ADDENDUM TO

AMERICAN INSTITUTE CATALOG VOLUME 1.3

(PUBLISHED May 11, 2026)

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

ADDENDUM
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Addendum for A Note from American Institute
(A Note from American Institute)
Effective November 02, 2026

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A Note From American Institute

"Tomorrow's Success Begins Today"

Welcome to the American Institute! For over a century, we have proudly graduated thousands of students. Originally established as a business-focused institution, we have since broadened our offerings to include allied health and skilled trades programs. Throughout these changes, our dedication to your success has never wavered. As you begin your journey with us, we wish you both academic and personal success. If you ever need assistance, do not hesitate to reach out. Thank you for choosing the American Institute!

Alexandra Schaffrath
President

Christopher Coutts
Senior Vice President of Ground Strategic Operations

American Institute –West Hartford, CT
Kim Colbert, Campus Director/Director of Education

American Institute –Cherry Hill, NJ
Deanne Shreve, Campus Director

American Institute –Clifton, NJ
Julianne Dunich, Campus Director/Director of Education

American Institute –Toms River, NJ
Timothy M. Rodgers, Campus President/Director of Education

American Institute –Somerset, NJ
Darlene Dourney, Campus Director

Addendum for General Information
(Applicable Laws and Regulations)
Effective June 02, 2026

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APPLICABLE LAWS AND REGULATIONS

American Institute's policies and practices are in accordance with all applicable laws and regulations including, but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulations 34 CFR Part 100 (barring discrimination on the basis of race, color, or national origin)
- Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR Part 106 (barring discrimination on the basis of sex)
- The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99
- Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of a handicap)
- The Age Discrimination Act of 1975 and the implementing regulations 34 CFR Part 110 and
- The Americans with Disabilities Act of 1990 and the implementing regulations in 28 CFR Part 36

The Chief Compliance Officer for Vocate, has been designated as the administrator for American Institute's compliance with Title IX of the Education Amendments of 1972. The following persons have been designated to coordinate American Institute's compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504), the American with Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975:

Position Title	Location	Address	Telephone Number
Campus Director/ Director of Education	West Hartford	99 South Street, West Hartford, CT 06110	(860) 947-2299
Campus Director/ Director of Education	Cherry Hill	2201 NJ-38, 8th Floor, Cherry Hill, NJ 08002	(856) 444-5600
Campus Director/ Director of Education	Clifton	346 Lexington Avenue, Clifton, NJ 07011	(973) 340- 9050
Campus Director/ Director of Education	Clifton	1117 Main Avenue, Clifton, NJ 07011	(973) 340- 9500
Campus President/ Director of Education	Toms River	2363 Lakewood Road, Toms River, NJ 08755	(732) 719- 2730
Campus Director/ Director of Education	Somerset	80 Cottontail Lane, Suite 103, Somerset, NJ 08873	(732) 201- 8335

For questions or concerns regarding American Institute's Non-Discrimination policy, please contact:
Nadine Bailey
9309 N. Florida Ave.
Tampa, FL 33612
813-532-8054
nbailey@vocate.org

Addendum for General Information
(Sexual Discrimination Prohibited by Title IX Policy)
Effective June 02, 2026

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SEXUAL DISCRIMINATION PROHIBITED BY TITLE IX POLICY

A. Scope

This policy applies to conduct of which Vocate Education Solutions, Inc. "Vocate" entities have Actual Knowledge, and that:

- meets the definition of Sexual Harassment
- occurs in Ultimate Medical Academy's "UMA" or American Institute's "AI" Educational Programs or Activities and
- is against a person in the United States

Capitalized terms have the meaning assigned in this policy.

This policy is one component of Vocate's commitment to a discrimination-free work and educational environment. Conduct that does not fall into the scope of this policy may fall under the scope of another policy, for example Vocate's Non-Discrimination and Non-Harassment policy applicable to team members, or the Code of Conduct for Students policy, and may be subject to procedures associated with those other policies.

B. Definitions

Below are key definitions relating to Sexual Harassment:

"Actual Knowledge" Provision of notice of Sexual Harassment or allegations of Sexual Harassment to the Title IX Coordinator, or to another UMA or AI official with the authority to institute corrective measures on behalf of School. Those other officials with the authority to institute corrective measures on behalf of UMA are the Campus President of UMA's Clearwater campus and the Vocate Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of UMA can be

reached through TitleIX@vocate.org. Those other officials with the authority to institute corrective measures on behalf of AI are the Campus Presidents of the respective AI campus and the AI Associate Title IX Coordinators. For convenience, all individuals with the authority to institute corrective measures on behalf of AI can be reached through TitleIX@vocate.org. Actual Knowledge is not present where the Respondent of an allegation of Sexual Harassment is the only School official with knowledge.

"AI" American Institute, as operated by AI Education, Inc. ("AI")

"***Associate Title IX Coordinator"*** A School team member appointed by the Title IX Coordinator who is responsible for assisting in the administration of this policy. The mailing address for all Associate Title IX Coordinators is 9309 N. Florida Ave., Tampa, FL 33612. The Associate Title IX Coordinators are:

- For UMAE team member issues: Wanda Torres Kim (wtorreskim@vocate.org or 813-466-1665), Tinita Wright (tihamilton@vocate.org or 813-388-4781), and Kayla Crouse (kcrouse@vocate.org or 813-283-6800).
- For UMA student issues, Lisa McClure (lmcclure@vocate.org or 813-676-1653).
- For AIE team member issues, Christine Bry (cbry@vocate.org or 484-332-9516)
- For AI student issues, Christine Partite (cpartite@americaninstitute.edu or 848-207-7650) for AI student issues.

"***Clery Act***" The Jeanne Clery Campus Safety Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46. The Clery Act requires each School to compile statistics for (among other things) incidents of Sexual Harassment.

"Complainant" An individual who is alleged to be the victim of Sexual Harassment. To file a Formal Complaint, a Complainant must be participating in or attempting to participate in School's Educational Program or Activities.

"*Consent"* Words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the Incapacitation of another where the Respondent knows or reasonably should have known of such Incapacitation. Consent is also absent when the activity in question exceeds the scope of Consent previously given. Past Consent does not imply present or future Consent. Silence or an absence of resistance does not imply Consent. Consent can be withdrawn at any time by either Party by using clear words or actions. Intoxication due to use of alcohol or drugs may impair an individual's capacity to Consent freely and may render an individual incapable of giving Consent.

"Educational Programs or Activities" A School-sponsored location or event, or other circumstance over which School exercised substantial control over both the context and the Respondent to an allegation of Sexual Harassment. School's online course environment is explicitly included in this definition.

"Formal Complaint" A document filed by and signed by either the Complainant or the Title IX Coordinator that alleges Sexual Harassment against a Respondent and requests that Vocate, UMA, or AI investigate the allegation. A Formal Complaint can be filed with the Title IX Coordinator, an applicable Associate Title IX Coordinator in person, via email, or via mail or to TitleIX@vocate.org An electronic submission that indicates that the Complainant is the one filing the formal complaint will be considered to be signed by the Complainant for purposes of this policy. Where the Title IX Coordinator files and signs a Formal Complaint, the Title IX Coordinator is not considered to be a Complainant.

"Incapacitation" The physical and/or mental inability to make informed, rational judgments. Incapacitation can result from mental disability, sleep, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is Incapacitated is to be judged from the perspective of an objectively reasonable person.

"Parties" or "Party" The Complainant and/or Respondent.

"Respondent" An individual who has been reported to be the perpetrator of Sexual Harassment. To be a Respondent subject to this policy, an individual must be under School's substantial control. If during an investigation or hearing into a Formal Complaint, a Respondent ceases being a School team member or student, School may dismiss the Formal Complaint.

"School" UMA or AI as applicable to a student Complainant and/or Respondent and Vocate as to a team member Complainant and/or Respondent.

"Sexual Harassment" Conduct on the basis of sex that satisfies one or more of the following: (1) a team member conditioning the provision of an aid, benefit, or service from School on the Complainant's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the Complainant equal access to a School Education Program or Activity; or (3) the following crimes defined under the Violence Against

Women Act: "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Supportive Measures" Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to School's Education Programs or Activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the educational environment, or deter Sexual Harassment. Examples of Supportive Measures are: counseling, extensions of deadlines or other course-related or work-related adjustments, modifications of work or class schedules, escort services while on School premises, mutual restrictions on contact between the Parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. School will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair School's ability to provide the Supportive Measures. The Title IX Coordinator and Associate Title IX Coordinators are responsible for coordinating the effective implementation of Supportive Measures.

"*Title IX*" The federal statute and associated regulation promulgated by the U.S. Department of Education which govern the efforts of educational institutions to maintain campuses free from sex and gender discrimination, including Sexual Harassment.

"*Title IX Coordinator"* The team member who is ultimately responsible for overseeing School's compliance with Title IX. The Title IX Coordinator is Nadine Bailey (nbailey@vocate.org or 813-532-8054). The mailing address for the Title IX Coordinator is 9309 N Florida Ave #100, Tampa, FL 33612.

"UMA" Ultimate Medical Academy, as operated by UMA Education, Inc.

"United States" Physical location within one of the fifty United States, the District of Columbia, or territories of the United States of America.

C. Prohibition on Sexual Harassment

As required by Title IX, School expressly prohibits discrimination on the basis of sex, including Sexual Harassment, in its Educational Programs and Activities and is committed to fostering an environment for both students and team members where Sexual Harassment is promptly reported, Supportive Measures are offered as appropriate, and any Formal Complaints are resolved in a fair and timely manner.

Regardless of the definitions provided in this policy, those who believe they are victims of Sexual Harassment should seek immediate medical and/or safety assistance as appropriate and report the incident as soon as possible as described below. Information regarding resources and options available to victims can be found through the following resources:

For team members:

- Employee Assistance Program (confidential resources available) – https://www.mutualofomaha.com/eap; 800.316.2796

For students:

- UMA's Student Guidance Center (confidential resources available) – https://www.ultimatemedical.edu/help; (web id: UMASAP) or 866.797.1622 (open 24/7)
- American Institute: If the residence-based information in this section below does not apply, please see the Campus Director/Director of Education for resources.

For residents of the Tampa Bay area:

- The Spring of Tampa Bay – https://www.thespring.org; 813.247.7233 (open 24/7)
- CASA (Community Action Stops Abuse) of St. Petersburg - https://www.casa-stpete.org; 727.895.4912 (open 24/7)
- Crisis Center of Tampa Bay – https://www.CrisisCenter.com; 813.694.1964 or 211 (open 24/7)

For residents of the Cherry Hill area:

- Camden County Domestic Violence Center 311 Market St. Camden, NJ 08102 (856) 227-1234
- Jewish Family & Children's Service of Southern New Jersey SARAH Project 1301 Springdale Rd, Suite 150, Cherry Hill, NJ 08003 (856) 424-1333; ask for "Sarah"

- Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
- Statewide NJ Coalition for Battered Women 800-572-7233
- Battered Lesbian Hotline (NJ only) 800-224-0211
- Women Against Abuse 866-723-3014 (PA)
- Women In Transition 866-723-3014 (PA)
- Domestic Abuse Project Delaware Co. 610-565-4590 (PA)

For residents of the Clifton area:

- Passaic County Women's Center- Shelter for Assault & Abuse (973) 881-1450
- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437
- Statewide NJ Coalition for Battered Women 800-572-7233
- Battered Lesbian Hotline (NJ only) 800-224-0211
- Child Abuse Hotline 877-NJ-ABUSE Child Support Assistance 877-NJ-KIDS1
- Strengthen Our Sisters, Ringwood- women's shelter (973) 728-0007
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792- 8610
- Statewide NJ Coalition for Battered Women 800-572-7233
- Bergen County Alternatives to DV 201-336-7575
- Shelter Our Sisters 201-944-9600
- Family Violence Program 973-484-4446
- The Rachel Coalition 973-740-1233
- New Jersey Coalition Against Sexual Assault, 800-601-7200
- East Orange Crisis Intervention Unit 973-672-9685
- Edison Rape Crisis Intervention Center 732-452-5900
- Hackensack Bergen County Rape Crisis Center 201-487-2227
- Jersey City Medical Center 201-433-6161
- Morristown Morris County Sexual Assault Center 973-829-0587
- Newark Safe & Sound Rape Crisis Center 973-972-1325
- Paterson Passaic County Women's Center 973-881-1450

For residents of the Somerset area:

- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437
- Statewide NJ Coalition for Battered Women 800-572-7233
- Battered Lesbian Hotline (NJ only) 800-224-0211
- Child Abuse Hotline 877-NJ-ABUSE
- Child Support Assistance 877-NJ-KIDS1
- Manavi for South Asian Women 908-687-2662
- Bergen County Alternatives to DV 201-336-7575
- Northeast New Jersey Legal Services 201-487-2166
- Office of Victim-Witness Advocacy 201-646-2057
- Shelter Our Sisters 201-944-9600
- Alternatives to Domestic Violence 201-487-8484
- Essex County Council of Jewish Women 973-997-WISN
- Essex-Newark Legal Services 973-824-3000
- Family Violence Program 973-484-4446
- Office of Victim-Witness Advocacy 973-621-4707
- The Rachel Coalition 973-740-1233
- The Safe House 973-759-2154

- Hudson County Christ Hospital Mental Health 201-795-837
- 3 Northeast Legal Services 201-792-6363
- Office of Victim-Witness Advocacy 201-795-6400
- Women Rising Hotline (YWCA) 201-333-5700
- Women's Referral Central 800-322-8092
- Morris County Battered Women's Services 973-267-4763
- Care Program 973-971-4715
- Legal Services of Northwest Jersey 973-285-6911
- Office of Victim-Witness Services 973-285-6200
- Passaic County Northeast Jersey Legal Services 973-523-2900
- Office of Victim-Witness Advocacy 973-881-4887
- Strengthen Our Sisters 973-728-0007
- Women's DV Program 973-881-1450
- Union County Central Jersey Legal Services 908-354-4340
- Office of Victim-Witness Advocacy 908-527-4500
- Project Protect 908-355-4357
- New Jersey Coalition Against Sexual Assault, 800-601-7200
- East Orange Crisis Intervention Unit 973-672-9685
- Edison Rape Crisis Intervention Center 732-452-5900
- Hackensack Bergen County Rape Crisis Center 201-487-2227
- Jersey City Medical Center 201-433-6161
- Morristown Morris County Sexual Assault Center 973-829-0587
- Newark Safe & Sound Rape Crisis Center 973-972-1325
- Paterson Passaic County Women's Center 973-881-1450

For residents of the Toms River area:

- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437
- Statewide NJ Coalition for Battered Women 800-572-7233
- Battered Lesbian Hotline (NJ only) 800-224-0211
- Child Abuse Hotline 877-NJ-ABUSE
- Child Support Assistance 877-NJ-KIDS1
- Catholic Charities Diocese of Trenton 732-244-8259
- Coalition Against Rape and Abuse 609-522-6489
- Dottie's House 732-262-2009

For residents of the West Hartford area:

- ABC Women's Ctr Incorporated: (860) 344-9292 180 E Main St, Middletown, CT
- Alternative Living Center: (860) 714-3705, 56 Coventry St, Hartford, CT 06112
- Covenant to Care: (860) 243-1806, 120 Mountain Ave, Ste 212, Bloomfield, CT
- Jewish Family Services: (860) 236-1927 333 Bloomfield Ave, Ste A, West Hartford, CT
- Manchester Domestic Violence: (860) 645-4033, Manchester, CT
- My Sisters' Place: (860) 895-6629, 221 Main St, Hartford, CT 06106
- Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burritt St, #1, New Britain, CT
- Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
- Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burritt St, #1, New Britain, CT
- Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
- Connecticut Alliance to End Sexual Violence: (860) 282-9881, 96 Pitkin St, East Hartford, CT 06108
- Connecticut Domestic Violence Hotline 1-888-774-2900 English, 1-844-831-9200 Spanish
- Connecticut Coalition Against Domestic Violence (888) 774-2900

- Post-Partum Depression Hotline (800) 328-3838
- Child Abuse Hot Line- Division of Youth & Family Services (800) 792-8610
- Parent 24 Hr. Stress Line (800) 843-5437

For all:

- RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization
  - The National Sexual Assault Hotline: 800.656.HOPE (4673) (open 24/7)
  - Online chat: https://hotline.rainn.org/online
  - State specific resources can be found at https://www.rainn.org/state-resources

D. How to Make a Report of Sexual Harassment Under this Policy

Any person may report Sexual Harassment or suspected Sexual Harassment to the Title IX Coordinator, an Associate Title IX Coordinator, or toTitleIX@vocate.org. Reports of conduct confirmed to be Sexual Harassment that are provided to any of these sources will give School Actual Knowledge of the report.

Aside from School's internal complaint process, team members and students may choose to pursue legal or administrative remedies, including with the United States Department of Education's Office for Civil Rights at http://www.ed.gov/about/offices/list/ocr/complaintintro.html. Nothing in this policy prohibits a student or team member from reporting a crime directly to law enforcement, including the local police department.

E. Initial Assessment of the Report and Initiation of Formal Complaint

Upon receiving a report, School will determine whether the reported allegations fall within the scope of this policy, namely whether the allegations, if accepted as true:

- meet the definition of Sexual Harassment.
- occurred in School's Educational Programs or Activities; **and**
- are against a person in the United States.

If the allegations do not fall within the scope of this policy, School will consider the report according to the Team Member Complaint and Investigation Procedures in the Team Member Handbook (for team members) or the General Student Complaint Procedure/Grievance Policy or Code of Conduct for Students in the School Catalog (for students), and/or any other applicable School policies.

If the allegations do fall within the scope of this policy, the Title IX Coordinator will promptly (i.e., generally within seven days of receipt of Actual Knowledge) reach out to the Complainant, who may or may not be the person who made the report, and: (1) discuss any appropriate Supportive Measures, and (2) provide the process for filing a Formal Complaint. If the Complainant declines to file a Formal Complaint, the Title IX Coordinator may choose to initiate a Formal Complaint. No other person is eligible to file a Formal Complaint under this policy.
Upon the filing of a Formal Complaint, School will operate from a presumption that the Respondent is not responsible for the alleged conduct until a determination is made regarding violation of this policy is made at the conclusion of the investigation, hearing, appeal and/or informal resolution processes.

F. Notice of a Formal Complaint

If a Formal Complaint is filed, School will issue a written notice to the Complainant and the Respondent within 14 days of the filing of the Formal Complaint containing, at minimum:

- notice of the investigation and hearing procedure set out in this policy,
- notice of the allegations of Sexual Harassment, including sufficient details known at the time (including the identities of known Parties involved in the allegations) and with sufficient time to prepare a response before any initial interview,
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding violation of this policy is made at the conclusion of the process,
- a statement that the Complainant and Respondent may have an advisor of their choice, who may be, but is not required to be, an attorney,

- a statement that School will, within a reasonable amount of time after a request from a Complainant or Respondent, provide an advisor to a Complainant or Respondent who does not identify their own advisor,
- a statement that even if a Complainant or Respondent does not request an advisor, one will be provided at the hearing if the Complainant or Respondent does not bring their own advisor to the hearing,
- a statement that the Complainant and Respondent may inspect and review evidence compiled during the investigation, and
- a statement that School's Business Ethics, Conduct and Compliance policy and School's Code of Conduct for Students policy prohibits knowingly making false statements or knowingly submitting false information during the process.

If, in the course of an investigation, School determines that it will investigate allegations about the Complainant or Respondent that are not included in the written notice provided at the outset of the investigation, School will provide written notice of the additional allegations to the Complainant and the Respondent.

In appropriate cases, School may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

G. Informal Resolution

Formal Complaints can be resolved by either informal resolution or by the investigation and hearing processes described in this policy. Informal resolution is voluntary and can be facilitated by School at any point before a determination is reached regarding whether the Respondent violated this policy. Once initiated, an informal resolution process will typically conclude within 45 days.

At any point during the informal resolution process prior to reaching an agreement, the Complainant and/or the Respondent are free to withdraw from the informal resolution process and resume the investigation, hearing, and appeal processes. However, once reached and agreed to by both the Complainant and the Respondent, an informal resolution is final, and precludes the Complainant and Respondent from pursuing a Formal Complaint arising from the same allegations.

Before engaging in informal resolution, School will provide the Complainant and the Respondent with written notice disclosing the allegations, the requirements of the informal resolution process (including the Parties' right to withdraw during the process and the final nature of any agreement reached), and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared. Both the Complainant and the Respondent must consent in writing to participate in the informal resolution process. Participation
in an informal resolution is not required as a condition of enrollment, continuing enrollment, employment, or continuing employment.

School does not offer or facilitate informal resolution to resolve allegations that a Vocate, UMA or AI team member Sexually Harassed a student at a School institution for which the team member was working; such allegations will be handled through the Formal Complaint process.

H. Dismissal of a Formal Complaint Short of a Resolution

If at any point during the investigation or hearing procedures School discovers that the conduct described in the Formal Complaint does not, even if proven, fall under the scope of this policy, School will dismiss the Formal Complaint or the portions of the Formal Complaint that are out of scope. Such conduct may be evaluated under other School policies, as applicable.

- School may, at its option, dismiss a Formal Complaint where:
- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled with or employed by School; or
- Specific circumstances prevent School from gathering evidence sufficient to reach a determination as to the Formal Complaint or specific allegations therein.

When School dismisses a Formal Complaint, it will promptly, i.e., generally within seven days of the dismissal, send written notice of the dismissal and the reason(s) therefore simultaneously to the Complainant and the Respondent.

L. Sanctions and Remedies

Sanctions will not be imposed on a Respondent unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed. The sanctions that may be imposed on a Respondent for violation of this policy include:

For team members:

- Warning – A verbal or written notice that a team member has not met School's conduct expectations.
- Training – One or more sessions that a team member is required to complete to School's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the team member does not comply with School policies or otherwise does not meet School's conduct expectations during the probationary period.
- Unpaid leave – Unpaid leave from employment with School for a defined period of time, after which the team member may be eligible to return to active employment.
- Limiting order – Restriction on a team member's permission to be in the same proximity as another team member and/or others, with the parameters of the restriction to be defined by School.
- Termination of employment – Separation of a team member's employment with Vocate, UMA or AI

For students:

- Warning – A verbal, written, or final notice that the student has not met School's conduct expectations.
- Training – One or more sessions that the student is required to complete to School's satisfaction on a required topic.
- Probation – A written reprimand with stated conditions in effect for a designated period, including the probability of more severe disciplinary sanctions if the student does not comply with School policies or otherwise does not meet UMA's conduct expectations during the probationary period.
- Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Suspension – Separation of the student from School for a defined period, after which the student may be eligible to return. Conditions for readmission may be specified.
- Suspension of Services – Ineligibility to receive specified services or all School services for a specified period, after which the student may regain eligibility. Conditions to regain access to services may be specified.
- Dismissal – Separation of the student from all School locations and eligibility to return at a specified date.
- Expulsion – Permanent separation of the student from all School locations and ineligibility to receive specified or all School services.
- Ineligibility for Services – Permanent ineligibility to receive specified or all School services.
- Limiting Order – Restriction on a student's permission to be in the same proximity as the Complainant and/or others, with the parameters of the restriction to be defined by School

If a Respondent is not a team member or a student, School may impose variations of the sanctions listed above that correspond to School's relationship with the Respondent, e.g., termination of contract, ineligibility for future contracting or services.

More than one sanction may be applied to the same Respondent as a result of a single violation. The listing of the sanctions should not be construed to imply that Respondents are entitled to progressive discipline, or that the employment relationship between Vocate, UMA or AI and its team members is anything other than at-will. The sanctions may be used in any order and/or combination that School deems appropriate for the conduct in question.

The Title IX Coordinator may also implement remedies designed to restore or preserve equal access to School's Educational Programs or Activities. Remedies include efforts similar to Supportive Measures, but when imposed as a remedy, a measure need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies will not be granted to a Complainant unless the investigation and hearing procedures or the informal resolution procedure in this policy have been followed.

M. Appeal

The Complainant and Respondent may appeal a determination regarding whether the Respondent violated this policy, and may also appeal School's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding violation of this policy or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The decision-maker for the appeal will be unbiased and appropriately trained, and will not be the same person as the investigator, the Title IX Coordinator, or any decision-maker at the hearing for the same matter.

All appeal procedures will apply equally to both Parties. Appeals must be filed with the Title IX Coordinator within 14 days of receipt of the written determination or notice of dismissal, as applicable. If either the Complainant or the Respondent files an appeal, School will notify the other Party in writing. Both the Complainant and the Respondent will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome, which must be received by the decision-maker for the appeal within 14 days of receipt of the notice that an appeal has been filed.

Within 30 days of the deadline for Parties to submit written statements in support of or challenging the outcome, the appeal decision-maker will issue a written decision describing the result of the appeal and the rationale for the result, which will be provided simultaneously to the Complainant and the Respondent. The decision of the decision-maker for any appeal is final.

N. Emergency Removal and Administrative Leave

In appropriate cases, School may remove a Respondent who is a student from its Educational Programs or Activities on an emergency basis. School will not execute such an emergency removal without performing an individualized safety and risk analysis that supports that an immediate threat to the physical health or safety of the student or other individual arising from the allegations of Sexual Harassment justifies the removal. Where an emergency removal is executed, School will provide the student with notice and an opportunity to challenge the decision immediately following the removal.

In appropriate cases, Vocate, UMA or AI may place a team member who is a Respondent on an administrative leave during the pendency of an investigation and hearing process described under this policy. See the Administrative Leave policy in Vocate's Team Member Handbook for more information about administrative leaves.

O. Exception to Timeframes Stated in Policy

The timeframes stated in this policy estimate adequate time to resolve a Formal Complaint where the Parties, witnesses, and evidence is readily available, and interviews, meetings, and hearings are able to be scheduled without delay. Circumstances in individual cases may cause temporary delays, necessitating limited extension of stated time frames for good cause, including but not limited to the absence or unavailability of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Where a timeframe requires a limited extension, School will send written notice to the Complainant and the Respondent of the circumstances giving rise to the need for the extension.

P. No Retaliation for Reporting Sexual Misconduct or Participating in Related Investigations

Team members have a duty to report Sexual Harassment they experience or observe. Retaliation against a team member for good faith reporting or participating in an investigation of Sexual Harassment is prohibited.

Specifically, it is a violation of this policy and of Vocate's Policy Prohibiting Retaliation (for team members) and School's Code of Conduct for Students policy to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or Formal Complaint, or testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Specifically, School does not threaten or bring charges of misconduct unrelated to Sexual Harassment but arising out of the same facts or circumstances as a report or Formal Complaint for the purpose of interfering with any right or privilege secured by Title IX.

Charging an individual with a Code of Conduct or other policy violation for making a materially false statement in bad faith in the course of a Formal Complaint, investigation, or hearing proceeding under this policy does not constitute retaliation; provided, however, that a finding that a Respondent did or did not violate this policy, alone, is insufficient to conclude that any Party made a materially false statement in bad faith.

A report of retaliation related to an investigation of Sexual Harassment will be treated as a report under this policy, which may be consolidated with the other report(s) or Formal Complaint(s) to which it is related.

Q. Confidentiality

Except as required by law, as permitted by the Family Educational Rights and Privacy Act and its regulations, or as appropriate to carry out School's responsibilities under Title IX (including but not limited to conducting investigations, hearings, and informal resolutions under this policy), School will keep confidential the identity of Complainants, Respondents, individuals who have made a report of Sexual Harassment, and witnesses involved in proceedings under this policy.

School reserves the right to exercise discretion and disclose details of an incident or allegation to assure community safety or the safety of an individual, or to otherwise comply with its obligations to maintain a safe and discrimination-free environment. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of Complainants or reporters, or information that could easily lead to a Complainant's or reporter's identification.

R. Training

School will ensure through appropriate training that its Title IX Coordinator, investigators, decision-maker(s), and any individuals facilitating informal resolution under this policy are free of conflict of interest or bias for or against Complainants or Respondents generally. Should a conflict of interest arise relating to a Complainant or Respondent in an individual case, conflicted School officials are required to recuse themselves from participation in the matter(s) in which the conflict arises.

School will provide training to Title IX Coordinators, investigators, decision-makers, and any individuals facilitating informal resolution under this policy on the following topics:

- the definition of Sexual Harassment under Title IX and this policy,
- the scope of School's Educational Programs and Activities,
- how to conduct investigations, hearings, appeals, and informal resolution processes (as applicable to the individual's role) that comply with Title IX and the requirements of this policy, and
- how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Additionally, School will provide targeted training as follows:

- to decision-makers on how to use technology to conduct live hearings under this policy, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.
- to investigators on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Training provided under this policy will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

S. Record-Keeping

School will retain the following records created pursuant to this policy for seven years:

- Documentation of outreach to Complainants in response to a report within scope for this policy
    - If no Supportive Measures are offered to a Complainant, School will maintain documentation as to why no such measures were appropriate.
- Formal Complaints
- Written notices of allegations
- Investigation reports (including any appended evidence)
- Notices regarding informal resolution
- Informal resolution agreements and/or other documentation evidencing the terms of an informal resolution
- Written notices of determination
- Appeals
- Written notices of appeal
- Written notices of appeal determination
- Hearing transcripts or recordings
- Documentation of Supportive Measures provided or offered (to the extent not contained in other listed documentation)
- Documentation of sanctions imposed on a Respondent (to the extent not contained in other listed documentation)
- Documentation of remedies provided to a Complainant (to the extent not contained in other listed documentation)
- Materials used to train Title IX Coordinators, investigators, decision-makers, and individuals who facilitate an informal resolution process
    - School will also make current training materials available on its website.

T. Violence Against Women Act Notice

In compliance with the Violence Against Women Act ("VAWA"). School prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as those terms are defined in this policy. School provides incoming students and new team members primary prevention programs (i.e., information and training designed to prevent) and awareness programs (i.e., information and training designed to help identify) regarding these sex crimes. School also provides ongoing prevention and awareness programs (i.e., information and training available throughout enrollment or employment) regarding these sex crimes. Such information and training include a description of safe and positive options for bystander intervention (i.e., strategies for witnesses to disrupt situations involving potential sex crimes), strategies for risk reduction (i.e., to reduce the likelihood of sex crime victimization), and direction to School's policies and procedures after a sex offense occurs. School's compliance with these VAWA provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Addendum for Admissions
(Provisional Registration Status)
Effective November 02, 2026

Page 32 (Removed)
Provisional Registration Status

Addendum for Admissions
(Additional Admissions Requirements/Specific Program Information)
Effective November 02, 2026

Page 33 (Revision)

PHARMACY TECHNICIAN PROGRAM

Pharmacy Technician students in the state of New Jersey and Connecticut are required to register with the state.

Background Check: Satisfactory complete a Level I background check by the eighth calendar day after the start. Whether the student has satisfactorily completed is in the sole discretion of American Institute. Students may be cancelled/withdrawn if results are determined by American Institute to be unsatisfactory.

Externship Requirement: A 200-hour externship is required in this program. Students are typically not paid for work performed during externship course activities. All school rules apply to externship course hours. Externship course hours are offered during regularly scheduled business hours for the site. American Institute does not guarantee the availability of night or weekend externship course hours. Although American Institute cannot guarantee a particular office or location, a student's request is taken into consideration when making externship course site assignments. Students are expected to complete externship course hours within the grading period as outlined in the course description and requirements.

State Residence: Students must live and plan to work in a state in which American Institute is currently enrolling students for the Pharmacy Technician program. Please refer to the Pharmacy Technician Program's Enrollment Classifications and State/Territory Disclosures section of this catalog for a list of states from which American Institute is currently enrolling students. In addition, many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student's background.

Note: In addition to a satisfactory background check required for admission, facilities that accept students for externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. American Institute may assist students in completing such checks and screenings. Check with your Program Director for further clarification.

Addendum for Student Financial Assistance
(Scholarship Funds)
Effective September 28, 2026

Page 54 (Revision)

COMMUNITY OUTREACH GRANT (NEW JERSEY AND CONNECTICUT RESIDENTS ONLY)

Students who attend American Institute under contract with qualified government agencies may be eligible for a Community Outreach Grant. The Grant will vary by student, based on the unmet need. For purposes of the Grant, unmet need is defined as the student's tuition cost, less any agency funding and other Grants (Pell, SEOG, etc.) for which the student is eligible. Students will receive a loaner computer for the duration of their studies. Students receiving this grant are not allowed to borrow additional funds in order to receive a stipend or refund.

Addendum for Cancelation and Refund Policies
(Withdrawal Procedures)
Effective November 02, 2026

Page 58 (Revision)

WITHDRAWAL PROCEDURE

In the event a student needs to withdraw from school, the student should notify the Campus Director, Director of Education, or Student Services representative. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school or violation of the attendance policy, a student may be withdrawn from American Institute.

Students may be withdrawn from school for the following reasons: excessive absenteeism, failure to notify the school of absences, failure to maintain required academic progress, inability to meet financial obligations, or failure to comply with the American Institute's policies. The school reserves the right to withdraw any student whose behavior or attitude reflects unfavorably on the faculty, students, administration, or the institution as a whole and will notify such students in writing of termination.

Full Refund Withdrawal Exemption

American Institute may, on a case-by-case basis, apply the Full Refund Withdrawal Exemption to an eligible student who began attendance during a new program that is greater than 600 hours but subsequently withdraws during the first two weeks under approved circumstances.

Students who qualify for the exemption will have all tuition and Federal Student Aid refunded. Students may cancel or are cancelled by American Institute during the first two weeks of the program. As determined by American Institute, students who do not meet admissions criteria (including providing proof of graduation or equivalent if required), make sufficient academic progress, and complete a financial plan may be cancelled.

Addendum for Cancelation and Refund Policies
(Return to Title IV Funds Policy)
Effective November 02, 2026

Page 61 (Revision)

RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive Federal Student Aid and are no longer enrolled, are dismissed, are placed on an Administrative Leave of Absence, transfer programs or fail to return from an approved leave of absence.

Withdrawal exemptions – term programs only:

A student is not considered to have successfully withdrawn if the student successfully completes (earns a passing grade) in:

- One module that includes 49 percent or more of the number of days in the payment period, excluding scheduled breaks of five or more consecutive days and all days between modules
- Coursework equal to or greater than the coursework required for the institution's definition of a half-time student

Students who cease attendance at AI prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have "earned" only 30% of any Title IV aid received. AI and/or the student must return the remaining 70%.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date a student notifies AI of his/her intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a pro rata manner up to and including the 60% point in a payment period. (Title IV aid is considered 100% earned after that point in time). The percentage of Title IV aid earned is calculated as:

Term Based - Modules

If the student's withdrawal or LDA dates is on or before June 30, 2026, the number of days in the payment period will be calculated as follows:

$$\frac{\text{Number of days completed by the student}}{\text{The number of days in the modules the student posted attendance in the semester}} = \text{Percent of } \underline{\text{semester}} \text{ completed}$$

If the student's withdrawal or LDA date is on or after July 1, 2026, the number of days of the modules the student posted attendance in the payment period will be calculated as follows:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days for the modules in which the student posted attendance in the payment period.}} = \text{Percentage of payment period completed}$$

Scheduled breaks of 5 calendar days or more, breaks between modules, and periods of leave of absence are excluded from the calculation while the student was enrolled. The number of days completed by the student is calculated from the start of the payment period to the student's last day of attendance. The last day of attendance for students is the last day the student was physically present in a course, at an externship/professional practice experience site, or the last day the student completed an online, academically related activity such as discussion boards, submission of assignments, or an assessment.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student's behalf and are less than the amount of Title IV funds earned by AI must be returned.

AI will return unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date AI determined a student withdrew, AI will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post withdrawal disbursement is the result of PELL or FSEOG funds, AI may apply the grant funds to the student's account to cover tuition. If the post-withdrawal disbursement is based on Direct Loan funds, AI must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account, or AI can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date AI determined a student withdrew, AI notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). If any federal grant aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date AI sends a notification to the student of the overpayment or the date AI was required to notify the student of the overpayment. If during the 45-day period a student satisfies the requirement to AI or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

AI returns unearned Federal Student Aid within 45 days from the date AI determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by AI from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

Addendum for Academic Standards
(Satisfactory Academic Progress)
Effective July 02, 2026

Page 78 (Revision)

MAXIMUM TIME ALLOWED TO COMPLETE PROGRAM

Credit Hour Programs

The maximum time within which students are allowed to complete their program is based on total credit hours, Students are allowed 150% of the published time (total credit hours) to complete their program. The maximum time frame (MTF) for each program is as follows:

Program	Maximum Allowable Program Credits Attempted
Dental Assisting	63
Diagnostic Medical Sonography*	90
Electrical Trades Technology	66
Massage Therapy	60
Medical Assisting	60
Medical Coding and Billing	72
Pharmacy Technician	36

* Diagnostic Medical Sonography students are limited to one course failure in the program, regardless of their credit value. Failing a course can result in delayed clinical placement and graduation. Sixty credits is the standard number of credits for the program without failures. The maximum number of credits allowed can vary based on which class was failed.

Addendum for Academic Standards
(Grading Scales)
Effective November 02, 2026

Page 80 (Revision)

Grading Scales

DIAGNOSTIC MEDICAL SONOGRAPHY

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	QUALITY POINTS
A	93-100	Excellent	4.0
B	86-92	Good	3.0
C	80-85	Fair	2.0
**F	0-79	Failure	0.0
P/F	Pass/Fail	Pass/Fail	Not effected
W	N/A	Withdrawn	Not effected
I	N/A	Incomplete	Not effected
TR	N/A	Transfer Credit	Not effected

**If a student fails a course and must repeat it, they may be required to audit a lab course that they have previously passed in order to maintain the hands-on skills associated with those applied lab courses.

Addendum for Programs
(Electrical Trades Technology)
Effective November 02, 2026

Page 97 (Revision)

ELECTRICAL TRADES TECHNOLOGY

Program Type: Certificate
Locations: Cherry Hill, NJ; Clifton, NJ; Somerset, NJ; Toms River, NJ; Pennsylvania residents at Cherry Hill, NJ Campus (Blended)
TOTAL SEMESTER CREDITS – 44

TOTAL WEEKS IN PROGRAM – 40 (DAYS)/64 (EVENINGS)

PROGRAM DESCRIPTION

The Electrical Trades Technology blended program utilizes distance education along with on-campus hands-on training to prepare students for their new career, giving you the flexibility required for today's busy lifestyles. This program is designed to provide students with adequate opportunity to acquire the knowledge of entry-level electrician skills like understanding circuitry, safety practices, and basic electrical theory. The program builds on that general theory with hands-on training in designing, wiring, and troubleshooting systems and circuits for applications such as residential lighting; commercial fire alarm, building automation, and security systems; and motor control circuits. Skills gained include wiring and termination techniques for switches and outlets, computer network and coaxial wiring, residential wiring, proper use of electrical testers, reading blueprints, basic knowledge of electrical codes, and OSHA requirements. Upon completion, graduates will be prepared to pursue entry-level roles in the electrical field

GRADUATION REQUIREMENTS

Because OSHA guidelines are foundational to your future success in the electrical trades, AI requires that you pass the OSHA 10 course during your EL310 course, and it is provided to you for no additional fee. The OSHA 10 course assists employers in training and introducing employees to the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. Our commitment to you is that we will help you any way we can as you pursue your chosen career, and this is an essential part of that effort. Upon successful completion, you will receive a laminated official Department of Labor (DOL) card showing this certification.

FOR NEW JERSEY STUDENTS: REGISTRATION AS A QUALIFIED JOURNEYMAN ELECTRICIAN

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.

PROGRAM OBJECTIVES

Upon successful completion of the program graduates will:

1. Lay out circuiting and wire for new residential buildings, lay out and install conduit systems for commercial buildings, and understand the application of industrial control wiring

2. Demonstrate understanding of the electrical characteristics of series and parallel circuits and AC/DC distribution
3. Install and troubleshoot specialized electrical systems including motor and lighting control circuits, fire/ security alarm circuits, and computer network circuits
4. Demonstrate understanding of ground fault and arc fault circuits, and the code requirements for the installation of ground fault/arc fault protection
5. Interpret circuit wiring diagrams and blueprints to determine proper electrical circuit wiring and the location of electrical switches, outlets, and other equipment
6. Develop cable termination techniques for residential wiring, control wiring, and network wiring
7. Understand the relevant federal regulations including OSHA guidelines and the National Electrical Code (NEC)

ELECTRICAL TRADES TECHNOLOGY PROGRAM OVERVIEW

TERM	MODULE	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	DELIVERY METHOD
1	A	EL 110	Introduction to the Electrical Trade	3	45	0	Online
		EL 113	Applied Introduction to the Electrical Trade	2.5	0	75	On Campus
	B	EL 120	Electrical and Job Site Safety	3	45	0	Online
		EL 123	Applied Electrical and Job Site Safety	2.5	0	75	On Campus
	C	EL 130	Electrical Theory and Circuitry	3	45	0	Online
		EL 133	Applied Electrical Theory and Circuitry	2.5	0	75	On Campus
2	A	EL 210	Electrical Construction Drawings	3	45	0	Online
		EL 213	Applied Electrical Construction Drawings	2.5	0	75	On Campus
	B	EL 220	Electrical Wiring – Residential	3	45	0	Online
		EL 223	Applied Electrical Wiring – Residential	2.5	0	75	On Campus
	C	EL 230	Electrical Wiring – Commercial	3	45	0	Online
		EL 233	Applied Electrical Wiring – Commercial	2.5	0	75	On Campus
3	A	EL 310	Fire, Security, and Network Communications	3	45	0	Online
		EL 313	Applied Fire, Security, and Network Communications	2.5	0	75	On Campus
	B	EL 320	Automated Motor Control Systems	3	45	0	Online
		EL 323	Applied Automated Motor Control Systems	2.5	0	75	On Campus
			TOTALS	**44**	**360**	**600**	

Total Semester Credit Hours	**44**
Total Contact Hours	**960**
Total Theory Hours	**360**
Total Lab Hours	**600**

Addendum for Programs
(Electrical Trades Technology)
Effective August 17, 2026

Page 97 (Revision)

ELECTRICAL TRADES TECHNOLOGY

Program Type: Certificate

Locations: Cherry Hill, NJ; Clifton, NJ; Somerset, NJ; Toms River, NJ; Pennsylvania residents at Cherry Hill, NJ Campus (Blended)

TOTAL SEMESTER CREDITS – 44

TOTAL WEEKS IN PROGRAM – 40 (DAYS)/64 (EVENINGS)

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GRADUATION REQUIREMENTS

Because OSHA guidelines are foundational to your future success in the electrical trades, AI requires that you pass the OSHA 10 course during your EL310 course, and it is provided to you for no additional fee. The OSHA 10 course assists employers in training and introducing employees to the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. Our commitment to you is that we will help you any way we can as you pursue your chosen career, and this is an essential part of that effort. Upon successful completion, you will receive a laminated official Department of Labor (DOL) card showing this certification.

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PROGRAM OBJECTIVES

Upon successful completion of the program graduates will:

8. Lay out circuiting and wire for new residential buildings, lay out and install conduit systems for commercial

buildings, and understand the application of industrial control wiring
9. Demonstrate understanding of the electrical characteristics of series and parallel circuits and AC/DC distribution
10. Install and troubleshoot specialized electrical systems including motor and lighting control circuits, fire/ security alarm circuits, and computer network circuits
11. Demonstrate understanding of ground fault and arc fault circuits, and the code requirements for the installation of ground fault/arc fault protection
12. Interpret circuit wiring diagrams and blueprints to determine proper electrical circuit wiring and the location of electrical switches, outlets, and other equipment
13. Develop cable termination techniques for residential wiring, control wiring, and network wiring
14. Understand the relevant federal regulations including OSHA guidelines and the National Electrical Code (NEC)

ELECTRICAL TRADES TECHNOLOGY PROGRAM OVERVIEW

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		EL 133	Applied Electrical Theory and Circuitry	2.5	0	75	On Campus
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		EL 213	Applied Electrical Construction Drawings	2.5	0	75	On Campus
	B	EL 220	Electrical Wiring – Residential	3	45	0	Online
		EL 223	Applied Electrical Wiring – Residential	2.5	0	75	On Campus
	C	EL 230	Electrical Wiring – Commercial	3	45	0	Online
		EL 233	Applied Electrical Wiring – Commercial	2.5	0	75	On Campus
3	A	EL 310	Fire, Security, and Network Communications	3	45	0	Online
		EL 313	Applied Fire, Security, and Network Communications	2.5	0	75	On Campus
	B	EL 320	Automated Motor Control Systems	3	45	0	Online
		EL 323	Applied Automated Motor Control Systems	2.5	0	75	On Campus
			TOTALS	**44**	**360**	**600**	

Total Semester Credit Hours	**44**
Total Contact Hours	**960**
Total Theory Hours	**360**
Total Lab Hours	**600**

Addendum for Programs
(Medical Coding and Billing)
Effective November 02, 2026

Page 106 (Revision)

MEDICAL CODING AND BILLING
Program Type: Diploma (West Hartford, CT Campus); Certificate (New Jersey Campuses)
Locations: All Locations (Blended)

TOTAL SEMESTER CREDITS – 48
TOTAL WEEKS IN PROGRAM – 40 (DAYS)/64 (EVENINGS)

Program Description
The Medical Coding and Billing blended program utilizes distance education courses along with on-campus training to prepare students for their new career, giving you the flexibility demanded by today's busy lifestyle. This program is designed to provide students with the basic knowledge and skills required to become an entry-level Medical Biller and/or Coder including foundational courses in health insurance and diagnostic and procedural coding. Students complete coursework in the main medical diagnostic coding (ICD) and procedure coding (CPT) systems, as well as medical terminology, computerized medical billing and health insurance applications. The program also contains an externship which is completed in an outside facility. Upon completion, graduates may pursue entry-level jobs as Medical Billing and Coding Specialists, or related administrative positions in various allied health settings.

PROGRAM OBJECTIVES
Upon successful completion of the program graduates will have:

1. An extensive medical vocabulary and understanding of medical terminology
2. The ability to use the main diagnostic (ICD) and procedure (CPT) coding systems correctly to identify and code diagnostic components
3. The ability to accurately process the various insurance claims and third-party reimbursements
4. An understanding of medical ethics and patient communication skills necessary in any health care environment

PROFESSIONAL CREDENTIALS FOR THE MCB GRADUATE
There are a few credentials associated with the field of Medical Coding and Billing. Please note that this program is intended to prepare students for credentials/licensure as outlined below only in the state where the school resides; all other states may have other requirements and students should research carefully before proceeding with the program if they hope to work in another state.
Graduates from American Institute are eligible to take Medical Coding and Billing certification exams, including the Medical Coder and Biller Certification (MCBC) exam offered by the American Medical Certification Association (AMCA). American Institute (AI) continually seeks to provide opportunities for you to be a success story. Part of that success story involves certification, which is helpful to future employment in the coding and billing field. Qualifications for taking and passing those exams are controlled by outside agencies and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take any exam at all or at any specific time.
A Medical Coder and Biller Certification credential enhances a graduate's marketability and, for certain facilities, is required for employment. American Institute encourages its graduates to sit for a certification exam at the earliest possible date. While American Institute's Medical Coding and Billing program covers material that is on the certification exams, American Institute cannot guarantee that any individual graduate will pass the exam.

MEDICAL CODING AND BILLING CERTIFICATION EXAM REIMBURSEMENT 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 coding and billing field. Among the many ways AI can help you in achieving your goals is by offering boot camps and mock exams for national certification exam in Medical Coding and Billing (MCB) 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 MCBC 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 four different occasions. As long as you participate in the boot camp, take the mock exam at least four times, meet the

minimum requirements of an 80% pass rate on each mock exam, AND have been approved to take the MCBC 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; thus, under these conditions, you will be reimbursed for taking the MCB certification exam.

MEDICAL CODING AND BILLING PROGRAM OVERVIEW

TERM	MODULE	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	DELIVERY METHOD
I	A	MCB110	Anatomy and Physiology I	4	60	0	0	Online
		MBC115	Medical Insurance and Billing	3	30	30	0	On Campus
	B	MCB120	Anatomy and Physiology II	4	60	0	0	Online
		MCB125	ICD Medical Coding I	3	30	30	0	On Campus
	C	MCB130	Medical Terminology	4	60	0	0	Online
		MCB135	CPT Medical Coding I	3	30	30	0	On Campus
II	A	MCB210	Pathophysiology	4	60	0	0	Online
		MCB215	ICD Medical Coding II	3	30	30	0	On Campus
	B	MCB220	Medical Law and Ethics	4	60	0	0	Online
		MCB225	CPT Medical Coding II	3	30	30	0	On Campus
	C	MCB233	Healthcare Computer Applications	2	0	60	0	Online
		MCB235	CPT Medical Coding III	3	30	30	0	On Campus
III	A	MCB313	Medical Coding Integration	2	0	60	0	Online
		MCB314	Computerized Medical Billing	3	30	30	0	Online
	B	MCB320	Certification Review	1	10	20	0	Online
		MCB327	Practicum Experience	2	0	0	120	Externship
			TOTALS	48	520	350	120	

Total Semester Credit Hours	48
Total Contact Hours	990
Total Theory Hours	520
Total Lab Hours	350
Total Clinical Hours	120

Addendum for Programs
(Nurse's Aide)
Effective October 07, 2026

Page 109 (Revision)

NURSE'S AIDE

Program Type: Certificate
Location: West Hartford, CT Campus (Residential)

TOTAL CLOCK HOURS – 100
TOTAL WEEKS IN PROGRAM – 4 (DAYS)/7 (EVENINGS)

NOT ELIGIBLE FOR TITLE IV FUNDING

PROGRAM DESCRIPTION

The Nurse's Aide program is a fully residential program designed to provide students with adequate opportunity to acquire the knowledge and skills to perform basic nursing skills. The program will cover personal care, mental health and social service needs, care of cognitively impaired residents, basic restorative services, resident's rights, basic medical terminology, safety and emergency procedures, communication and interpersonal skills, infection control, promotion of resident's rights. Skills gained will include taking and recording vital signs, measuring and recording height and weight, bathing, grooming, dressing, toileting, transferring, assisting with eating and hydration, use of assistive devices and range of motion Students will also be able to use their knowledge and skills in a clinical setting at long-term health care facility. The program will consist of a single course of 70 hours classroom time and 30 hours at the long-term facility. The program will prepare students for the Connecticut Nurse's Aide State Exam. Graduates may obtain employment in entry-level certified positions as Nurse Aides or Nurse Assistants. Graduates may also qualify for related non-certified direct-care support positions that utilize the patient-care skills taught in the program.

PROGRAM OBJECTIVES

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

1. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
2. Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
3. Apply nursing assistant theoretical knowledge in providing basic healthcare services.
4. Perform essential nursing assistant clinical skills.
5. Use accurate and appropriate communication with members of the healthcare team.
6. Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
7. Carry out and follow up on patient/resident care tasks as delegated by the nurse.

PROFESSIONAL CREDENTIALS FOR THE NURSE'S AIDE GRADUATE

Please note that this program is intended to prepare students for credentials as outlined below only in the state where the school resides; other states may have different requirements and students should research carefully before proceeding with the program if they hope to work in another state.

The State of Connecticut requires graduates to obtain certification in order to be employed as a Certified Nurse's Aide upon graduation. Graduates are eligible to take the Connecticut Nurse Aide (CNA) Exam offered through Prometric. Qualifications for taking and passing the Connecticut Nurse Aide 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 CNA exam at all or at any specific time. Passing the CNA exam and being placed on the State of Connecticut Nurse Aide registry is required for employment. American Institute encourages its graduates to sit for the CNA exam at the earliest possible date. While American Institute's Nurse's Aide program covers all the material that is on the CNA exam, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the Prometric website for further information on the CNA exam (http://www.prometric.com).

NURSE'S AIDE PROGRAM OVERVIEW

CODE	COURSE NAME	CLOCK HOURS	THEORY	LAB	CLINIC	DELIVERY METHOD
NA101	Nurse's Aide	70	35	35	0	Residential
NA102	Nurse's Aide Clinic	30	0	0	30	Clinic

Total Clock Hours	**100**
Total Contact Hours	**100**
Total Theory Hours	**35**
Total Lab Hours	**35**

Addendum for Programs
(Nurse's Aide)
Effective September 28, 2026

Page 109 (Revision)

NURSE'S AIDE

Program Type: Certificate
Location: West Hartford, CT Campus (Residential)

TOTAL CLOCK HOURS – 100
TOTAL WEEKS IN PROGRAM – 4 (DAYS)/7 (EVENINGS)

NOT ELIGIBLE FOR TITLE IV FUNDING

PROGRAM DESCRIPTION

The Nurse's Aide program is a fully residential program designed to provide students with adequate opportunity to acquire the knowledge and skills to perform basic nursing skills. The program will cover personal care, mental health and social service needs, care of cognitively impaired residents, basic restorative services, resident's rights, basic medical terminology, safety and emergency procedures, communication and interpersonal skills, infection control, promotion of resident's rights. Skills gained will include taking and recording vital signs, measuring and recording height and weight, bathing, grooming, dressing, toileting, transferring, assisting with eating and hydration, use of assistive devices and range of motion Students will also be able to use their knowledge and skills in a clinical setting at long-term health care facility. The program will consist of a single course of 70 hours classroom time and 30 hours at the long-term facility. The program will prepare students for the Connecticut Nurse's Aide State Exam. Graduates may obtain employment in entry-level certified positions as Nurse Aides or Nurse Assistants. Graduates may also qualify for related non-certified direct-care support positions that utilize the patient-care skills taught in the program.

PROGRAM OBJECTIVES

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

1. Describe the organization of healthcare facilities and the roles of the interdisciplinary healthcare team.
2. Identify the responsibilities of the registered nurse, licensed practical nurse and nursing assistant in a variety of settings.
3. Apply nursing assistant theoretical knowledge in providing basic healthcare services.
4. Perform essential nursing assistant clinical skills.
5. Use accurate and appropriate communication with members of the healthcare team.
6. Employ ethical and moral behaviors, and the characteristics of honesty, responsibility and caring in the provision of patient/resident care.
7. Carry out and follow up on patient/resident care tasks as delegated by the nurse.

PROFESSIONAL CREDENTIALS FOR THE NURSE'S AIDE GRADUATE

Please note that this program is intended to prepare students for credentials as outlined below only in the state

where the school resides; other states may have different requirements and students should research carefully before proceeding with the program if they hope to work in another state.

The State of Connecticut requires graduates to obtain certification in order to be employed upon graduation. Graduates are eligible to take the Connecticut Nurse Aide (CNA) Exam offered through Prometric. Qualifications for taking and passing the Connecticut Nurse Aide 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 CNA exam at all or at any specific time. Passing the CNA exam and being placed on the State of Connecticut Nurse Aide registry is required for employment. American Institute encourages its graduates to sit for the CNA exam at the earliest possible date. While American Institute's Nurse's Aide program covers all the material that is on the CNA exam, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the Prometric website for further information on the CNA exam (http://www.prometric.com).

NURSE'S AIDE PROGRAM OVERVIEW

CODE	COURSE NAME	CLOCK HOURS	THEORY	LAB	CLINIC	DELIVERY METHOD
NA101	Nurse's Aide	70	35	35	0	Residential
NA102	Nurse's Aide Clinic	30	0	0	30	Clinic

Total Clock Hours	**100**
Total Contact Hours	**100**
Total Theory Hours	**35**
Total Lab Hours	**35**

Addendum for Programs
(Pharmacy Technician)
Effective November 02, 2026

Page 111 (Revision)
PHARMACY TECHNICIAN
NO LONGER ENROLLING AS OF 11-02-2026

Program Type: Diploma (West Hartford, CT), Certificate (New Jersey Campuses)
Location: West Hartford, CT, Cherry Hill, NJ, Clifton, NJ, Toms River, NJ, Somerset, NJ (Blended)
SEMESTER CREDITS – 24 credits
TOTAL WEEKS IN PROGRAM – 20 (DAYS)/29 (EVENINGS)
NOT ELIGIBLE FOR TITLE IV FUNDING

Addendum for Programs
(Pharmacy Technician)
Effective November 02, 2026

Page 111 (Revision)

PHARMACY TECHNICIAN

ENROLLMENT BEGINS 11-02-2026

Program Type: Diploma
Location: West Hartford, CT

SEMESTER CREDITS – 31 credits
TOTAL WEEKS IN PROGRAM – 30 (DAYS)/48 (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 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 and Physiology	3.0	45	0	0	Online
PHT115	Pharmacy Technician Fundamentals and Computer Applications	3.5	30	45	0	Residential
PHT120	Pharmaceutical Calculations and Pathophysiology	3.0	45	0	0	Online
PHT125	Pharmacology and Sterile Products and HIV/AIDS	3.5	30	45	0	Residential
PHT130	Drug/Dosage Interaction and Pharmacy Law & Ethics	3.0	45	0	0	Online
PHT135	Community and Institutional Pharmacy	3.5	30	45	0	Residential
PHT211	Advanced Community and Institutional Pharmacy	3.0	45	0	0	Online
PHT213	Pharmacy Technician Simulation	2.5	0	75	0	Online
PHT210	Drug Classification and Dosage Calculations Review	1.0	20	0	0	Online
PHT217	Pharmacy Technician Externship I	2.0	0	0	100	Clinic
PHT220	Patient Care and Pharmacy Operations Review	1.0	20	0	0	Online
PHT227	Pharmacy Technician Externship II	2.0	0	0	100	Clinic
	TOTALS	31.0	310	210	200	

Total Semester Credit Hours	31
Total Contact Hours	720
Total Theory Hours	310
Total Lab Hours	210
Total Clinical Hours	200

Addendum for Course Descriptions
(Course Descriptions)
Effective November 02, 2026

Page 115 (Revision)

Course Descriptions

PHT 115 PHARMACY TECHNICIAN FUNDAMENTALS and COMPUTER APPLICATIONS 75 Contact Hours/3.5 Semester Credits

Theory and lab course delivered on campus using a combination of hands-on practice activities and simulated real-world activities that orient students to the work of pharmacy technicians and the context in which the technician's work is performed. Students learn the concept of direct patient care and the technician's general role in its delivery. It covers the basic concepts of computer software needed to effectively handle data for pharmacy management. An introduction of applications used in business such as word processing, spreadsheets, databases, and Internet access will be examined.

Prerequisites: None

PHT 125 PHARMACOLOGY AND STERILE PRODUCTS and HIV/AID **75 Contact Hours/3.5 Semester Credits**

Theory course and lab course delivered on campus covers an introduction and examination of commonly encountered medications in several drug classifications including generic and trade names, dosages, actions, use, special instructions, side effects, and contraindications of common drugs. Students also examine aseptic technique, laminar flow theory, quality assurance procedures, and antimicrobial and antineoplastic pharmacology including the study of HIV/AIDS. It also covers the basic concepts of computer software needed to effectively handle data for pharmacy management.
Prerequisites: None.

PHT 135 COMMUNITY and INSTITUTIONAL PHARMACY **75 Contact Hours/3.5 Semester Credits**

Theory course and lab course delivered on campus explores the skills necessary to interpret, prepare, label and maintain records of physicians' medication orders and prescriptions in a community pharmacy. It is designed to train individuals in supply, inventory, and data entry. The course also explores the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operations.
Prerequisites: None

PHT 210 DRUG CLASSIFICATION AND DOSAGE CALCULATIONS REVIEW **20 Contact Hours/1.0 Semester Credits**

Theory course delivered online focusing on patient care principles, inventory management, prescription processing, compounding, and safety protocols. This review is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam.
Prerequisites: PHT 110, PHT 115, PHT120, PHT 125, PHT 130, PHT 135, PHT 211, PHT213

PHT 211 ADVANCED COMMUNITY and INSTITUTUIONAL PHARMACY **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online covers the in-depth study of advanced pharmacy technician practices in both community and institutional pharmacy settings. Students will develop knowledge and skills related to prescription processing, third-party insurance, medication distribution systems, specialty pharmacy services, sterile and nonsterile compounding, inventory management, medication safety, and pharmacy operations. Emphasis is placed on workflow efficiency, regulatory compliance, patient safety, and the expanding role of the pharmacy technician in a variety of healthcare environments.
Prerequisites: PHT 110, PHT 115, PHT 120, PHT 125, PHT 130, PHT 135

PHT 213 PHARMACY TECHNICIAN SIMULATION **75 Contact Hours/2.5 Semester Credits**

Lab simulation course delivered online provides students with a simulated experience using industry-relevant pharmacy management software in a virtual pharmacy environment. Through realistic simulations and practice activities, students will develop and apply essential pharmacy technician skills, including prescription processing, medication dispensing workflows, inventory management, patient profile maintenance, and pharmacy operations. The course is designed to reinforce classroom knowledge while preparing students for real-world responsibilities in community and institutional pharmacy settings.
Prerequisites: PHT 110, PHT 115, PHT 120, PHT 125, PHT 130, PHT 135

PHT 217 PHARMACY TECHNICIAN EXTERNSHIP I **100 Contact Hours/2.0 Semester Credits**

In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab chosen by the school staff and serves 100 hours practicing the responsibilities and duties of a pharmacy technician under facility/staff supervision.
Prerequisites: PHT 110, PHT 115, PHT120, PHT 125, PHT 130, PHT 135, PHT 211, PHT 213

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PHT 220 PATIENT CARE AND PHARMACY OPERATIONS REVIEW **20 Contact Hours/1.0 Semester Credits**

Theory course delivered online focusing on medication identification, drug classifications, therapeutic categories, and dosage calculations essential for pharmacy technicians. This review is designed to prepare Pharmacy Technician students to successfully complete the Pharmacy Technician Certification Exam.
Prerequisites: PHT 110, PHT 115, PHT120, PHT 125, PHT 130, PHT 135, PHT 211, PHT 213

PHT 227 PHARMACY TECHNICIAN EXTERNSHIP II **100 Contact Hours/2.0 Semester Credits**

In cooperation with participating local, registered pharmacists, the advanced student is assigned to a specific pharmacy lab chosen by the school staff and serves 100hours practicing the responsibilities and duties of a pharmacy technician under facility/staff supervision.
Prerequisites: PHT 110, PHT 115, PHT120, PHT 125, PHT 130, PHT 135, PHT 211, PHT 213, PHT217

Addendum for Tuition and Fees
(Tuition and Fees)
Effective November 02, 2026

Page 131 (Revision)

Tuitions and Fees

CREDIT HOUR PROGRAMS

PROGRAM	TUITION	REGISTRATION FEE	LAPTOP FEE**	TECHNOLOGY FEE
PHARMACY TECHNICIAN	$9,470	$25	$250	$250

**Students can opt out of laptop fee and utilize their own equipment if it meets the institutions technical standards found in this catalog.

BOOKS AND SUPPLIES

Books and supplies needed for the programs at American Institute are included in the tuition charge and there is no additional fee. The institution has an arrangement with various book publishers and other entities that enables us to make required books and supplies available to students at below competitive market rates. In addition, some books are custom designed for the programs at American Institute and cannot be purchased from third parties.

However, if a student wishes to opt-out of receiving the books and supplies from these publishers and attempt to purchase on their own at potentially a greater cost, they may do so. Please see the Campus Director/Director of Education for a book list including the title of the book, edition, author, and ISBN number, as well as where the book can be obtained by the student. Applicable credit will be given if books are not accepted by the student. Remember, having the correct edition of the book is required for class and the responsibility of the student if you choose to opt- out.

Supplies included with the tuition & fees cost vary by program and are listed below:

- Pharmacy Technician: 2 set of scrubs