

**Addendum for Academic Standards
(Units of Credit)
Effective November 05, 2025**

Page 76 (Revision)

UNITS OF CREDIT

All programs 720 hours or over at American Institute, with the exception of the Diagnostic Medical Sonography program, operate on either a 15-week term made up of three 5-week modules or a 16-week term made up of two 8- week modules. The academic year consists of a minimum 30-week period. The Diagnostic Medical Sonography program operates on a 12-week term. The academic year consists of a minimum 36-week period.

For academic credits, all subjects are evaluated in terms of semester credit hours. One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of externship/clinic. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of externship or clinic/45). For all on-ground courses, a minimum of 50 minutes of instruction is delivered for every 60 minutes of scheduled class time.

For our online courses, the credit hour awards are calculated using a method that includes the documentation of PowerPoint lectures, assignments, forums, quizzes, and live class participation (if applicable), as well as the documentation of the completion of out-of-class assignments and activities(if applicable). The formula for calculating the number of semester credit hours for each course is:(hours of online in-class activities and lecture/15) + (hours of lab/30).

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is 30 hours of instructional and approved homework hours = 1 Financial Aid credit.

All programs and/or individual components below 720 hours are not considered Units of Credit Classes. These are offered in clock hours. The number of contact minutes per hour the student will receive instruction is 50 minutes which equals one clock hour.

**Addendum for Programs
(Electrical Trades Technology)
Effective August 12, 2025**

Page 99 (Revision)

FOR NEW JERSEY STUDENTS: CLASS A JOURNEYMAN ELECTRICIAN LICENSURE

Licensure as a Class A Journeyman Electrician is available when an Applicant has acquired 8,000 hours of practical experience working with tools in the installation, alteration or repair of wiring for electric light, heat or power, which work shall have been done in compliance with the National Electrical Code, and who has had a minimum of 576 classroom hours of related instruction.

You can read more about the specific opportunities for the Class A Journeyman Electrician license on 13:31-5.1 Initial Class A Journeyman Electrician license of the NJ Administrative Code Board of Examiners of Electrical Contractors.

The New Jersey Board of Examiners of Electrical Contractors website also has additional information on the electrical contractor licensure exam and requirements for other electrician qualifications and licensure at: <https://www.njconsumeraffairs.gov/elec> (Note: in order to become a Licensed Electrical Contractor, which is different from a Qualified Journeyman Electrician, the state of NJ requires all applicants to have completed an approved four-year electrical apprenticeship program).

For Pennsylvania Students: No state license is required in Pennsylvania, but to perform electrical services you must comply with the state's Home Improvement Consumer Protection Act, and there may be license requirements for your specific municipality that you can check into for further details. It is possible in some Pennsylvania municipalities to become a licensed journeyman by acquiring adequate on-the-job experience and passing an exam issued by the International Code Council (ICC) in the county or city you plan to operate in. Many Pennsylvania cities, such as Pittsburgh and Philadelphia, do not offer journeyman electrical licensing.

**Addendum for Programs
(Pharmacy Technician)
Effective November 05, 2025**

Page 117 (Revision)

PHARMACY TECHNICIAN

Program Type: Diploma (West Hartford, CT), Certificate (Cherry Hill, NJ, Clifton, NJ and Toms River, NJ)

Location: West Hartford, CT, Cherry Hill, NJ, Clifton, NJ, Toms River, NJ

SEMESTER CREDITS – 24 credits

TOTAL WEEKS IN PROGRAM – 20 (DAYS)/29 (EVENINGS)

NOT ELIGIBLE FOR TITLE IV FUNDING

PROGRAM DESCRIPTION

The Pharmacy Technician program provides a dynamic curriculum that prepares students for entry-level employment as pharmacy technicians. Through the study of theoretical and practical skills consistent with the pharmaceutical industry's expectations of the technician position, students will become proficient in assisting the pharmacist in medication dispensing, operations, and prescription preparation. In the pharmacy technician program, students will gain knowledge in the technical aspects of pharmaceutical techniques as well as the skills needed to professionally interact with patients. Technical skills specifically developed include medication dispensing, maintenance of written and computerized patient medication record, billing and insurance processes, and maintaining patient profiles. Instruction is offered in a blended learning setting with courses delivered online and on-campus. Externship offsite is also required. Students will receive course preparation to sit for the Pharmacy Technician Certification Examination (PTCE) offered through the Pharmacy Technician Certification Board (PTCB).

PROGRAM OBJECTIVES

Upon successful completion of this program graduates will be able to:

1. Demonstrate knowledge of federal and state pharmacy laws and regulations governing the practice of pharmacy.

2. Perform pharmaceutical calculations required for medication dosages, compounding, and dispensing.
3. Apply skills in the medication order-entry and fill process, including labeling, packaging, and documenting prescriptions.
4. Develop effective communication skills to enhance patient interactions and provide professional service.
5. Implement inventory management techniques, including receiving, storing, and monitoring pharmaceutical supplies to ensure optimal stock levels.
6. Demonstrate proper aseptic and non-sterile compounding techniques, adhering to established safety protocols.
7. Apply safety procedures and quality assurance measures to prevent medication errors and ensure patient safety.
8. Utilize pharmacy-related software for effective management of prescriptions, patient records, and billing processes.
9. Apply ethical considerations in pharmacy practice, including patient confidentiality and professional conduct.
10. Prepare to sit for the Pharmacy Technician Certification Exam (PTCE), ensuring readiness for entry-level employment.

PROFESSIONAL CREDENTIALS FOR THE PHARMACY TECHNICIAN GRADUATE

The State of New Jersey nor Connecticut requires Pharmacy Technician graduates to obtain certification through the Pharmacy Technician Certification Exam (PTCE). Connecticut requires pharmacy technicians to register with the state once the candidate has secured a pharmacy technician role within a pharmacy. Many facilities do require pharmacy technicians to be certified through the PTCE in order to be eligible for employment, and not being certified may limit a graduate's future employment opportunities.

Graduates are eligible and encouraged to take the Pharmacy Technician Certification Exam (PTCE) offered through the Pharmacy Technician Certification Board (PTCB). Qualifications for taking and passing the Pharmacy Technician Certification Exam is controlled by outside agencies and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the PTCE at all or at any specific time. American Institute encourages its graduates to sit for the PTCE at the earliest possible date. While American Institute's Pharmacy Technician program covers all the material that is on the PTCE, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the PTCB website for further information on the PTCE (www.ptcb.org).

PHARMACY TECHNICIAN CERTIFICATION EXAM POLICY

Please keep in mind that in order for us to assist you in signing up for the PTCE and paying for the exam fee in advance, you **MUST** have passed American Institute's mock exam with a minimum score of 80% on at least three different occasions. As long as you participate in the certification review courses, take the mock exam at least three times, meet the minimum requirements of an 80% pass rate on each mock exam, **AND** have been approved to take the PTCE by the Campus Director/Director of Education, American Institute will agree to pay for only the first time you take the exam solely within 45 days of attending your first certification review course. Choosing

to take your certification exam without participating in the American Institute mock exams as outlined above will mean that you are responsible for your own exam fee(s).

Pharmacy Technician Program Overview

CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	DELIVERY METHOD
PHT110	Anatomy & Physiology	3	45	0	0	Online
PHT115	Pharmacy\Technician Fundamentals & Computer Applications	3	30	30	0	Residential
PHT120	Pharmaceutical Calculations and Pathophysiology	3	45	0	0	Online
PHT125	Pharmacology and Sterile Products & HIV/AIDS	3	30	30	0	Residential
PHT130	Drug/Dosage interactions Pharmacy Law & Ethics	3	45	0	0	Online
PHT135	Community & Institutional Pharmacy	3	30	30	0	Residential
PHT210	Drug Classification and Dosage Calculations Review	1	15	0	0	Online
PHT217	Pharmacy Technician Externship I	2	0	0	90	Clinic
PHT220	Patient Care and Pharmacy Operations Review	1	15	0	0	Online
PHT227	Pharmacy Technician Externship II	2	0	0	90	Clinic
	TOTALS	24	255	90	180	

Total Semester Hours	24
Total Contact Hours	525
Total Theory Hours	255
Total Lab Hours	90
Total Clinical Hours	180

Page 119 (Revision)

PHLEBOTOMY TECHNICIAN

Program Type: Certificate

Location: All locations

TOTAL CLOCK HOURS – 100

TOTAL WEEKS IN PROGRAM – 4 (DAYS)/7 (EVENINGS)

NOT ELIGIBLE FOR TITLE IV FUNDING

PROGRAM DESCRIPTION

The Phlebotomy Technician program is a fully residential program designed to provide students opportunity to acquire the knowledge and skills of blood collection. OSHA and Infection Control protocols will be reviewed. Appropriate procedures and techniques will be part of learning. The legal importance of proper patient identification will be discussed. Students will be equipped with skills to draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. Phlebotomy Technicians perform basic phlebotomy procedures, evaluate patients for ability to withstand venipuncture procedure, explain the venipuncture procedure and answer patient questions. They perform basic point of care testing, such as blood glucose levels, on patients. They prepare blood, urine, and other body fluid specimens for testing according to established standards. During this single 100-hour course, students have both theory and hands-on laboratory experience which include a minimum of 30 venipunctures and 10 capillary or finger sticks.

PROGRAM DESCRIPTION

Upon successful completion of this program graduates will be able to:

1. Demonstrate proper handwashing techniques.
2. Demonstrate understanding of special precautions.
3. Demonstrate ability to identify appropriate collection sites.
4. Demonstrate need for appropriate use of PPE as required.
5. Demonstrate understanding of quality assurance and quality control.
6. Demonstrate respectful patient communication.
7. Demonstrate understanding of equipment selection.
8. Verify patient identification prior to obtaining specimen.
9. Demonstrate proper application of tourniquet.
10. Demonstrate all “steps of draw”.
11. Demonstrate concern for patients and their safety.
12. Perform quality control procedures.
13. Demonstrate safe disposal of equipment.
14. Complete appropriate documentation.

PROFESSIONAL CREDENTIALS FOR THE PT GRADUATE

The State of Connecticut nor New Jersey require Phlebotomy Technician graduates to obtain licensure or specific certification for employment upon graduation. However, most facilities require phlebotomists to be certified in order to be eligible for employment, and not being certified may limit a graduate’s future employment opportunities. Graduates are eligible to take the Phlebotomy Technician Certification (PTC) through the American Medical

Certification Association (AMCA). Qualifications for taking and passing the PTC Exam is controlled by outside agencies and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the PTC exam at all or at any specific time. American Institute encourages its graduates to sit for the PTC exam at the earliest possible date. While American Institute's Phlebotomy Technician program covers all the material that is on the PTC exam, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the AMCA website for further information on the PTC exam (<https://www.amcaexams.com>).

PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM POLICY

Here at American Institute (AI), we are continuously seeking to provide opportunities for you to be a success story. Part of that success story involves certification, which is crucial to future employment in the medical field but is not part of the program graduation requirements and is in separate from the program / curriculum. Among the many ways AI can help you in achieving your goals is by offering an optional boot camp and mock exams for national certification exam in Phlebotomy Technician (CPTC) at no cost to you, as well as possibly paying your exam fee. Please keep in mind that in order for us to assist you in signing up for the PTC certification exam and paying for the exam fee in advance, you MUST have passed AI's mock exam with a minimum score of 80% on at least three different occasions. As long as you participate in the boot camp, take the mock exam at least three times, meet the minimum requirements of an 80% pass rate on each mock exam, AND have been approved to take the PTC certification exam by the Campus Director/Director of Education, American Institute will agree to pay for only the first time you take the exam solely within 45 days of attending your first boot camp session. Choosing to take your certification exam without participating in the AI mock exams and/or bootcamp as outlined above will mean that you are responsible for your own exam fee(s).

PHLEBOTOMY TECHNICIAN PROGRAM OVERVIEW

CODE	COURSE NAME	CLOCK HOURS	THEORY	LAB	CLINIC	DELIVERY METHOD
PHL101	Phlebotomy Technician	100	30	70	0	Residential

Addendum for Course Descriptions (Course Description) Effective August 12, 2025

Page 133 (Revision)

MCB327 PRACTICUM EXPERIENCE 120 Contact Hours/2.0 Semester Credits

This course provides supervised placement in a non-classroom setting at a health care facility/medical office, remote site, or computer simulation. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Coding and Billing program. The Practicum Experience permits student involvement in the medical coding and billing environment of the facility/simulation. Prerequisites: MCB 313, MCB 314