



School Catalog

Published May 11, 2026
Volume 1.3

SCHOOL CATALOG

VOLUME 1.3

Published May 11, 2026

Effective May 11, 2026

West Hartford Campus

99 South Street, West Hartford, CT 06110

Phone: 860.947.2299 Fax: 860.947.2290

Cherry Hill Campus

2201 NJ-38, 8th Floor Cherry Hill, NJ 08002

Phone: 856.444.5600 Fax: 856.444.5601

Clifton Campus

346 Lexington Avenue, Clifton, NJ 07011

Phone: 973.340.9500 Fax: 973.340.9050

1117 Main Ave, Clifton, NJ 07011

Phone: 973.340.9500 Fax: 973.249.2938

Toms River Campus

2363 Lakewood Road Toms River, NJ 08755

Phone: 732.719.2730 Fax: 732.367.0971

Somerset Campus

80 Cottontail Lane, Suite 103, Somerset, NJ 08873

Phone: 732.201.8335 Fax: 732.201.8396

ABHES Accreditation Numbers: West Hartford I-399 | Clifton I-399-01 | Somerset I-399-02 | Toms River I-399-03 | Cherry Hill I-399-04

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/Director of Education**

**American Institute –Clifton, NJ
Katherine Jimenez, 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/Director of Education**

TABLE OF CONTENTS

A NOTE FROM AMERICAN INSTITUTE	2
GENERAL INFORMATION	7
HISTORY/OWNERSHIP	7
MISSION STATEMENT	7
SCHOOL LICENSURE, ACCREDITATION AND APPROVALS	7
STATE/TERRITORY SPECIFIC INFORMATION FOR AMERICAN INSTITUTE PROGRAMS	8
ASSOCIATION MEMBERSHIPS	8
AMERICAN INSTITUTE FACILITIES AND CONTACT INFORMATION	9
DO NOT CALL POLICY	10
NONDISCRIMINATION POLICY	10
APPLICABLE LAWS AND REGULATIONS	11
SEXUAL DISCRIMINATION PROHIBITED BY TITLE IX POLICY	11
AMERICANS WITH DISABILITIES ACT OF 1990	25
DISABILITY SERVICES	25
PREGNANT STUDENTS	26
DISCRIMINATION GRIEVANCE PROCEDURES	27
ADMINISTRATIVE BODY AND FACULTY	28
ADVISORY BOARD	28
DRUG AND ALCOHOL ABUSE PREVENTION POLICY	28
CAMPUS SAFETY AND SECURITY REPORT	29
CONSUMER INFORMATION	29
MILITARY AND VETERANS' INFORMATION	29
ADMISSIONS	31
GENERAL ADMISSIONS REQUIREMENTS	31
PROVISIONAL REGISTRATION STATUS	32
RETURNING STUDENTS	32
READMISSION POLICY FOR MILITARY PERSONNEL	33
ADDITIONAL ADMISSIONS REQUIREMENTS/SPECIFIC PROGRAM INFORMATION	33
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM	33
EXTERNAL TRANSFER CREDIT FOR PREVIOUS EDUCATION	34
DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS	34
CREDIT FOR EXPERIENTIAL LEARNING	34
TRANSFER OF AMERICAN INSTITUTE CREDITS	35
CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS	35

BACKGROUND CHECKS AND DRUG SCREENING	44
SPECIAL MEDICAL REQUIREMENTS	44
AMERICAN INSTITUTE ORIENTATION AND TECHNICAL REQUIREMENTS	47
STUDENT FINANCIAL ASSISTANCE	50
FEDERAL STUDENT AID (FSA) PROGRAMS	50
ADDITIONAL SOURCES OF AID	51
INSTITUTIONAL AID	52
METHODS OF PAYMENT	54
ADDITIONAL INFORMATION FOR FEDERAL DIRECT LOANS	54
CANCELLATION AND REFUND POLICIES	58
CANCELLATION POLICY	58
WITHDRAWAL PROCEDURE	58
INSTITUTIONAL REFUND POLICY	58
RETURN OF TITLE IV FUNDS POLICY	61
STUDENT INFORMATION	63
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	63
STUDENT E-SIGNATURE POLICY	64
FACILITY-RELATED RULES	64
CODE OF CONDUCT FOR STUDENTS' POLICY	64
CLASSROOM AND LABORATORY CONDUCT	66
COPYRIGHT INFRINGEMENT POLICY	66
AMERICAN INSTITUTE ANTI-CYBERBULLYING POLICY	66
ANTI-HAZING POLICY	67
GENERAL STUDENT COMPLAINT PROCEDURE/GRIEVANCE POLICY	67
STUDENT RECORDS	70
RECORDS MAINTENANCE	70
TRANSCRIPTS	70
ACADEMIC HOLD	70
DRESS CODE	70
CLASSROOM/LABORATORY/EXTERNSHIP/CLINICAL ETIQUETTE FOR ELECTRONIC DEVICES	72
TEXTBOOKS	73
HOUSING	73
STUDENT SERVICES AND RESOURCES	73
ACADEMIC STANDARDS	75
DEFINITIONS	75

SATISFACTORY ACADEMIC PROGRESS (SAP)	76
GRADING SCALES	79
RETAKEN/REPEATED COURSES	81
FINAL GRADES	81
LATE COURSEWORK	82
HONORS AND AWARDS	82
REQUIREMENTS FOR RELEASE TO EXTERNSHIP/CLINIC SITES	82
GRADUATION REQUIREMENTS	84
ATTENDANCE	84
VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY	85
PROGRAMS	86
EXPLANATION OF COURSE CODES	86
DENTAL ASSISTING	87
DENTAL ASSISTING	90
DIAGNOSTIC MEDICAL SONOGRAPHY	94
ELECTRICAL TRADES TECHNOLOGY	97
MASSAGE THERAPY	99
MASSAGE THERAPY	101
MEDICAL ASSISTING	103
MEDICAL CODING AND BILLING	106
NURSE'S AIDE	109
PHARMACY TECHNICIAN	111
PHLEBOTOMY TECHNICIAN	113
COURSE DESCRIPTIONS	115
TUITION AND FEES	131

American Institute reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable. The information contained herein is subject to change. When there are changes to the catalog, American Institute issues a Catalog Addendum. The catalog is not a contract; however, students are required to adhere to all policies as outlined in the catalog as well as any revised policies which may be included in the Catalog Addendum.

The Catalog Supplement contains the following information:

- Academic Calendar
- Administrators
- Faculty
- Office Hours
- Program Leadership
- Schedule of Holidays and Breaks

GENERAL INFORMATION

HISTORY/OWNERSHIP

In 1924, American Institute, then known as Hartford Secretarial School, opened its doors to its first class of business students. Then, in 1979 the school became nationally accredited and approved by the U.S. Department of Education as Fox Institute of Business and in 2023 was acquired by AI Education, LLC. Thousands of students have graduated to enjoy careers in the world of business, legal, allied healthcare, diagnostic medical sonography, and information technology.

Building on its distinguished past, American Institute remains committed to meeting the evolving demands of the job market. Our well-defined teaching mission focuses on flexibility in identifying and incorporating new programs to give our graduates an edge in today's competitive job market.

DECLARATION OF OWNERSHIP

American Institute is owned by AI Education, LLC., 9309 N. Florida Ave., Tampa, FL 33612.

STATEMENT OF OWNERSHIP AND CONTROL

American Institute is a d/b/a of AI Education, Inc, a Delaware limited liability company wholly owned by Vocate Education Solutions, Inc. The Board of Trustees of AI Education, LLC consists of: Steve Burghardt, Ph.D., Terence L. Byrd, Sheila McDevitt, Sandra Wall Williams, Ed.D.

MISSION STATEMENT

American Institute (AI) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on experiences in field-appropriate facilities. AI enables students to develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission, our objectives are to:

- Foster a stimulating and supportive learning environment that encourages students to graduate.
- Empower students to enhance their economic and professional lives.
- Address workforce demands in allied health and skilled trades by offering excellent and innovative education.
- Ensure a caring and qualified faculty and staff dedicated to the professional and academic success of each student.
- Deliver relevant program content that prepares students to qualify for licensure/registry exams, where required, and meets employer expectations.
- Provide resources for the personal growth of our students, contributing to the betterment of our communities.

SCHOOL LICENSURE, ACCREDITATION AND APPROVALS

Each location is approved by the state in which it operates. Students have the right to review all documents describing accreditation, approval and licensing.

STATE OF CONNECTICUT, OFFICE OF HIGHER EDUCATION

The West Hartford main campus is authorized to offer both residential and distance education by the State of Connecticut, Office of Higher Education, and by the State of Connecticut Rehabilitation Commission.

STATE DEPARTMENT OF NEW JERSEY DEPARTMENT OF EDUCATION

The New Jersey locations of Cherry Hill, Lexington Ave-Clifton, Main Ave-Clifton, Somerset, and Toms River are authorized to offer both residential and distance education by the State of New Jersey Department of Education.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the

closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

PENNSYLVANIA STATE BOARD OF PRIVATE LICENSED SCHOOLS

The Dental Assisting, Diagnostic Medical Sonography, Electrical Trades Technology, Medical Assisting, and Massage Therapy Programs at the Cherry Hill, NJ location are registered by the Pennsylvania State Board of Private Licensed Schools.

The Diagnostic Medical Sonography Program at the Toms River, NJ location is registered by the Pennsylvania State Board of Private Licensed Schools.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

American Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is recognized by the U.S. Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs. The West Hartford, CT location is on file with ABHES as the main campus. Cherry Hill, NJ, Clifton, NJ, Somerset, NJ, Toms River, NJ, and West Hartford, NJ locations are considered non-main campuses. Contact information for ABHES is:

Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Ste. 730, North Bethesda, MD 20852
(T) (301) 291-7550
(E) INFO@ABHES.ORG

DEPARTMENT OF VETERANS' AFFAIRS

American Institute is approved by the Department of Veterans' Affairs for Veterans' Education and Training for the Massage Therapy program at all campuses except the Cherry Hill campus.

STATE/TERRITORY SPECIFIC INFORMATION FOR AMERICAN INSTITUTE PROGRAMS

PHYSICAL LOCATION POLICY

American Institute is authorized to deliver distance education as noted in the School Licensure, Accreditation and Approvals section found in this catalog. A student must be physically located in the state where the school is authorized to deliver the education even for distance education courses. A student's physical location for ground and blended programs is determined at the time of initial enrollment based on the ground campus at which the student attends. For distance education programs and for programs beginning with courses that are wholly online, a student's physical location is determined at the time of initial enrollment based on the physical location/address provided by the student on the enrollment agreement unless and until a student notifies American Institute as noted in this policy that they plan to begin instruction from, move to, or intend to work in any other state/territory following execution of the enrollment agreement.

Students are responsible to advise the Education Department if they plan to begin instruction from, move to, or intend to work in any other state/territory other than the location noted on the student's enrollment agreement. If the student moves out of a state where the school is authorized or where the program will not prepare the student for required licensure, certification, or employment, the student may be unable to complete the program of study.

ASSOCIATION MEMBERSHIPS

American Institute is a member of the following associations:

- American Massage Therapy Association (AMTA)
- Associated Bodywork and Massage Professionals (ABMP)
- National Certification Board for Therapeutic Massage and Bodywork (NCBTB)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Fire Protection Association (NFPA)

AMERICAN INSTITUTE FACILITIES AND CONTACT INFORMATION

WEST HARTFORD, CT

The West Hartford, CT location is the main campus of American Institute and is located at 99 South Street. The location occupies two floors within an office building.

This space consists of approximately 17,000 square feet. Convenient public transportation and ample parking is available.

The administrative space consists of a reception area as well as admissions, financial aid and educational staff offices.

The instructional space consists of eleven classrooms that provide both lecture rooms for delivering theory instruction as well as program-specific laboratory areas for delivering the hands-on instruction associated with the respective program. There is a common library resource center equipped with computers and Internet access for logging into the American Institute Virtual Library and a common student lounge equipped with vending machines and microwave ovens. Administrative offices, classrooms, common space and bathroom facilities are handicapped accessible.

CHERRY HILL, NJ

The Cherry Hill, NJ non-main campus is located at 2201 NJ-38. The location occupies the 1st and 8th floor of the office building. The space consists of approximately 14,000 square feet. Public transportation and ample parking are available.

The administrative space, located on the 1st floor, consists of a reception area as well as admissions, financial aid, educational, career and student services staff offices.

The instructional space consists of seven classrooms that provide both lecture rooms for delivering theory instruction as well as program-specific laboratory areas for delivering the hands-on instruction associated with the respective programs. Selections of reference books and materials related to each program are housed within the program-specific instructional areas and the areas are equipped with computers and Internet access for logging into the American Institute Virtual Library.

There is a common library resource center equipped with computers and Internet access for logging into the AI Virtual Library and a common student lounge equipped with vending machines and microwave ovens. Administrative offices, classrooms, common space and bathroom facilities are handicapped accessible.

CLIFTON, NJ

The Clifton, NJ locations include a non-main campus of American Institute located at 346 Lexington Ave. and 1117 Main Ave. Both locations occupy two floors of office buildings.

The Lexington Ave. space consists of approximately 6,000 square feet. Although situated in a residential area, convenient public transportation is available from the surrounding metropolitan areas.

The administrative space consists of a reception area as well as admissions, financial aid, career services, and educational staff offices.

The instructional space consists of five classrooms that provide a combination of lecture rooms for delivering theory instruction and program-specific laboratory areas for delivering the hands-on instruction associated with the respective programs. Selections of reference books and materials related to each program are housed within the program-specific instructional areas and the areas are equipped with computers and Internet access for logging into the American Institute Virtual Library. Administrative offices, classrooms and bathroom facilities that are handicapped accessible are located on the first floor.

The Main Ave. location consists of approximately 5,500 square feet. Convenient public transportation and ample parking is available.

The instructional space consists of seven classrooms that provide a combination of lecture rooms for delivering theory instruction and program-specific laboratory areas for delivering the hands-on instruction associated with the respective programs. Selections of reference books and materials related to each program are housed within the program-specific instructional areas. Administrative offices, classrooms and bathroom facilities are handicapped accessible.

TOMS RIVER, NJ

The Toms River non-main campus is located at 2363 Lakewood Road. The location occupies the first floor and second floor of an office building. The space consists of approximately 12,000 square feet. Convenient public transportation and ample parking is available.

The administrative space consists of a reception area as well as admissions, financial aid, educational and career services staff offices.

The instructional space consists of eight classrooms that provide program-specific laboratory areas for delivering the hands-on instruction associated with the respective programs. Selections of reference books and materials related to each program are housed within the program-specific instructional areas and the areas are equipped with computers and Internet access for logging into the AI Virtual Library. Administrative offices, classrooms and bathroom facilities are handicapped accessible.

SOMERSET, NJ

The Somerset non-main campus is located at 80 Cottontail Lane. The location occupies a first-floor suite of an office building. The space consists of approximately 11,000 square feet. Public transportation and ample parking are available.

The administrative space consists of a reception area as well as admissions, financial aid, educational and career services staff offices.

The instructional space consists of four classrooms that provide program-specific laboratory areas for delivering the hands-on instruction associated with the respective programs. Selections of reference books and materials related to each program are housed within the program-specific instructional areas and the areas are equipped with computers and Internet access for logging into the American Institute Virtual Library. Administrative offices, classrooms and bathroom facilities are handicapped accessible.

DO NOT CALL POLICY

Student interaction is considered an important component of the experience at American Institute; however, students may ask representatives to place them on American Institute's Do Not Call list. Once such request is made, team members are not permitted to call or text students for a recruiting purpose unless the student's current record shows that the student has again given his/her consent to be contacted.

Do Not Call requests will not stop non-recruiting contact such as contact related to the student's active attendance at the institution, placement efforts, debt collection efforts, or legally mandated communications such as messages required by the U.S. Department of Education for federal student loan borrowers. Additionally, American Institute may contact students regarding their enrollment and other educational services.

NONDISCRIMINATION POLICY

American Institute is committed to equal education and employment opportunities and does not discriminate on any basis protected by law, including (where applicable) race, color, religion, national origin or ancestry, citizenship, age, disability, sex, pregnancy or lactation, gender (including gender identity, gender expression, and status as a transgender individual), sexual orientation, marital status, genetic information, atypical hereditary or blood trait, military/veteran status, or any other characteristic protected by applicable law. Consistent with Title IX, UMA Education, Inc. Vocate Education Solutions, Inc. ("UMAEOcate"), inclusive of the operations of Ultimate Medical Academy, Nasium Training, and American Institute, does not discriminate on the basis of sex and expressly prohibits sex discrimination (including but not limited to sexual harassment) in its programs and activities, including with regard to admissions and employment. Inquiries about Title IX, including notification of conduct that may reasonably

constitute sexual harassment, can be directed to UMAE’s Vocate’s Title IX Coordinator, who is ultimately responsible for overseeing UMAE’s Vocate’s compliance with Title IX. Please see UMAE’s Vocate’s full nondiscrimination notice here: <https://www.americaninstitute.edu/consumer-info/non-discrimination-policy/>

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, 8 th 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:

Sue Edwards
9309 N. Florida Ave.
Tampa, FL 33612
813-387-6784
sedwards@vocate.org

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 (lmclure@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 Disclosure of Campus Security Policy and Campus Crime Statistics 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 Sue Edwards (sedwards@vocate.org or 813-387-6784). 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 Burrirtt St, #1, New Britain, CT
- Rape Crisis Service: (860) 635-4424 29 Crescent St, Middletown, CT
- Prudence Crandall Ctr-Women: (860) 225-6357, 594 Burrirtt 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 prohibit 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) therefor simultaneously to the Complainant and the Respondent.

I. Investigation

School will investigate all Formal Complaints that are not resolved through informal resolution or dismissed pursuant to subsection H of this policy.

The investigation will be completed by an individual trained pursuant to subsection R of this policy, who will not serve as a decision-maker during the hearing. The investigator's purpose will be to compile relevant information and documentation for consideration at the hearing. In conducting the investigation, School will:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding violation of this policy rest on School and not on the Complainant or Respondent.
- Provide an equal opportunity for the Complainant and the Respondent to present witnesses (including fact and expert witnesses) and other inculpatory and exculpatory evidence.
- Not restrict the ability of either the Complainant or the Respondent to discuss, in the context of the investigation, the allegations under investigation or to gather and present relevant evidence.
- Where a Complainant or Respondent is invited or expected to participate, provide written notice of the date, time, location, participants, and purpose of investigative interviews or other meetings with sufficient time to prepare to participate.
- Allow the Complainant and the Respondent the same opportunity to have an advisor during the investigation. Advisors may attend interviews or meetings to which the Party whom they are advising is invited and may

otherwise assist the Party during the investigation, provided that throughout the investigation phase, the advisor may speak only to the Party whom the advisor is assisting (i.e., either the Complainant or the Respondent), whether during interviews, meetings, or otherwise. Advisors may be, but are not required to be, attorneys.

- Provide both the Complainant and the Respondent an equal opportunity to inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including evidence upon which School does not intend to rely in reaching a determination regarding violation of this policy and inculpatory or exculpatory evidence (whether obtained from a Party or other source), so that the Complainant and the Respondent can meaningfully respond to the evidence prior to conclusion of the investigation.
- Not access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless School obtains that Party's voluntary, written consent to do so for use in the process described in this policy.

The inspector will compile an investigation report that fairly summarizes the relevant evidence. Prior to completion of the investigative report, and typically within 60 days of the date on which the written notice of allegations was provided to the Complainant and the Respondent, School will send to the Complainant and the Respondent (and, if applicable, their advisor(s)) the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will be given 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

Upon completion of the report, the investigator will provide the Complainant and the Respondent (and their advisor(s), if applicable) a copy of the report at least 10 days prior to a hearing.

J. Hearing and Deliberation

No earlier than 10 days after the investigation report is completed and provided to the Complainant and Respondent, School will conduct a live hearing at which the Complainant, Respondent, and the decision-maker for School will have the opportunity to ask questions of the Parties and witnesses. The Complainant and Respondent will be given written notice of the date, time, location, participants, and purpose of hearing with sufficient time to prepare to participate. The parties will be asked to give School notice as to whether they plan to bring an advisor to the hearing.

Hearings will typically be held within 120 days of School's receipt of a Formal Complaint, subject to availability of the Parties, witnesses, and decision-makers, and barring legitimate circumstances that give rise to delay in the process.

The hearing shall be overseen by a panel of trained individuals who will collectively act as the decision-maker. The panel shall include an odd number of individuals, with, at minimum, representation from School's Compliance department and either School's Education department (where a student is the Respondent) or Vocate's Team (where a team member is the Respondent). Neither the Title IX Coordinator nor the investigator who completed the investigation that is the subject of the hearing may participate as a decision-maker.

All hearings will be conducted via video conference in which the Complainant, the Respondent, and the decision-maker are located in separate rooms. The hearing will be conducted in a manner that allows the participants to simultaneously see and hear each other.

The decision-maker is responsible for conducting the hearing. The panel shall designate a chairperson to lead the hearing. The decision-maker will ensure that:

- School makes all evidence to be considered by the decision-maker available at the hearing and gives each Party equal opportunity to refer to such evidence during the hearing.
- The advisors for the Complainant and Respondent (but not the Complainant and Respondent themselves) are permitted to ask the other Party and any witnesses appearing at the hearing relevant questions and follow-up questions, including those challenging credibility. This questioning is permitted to occur directly, orally, and in real time.
 - If a Party does not have an advisor present at the hearing, School will provide an advisor of School's choosing to conduct cross-examination on behalf of that Party. Such an advisor will be provided without fee or charge to that Party and may be (but is not required to be) an attorney.
- Only relevant cross-examination and other questions are asked of a Party or witness. The decision-maker (for a panel, the chairperson) will first determine whether a question is relevant before a Complainant, Respondent, or witness answers a question posed by someone other than the decision-maker. If the decision-maker excludes a question, an explanation will be provided as to why the question is not relevant.
 - Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
 - The decision-maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- The decision-maker may not draw an inference about violation of this policy based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Credibility determinations are not based solely on a person's status as a Complainant, Respondent, or witness.

School will create an audio or audiovisual recording or transcript of any live hearing and make it available to the Complainant and Respondent for inspection and review. Recordings are the property of School and will be retained for seven years.

After the hearing, the decision-maker will deliberate in private and determine (by majority vote in the case of a panel) whether the Respondent has violated this policy. The decision-maker's determination will be made based on a preponderance of the evidence standard, i.e., whether it is more likely than not that the Respondent violated the policy. No Respondent may be found to have violated this policy solely because the Respondent failed to appear at a hearing; if the Respondent does not participate, the available evidence will be considered. Likewise, a Respondent may be found to have violated this policy even in instances where the Complainant has not participated in the hearing.

K. Written Notice of Determination

Following the hearing and deliberation, the decision-maker will issue a written notice of determination regarding whether or not the Respondent violated this policy, according to the preponderance of evidence standard. The written notice of determination will include, at minimum:

- The allegations considered during the hearing that potentially constitute Sexual Harassment;
- The procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, other evidence considered, and hearings held;
- Findings of fact supporting the determination;
- Identification of School policies that apply to the findings of fact;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding violation of this policy;
- Any disciplinary sanctions School imposes on the Respondent,

- Whether remedies designed to restore or preserve equal access to School’s Educational Programs or Activities will be provided by School to the Complainant; and
- School’s procedures and permissible grounds for the Complainant and Respondent to appeal.

School will provide the written determination to the Complainant and the Respondent simultaneously and within 14 days of the hearing. The determination regarding violation of this policy becomes final either on the date that School provides the Complainant and the Respondent with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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).

AMERICANS WITH DISABILITIES ACT OF 1990

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act state that qualified students with disabilities who meet the technical and academic standards at American Institute may be entitled to reasonable accommodations. The ADA defines a disability as a chronic, long-term, physical or mental impairment that substantially limits one or more major life activities (e.g. walking, sitting, breathing, learning, working, sleeping, etc.) American Institute is committed to providing access to all its programs, activities and services whenever possible and makes reasonable accommodations to either remove physical barriers or enhance access in other ways to enable qualified students to participate in such endeavors.

The ADA requires American Institute to perform an individualized assessment for each student that requests accommodations. The institution is not required to evaluate students or pay for such an evaluation. It is a student's responsibility to provide adequate documentation of a disability, unless the disability is visually apparent. The institution has the right to establish professional criteria to be used in reviewing the documentation.

"Reasonable accommodation" is the term used by the ADA and the Rehabilitation Act for changes made to an environment which eliminate or decrease, to a reasonable degree, structural and/or learning barriers which a student might encounter due to his or her disability. The law does not require that students with a disability be given "special" advantage that places them in a better position to succeed than their classmates. Reasonable accommodations are made to put students with a disability in the same starting position as their nondisabled classmates. Note that the institution is not required to fundamentally alter the nature of its academic programs to accommodate students.

It is the responsibility of a student to identify him/herself to the Director of Education should he/she want to request any type of accommodation. Students have the right and responsibility to:

- Choose whether to disclose their disability. If a student does not want to disclose a disability or does not need or want accommodations, he/she is not required to disclose or request accommodations.
- Request accommodations. If a student feels the functional limitations of his/her disability create unnecessary barriers that could be mitigated by reasonable accommodations, he/she has the right to make a request.
- Provide documentation, if requested, of the disability and how it impacts a student's academic performance. The institution requests supporting documentation from a professional who has evaluated an individual's disability which provides the official basis of a student's claim that he or she is a person with a disabling condition.
- Communicate in a timely manner with the Directory of Education about a disability, accommodations and/or what is or is not working. Accommodations are not provided retroactively; therefore, students are encouraged to contact the Director of Education as soon as possible to request accommodations.
- Contact your Campus Director/ Director of Education immediately if the student has any concerns or feels there is discrimination against him/her because of a disability.

DISABILITY SERVICES

American Institute does not discriminate on the basis of disability in its programs and activities in compliance with Section 504 of the Rehabilitation Act, its amendments and implementing regulations. Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to

students, and nonacademic services. The people responsible for coordinating our efforts to comply with Section 504 are the school Director of Education/Campus Directors:

West Hartford, CT: Kim Colbert, kcolbert@americaninstitute.edu, American Institute, 99 South Street, West Hartford, CT, 860-947-2299.

Cherry Hill, New Jersey location: Deanne Shreve dshreve@americaninstitute.edu, American Institute, 2201 NJ-38, 8th Floor, Cherry Hill, NJ, 856-444-5600.

Clifton, New Jersey location: Katherine Jimenez kjimenez@americaninstitute.edu American Institute, 346 Lexington Ave, Clifton, NJ, 973-340-9500.

Toms River, New Jersey location: Timothy M. Rodgers: trodgers@americaninstitute.edu, American Institute, 2363 Lakewood Road, Toms River NJ 732-719-2730.

Somerset, New Jersey location: Darlene Dourney: ddourney@americaninstitute.edu, American Institute, 80 Cottontail Lane, Suite 103, Somerset, NJ, 732-201-8335.

They are also the people responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

DISCLAIMER:

Due to the layout of the school at 346 Lexington Avenue, Clifton, New Jersey, individuals with physical limitations including climbing stairs may not benefit from the Electrical Trades Technology program since it is located on the 2nd floor of the building and accessible by stairs only.

PREGNANT STUDENTS

REPORTS OF PREGNANCY OR RELATED CONDITIONS BY STUDENTS

Upon being informed by a Student of the Student's Pregnancy or Related Condition, all team members are required to promptly provide the Student with the Title IX Coordinator's contact information and inform the Student that the Title IX Coordinator can coordinate specific actions to prevent Sex Discrimination and ensure the Student's equal access to the relevant Program or Activity. Team members may also notify the Title IX Coordinator directly of the Student's disclosure of a Pregnancy or Related Condition. These notification requirements do not apply if the team member reasonably believes that the Title IX Coordinator has already been notified of the Student's Pregnancy or Related Condition.

- 1) Upon receipt of notification of a Student's Pregnancy or Related Condition, the Title IX Coordinator or designee must:
 - a. For programs with an onsite component, ensure that the Student can access as needed while onsite a lactation space other than a bathroom, that is clean, shielded from view, and free from intrusion from others.
 - b. Inform the Student of UMAE's non-discrimination, reasonable modification, lactation space, and confidentiality obligations and provide the Student with UMAE's published non-discrimination notice.
 - c. Facilitate, in consultation with the Student, exploration of reasonable modifications based on the Student's individualized needs to UMAE's policies, practices, or procedures as necessary to prevent Sex Discrimination and ensure equal access to the Student's Program or Activity, but that do not fundamentally alter the nature of the Program or Activity.
 - i. Examples of reasonable modifications may include but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby;

- counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.
- d. Oversee implementation of any reasonable modification offered by UMAE that the Student accepts.
 - e. Allow the Student to voluntarily access any separate and comparable portion of the Program or Activity, if applicable, or to voluntarily take a leave of absence from the Program or Activity to cover, at minimum, the period of time deemed medically necessary by the Student's licensed healthcare provider, or for a longer time if the Student qualifies for leave under a different UMAE policy that allows a greater period of time than the medically necessary period, if any, and upon return from such a leave ensure that the Student is reinstated to the academic status and, as practicable, to the extracurricular status that the Student held when the voluntary leave began.
- 2) A Student seeking a reasonable modification based on a Pregnancy or Related Condition may be required to provide UMAE with supporting documentation that is necessary and reasonable for UMAE to determine the reasonable modifications to make or whether to take additional specific actions. Such documentation will not be required when not necessary or reasonable, including:
- a. where the Student's need for a specific action is obvious, such as when a Student who is pregnant needs a bigger uniform;
 - b. when the Student has previously provided UMAE with sufficient supporting documentation to validate the current request;
 - c. when the reasonable modification because of a Pregnancy or Related Condition is allowing the Student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;
 - d. when the student has lactation needs; or
 - e. when the specific action is available to other Students for reasons other than a Pregnancy or Related Condition without submitting supporting documentation.
- 3) A Student with a Pregnancy or Related Condition will not be required to provide certification from a healthcare provider or any other person that the student is physically able to participate in the Program or Activity unless:
- a. The certified level of physical ability or health is necessary for participation in the Program or Activity;
 - b. UMAE requires such certification of all Students participating in the Program or Activity; and
 - c. The information obtained is not used as a basis for discrimination prohibited by this policy.

DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination based on age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. American Institute encourages you to bring all complaints or grievances regarding such discrimination to its attention.

A discrimination grievance is any complaint regarding discrimination based on age, race, color, religion, ancestry, national origin, disability, sex, or military or veteran status by American Institute or any American Institute team member, student, or other third party. If you have a complaint, you may present a grievance through the following discrimination grievance procedures. American Institute will investigate all complaints or grievances thoroughly and promptly.

Complaints alleging Sexual Harassment as defined in the Sexual Harassment Prohibited by Title IX Policy must be directed to the Title IX Coordinator (available at TitleIX@americaninstitute.edu). Such complaints of Sexual Harassment will be handled in accordance with that policy.

For complaints alleging other kinds of discrimination, you should first bring the grievance to the attention of Christine Partite, Corporate Director of Education, at cpartite@americaninstitute.edu, as soon as possible following the occurrence of the alleged discrimination.

1. The grievance must be in writing and contain the following information:
 - a. Your name and address
 - b. Description of and date of alleged violation and the names of any witnesses

- c. Names of persons responsible for the alleged violation (if known)
 - d. Requested relief or corrective action, if applicable and
 - e. Any background information or documentation you believe to be relevant
2. To increase the opportunity to preserve evidence and address complaints quickly, a complaint should be filed within thirty days after the complainant becomes aware of the alleged violation.
3. An appropriate investigation will follow the filing of a complaint. These procedures contemplate a prompt and informal, but thorough investigation which affords the complainant, the subject(s) of the complaint, and any witnesses identified by the complainant and the subject(s) of the complaint, if any, an opportunity to submit documents and information relevant to the consideration of and resolution of the complaint.
4. American Institute will complete its investigation and provide notice to you and all alleged responsible parties of the outcome of the investigation.
5. If American Institute determines that discrimination has occurred, it will take appropriate action to prevent the recurrence of the discrimination and to correct the effects felt by you and others, if appropriate.
6. Any party to the complaint may request reconsideration of the institution's determination if he or she is dissatisfied with it. Requests for reconsideration must be made in writing to the Vice President of Education within seven days of the receipt of the determination and/or recommendation(s). The Vice President of Education will respond to the request for reconsideration within thirty days. Reconsideration decisions are final.

You may also contact the U.S. Department of Education Office for Civil Rights at:

Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Tel: 800-421-3481 (Toll Free)
Fax: 202-453-6012
TDD: 800-877-8339 (Toll Free)
Email: mocr@ed.gov

You may file a complaint with the Office for Civil Rights at any time before, during, or after the internal discrimination grievance process. You do not have to complete the American Institute discrimination grievance process before contacting the Office for Civil Rights.

Retaliation against any complainant under this discrimination grievance procedure or against any person who assists a complainant in his/her pursuit of a complaint under this discrimination grievance procedure is prohibited. If you believe that you are being subjected to retaliation, please immediately notify Christine Partite, Corporate Director of Education, at cpartite@americaninstitute.edu.

ADMINISTRATIVE BODY AND FACULTY

A listing of all current administrative staff and faculty may be found in the American Institute Catalog Supplement.

ADVISORY BOARD

American Institute works closely with the appropriate Advisory Boards to address a broad range of topics that include the program's mission, objectives, curriculum, student outcomes and annual evaluation of the program and feedback from a variety of constituents.

Each academic program or each group of similarly referenced, academic programs at American Institute is required to have an Advisory Board.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

American Institute supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. The unlawful manufacture, sale, distribution, dispensation, possession,

or use of a controlled substance or abuse of alcohol by students or team members on the institution's property or as part of any American Institute activity is prohibited. American Institute may request drug screens for:

- Students preparing for an externship or clinics, as required
- Graduates who request this service while qualifying for employment
- Any covered student when there is a reasonable suspicion of impairment while on campus, at an externship or clinical site, on American Institute's property, or while participating in any American Institute activity/event. (Covered student includes any person taking courses (either online or on campus and including but not limited to students who take time off between terms) or otherwise receive or are seeking to receive services from American Institute.)

American Institute publishes the Drug and Alcohol policies in its *Campus Safety and Security Report*. This publication is distributed to all students and team members upon enrollment or hiring and may be requested at any time from a school administrator. The reports can be accessed through the following links:

- Cherry Hill Campus: <https://www.americaninstitute.edu/consumer-info/cherry-hill-nj-drug-and-alcohol-policy/>
- Clifton Campus: <https://www.americaninstitute.edu/consumer-info/clifton-nj-drug-and-alcohol-policy/>
- Somerset Campus: <https://www.americaninstitute.edu/consumer-info/somerset-nj-drug-and-alcohol-policy/>
- Toms River Campus: <https://www.americaninstitute.edu/consumer-info/toms-river-nj-drug-and-alcohol-policy/>
- West Hartford Campus: <https://www.americaninstitute.edu/consumer-info/west-hartford-ct-drug-and-alcohol-policy/>

CAMPUS SAFETY AND SECURITY REPORT

The school publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations and on the public property surrounding the campus. The annual report is published each year by October 1 and contains statistics for the three (3) most recent years. The annual security report is provided to all current students and team members. A copy of the most recent annual security report is available from the Campus Director/Director of Education's office or on the American Institute website at www.americaninstitute.edu/consumer-info/.

CONSUMER INFORMATION

Consumer information about the school can be found online in the consumer information section on the American Institute website at www.americaninstitute.edu/consumer-info/.

MILITARY AND VETERANS' INFORMATION

Service members should speak with their Educational Services Officer (ESO) or counselor within their Military Service prior to enrolling. To ensure our service members, veterans, spouses, and other family members may have the information needed to make an informed decision concerning their well-earned federal military and veterans' educational benefits, please visit the following sites:

- The College Scorecard which is a planning tool and resource to assist prospective students and their families as they evaluate options in selecting a school and is located at:
collegecost.ed.gov/scorecard
- The College Navigator which is a consumer tool that provides school information to include tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool. The College Navigator is located at:

nces.ed.gov/collegenavigator

- The College Finance Plan is a consumer tool designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school. The College Finance Plan can be obtained from the Student Finance Director at each location.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

American Institute encourages the applications of qualified students regardless of race, sex, color, religion or national origin. Prior to enrollment, prospective students must meet the following requirements:

- Successfully completed a valid high school or equivalent, as described in additional detail below (Proof of high school graduation is not required for the Nurse's Aide Program).
 - A high school diploma or its equivalent; or
 - A signed attestation of a high school diploma/GED
 - *Pennsylvania students must submit a copy of their High School Diploma / GED or transcript prior to enrolling*
- A signed application and a signed enrollment agreement before the start of classes
- Be proficient in verbal and written English. All programs are conducted in the English language.
- Be beyond the age of compulsory school attendance in the state in which the campus is located.
- Interview with admissions, meet all necessary admission requirements, complete all required admission documents, participate in orientation prior to the start of the program, and attend a student finance appointment.
- Completion of the program-specific "aptitude requirements" of the field and "readiness for distance education program" requirements (blended programs only) form found in the admissions application.
- For those programs delivered in a hybrid format, students must complete a declaration acknowledging their readiness for distance education as part of the application process. The institution reserves the right to deny admission to applicants who are deemed unsuitable for the distance education mode of delivery, based upon the results of this self-assessment. Applicants have the right to appeal the decision.

To satisfy the enrollment requirement regarding valid high school completion, prospective students must meet one of the following requirements:

- Be a high school graduate from a valid high school with a standard diploma or equivalent or have been officially home-schooled. American Institute does not accept special diplomas or equivalent.
- Possess a General Education Development (GED) certificate
- Successfully complete the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC)
- Possess a State certificate after passing other State-authorized examinations that a State recognizes as the equivalent of a high school diploma
- A copy of a student's DD Form 214 Certificate of Release or Discharge from Active Duty (commonly referred to as a DD-214), may serve as alternative documentation to verify high school completion if it indicates that the individual is a high school graduate or equivalent.

Students who completed secondary education in a foreign country and are unable to obtain a copy of their high school diploma or transcript may document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (or other similar document) through the appropriate central government agency (e.g., a Ministry of Education) of the country where the secondary education was completed. American Institute will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

All prospective students must complete an Attestation of High School Graduation or Equivalent form prior to acceptance for enrollment by American Institute. In addition, American Institute will validation review.

Diplomas and transcripts from foreign institutions require translation and evaluation. Foreign transcripts must be sent by American Institute to an approved translation service. To be deemed acceptable, a translation and equivalency certification from an official service must be received within 60 days from the student's start date.

PROVISIONAL REGISTRATION STATUS

All students starting a new program will be registered on a provisional basis for the first two weeks of their first module in the program except for programs that are 600 hours or less. Students in a program that is 600 hours or less will not be registered on a provisional basis. Provisionally registered students are not required to pay tuition and do not receive Federal Student Aid.

Those students in provisional status who, as determined by American Institute, meet admissions criteria (including providing proof of graduation or equivalent if required), attendance requirements, sustain sufficient contact with American Institute, make sufficient academic progress, complete a financial plan, access resources required for academic success, and otherwise demonstrate an ability, willingness, and commitment to succeed at American Institute and in program-related employment will be officially registered and enrolled after they complete their provisional registration period and accept their official registration. At this point, students will become responsible for tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the student's program.

American Institute may cancel provisionally registered students who are not meeting the previously listed requirements at any point during the provisional registration period.

Students who cancel during the provisional registration period, who fail to post attendance in accordance with American Institute's Attendance policy upon the expiration of the provisional registration period, do not receive a passing grade in the course(s) within their provisional registration period or at the end of the provisional period, or who do not accept their official registration will be considered to have canceled while in provisional registration status and will not incur any tuition obligation to American Institute.

For programs 600 hours and less:

For programs 600 hours and less, there is no provisional registration period. Students are responsible for tuition and payments once the student starts the program. Students enrolled in these programs are not eligible for federal financial aid.

In addition to the general admission requirements and procedures, please refer to the Orientation and Technical Requirements and Additional Admissions Requirements/Specific Program Information sections in this catalog. Tuition and fees for all programs are listed in the Tuition and Fees section at the end of this catalog.

American Institute reserves the right to deny enrollment based on criminal history.

RETURNING STUDENTS

Students who withdraw and are returning into the same program within one year from their last date of attendance may request re-admittance back into the same program by requesting re-instatement to the Campus Director/Director of Education. The request should include the student's reasons why he/she is a good candidate for re-admittance.

The Campus Director/Director of Education will provide a response to the student, which includes the decision. All students accepted for reentry are subject to current charges and tuition fees.

*An official transcript is expected to be submitted to the institution within 30 days of the start date, failure to do so may result in dismissal from the institution

Students who wish to enroll into a different program or have been out more than one year must go thru the admissions process and complete a re-enroll form.

READMISSION POLICY FOR MILITARY PERSONNEL

American Institute will readmit students who have been on active-duty service in the Armed Forces (including Reserves and National Guard) with the same academic status as when last attended if the following conditions are met:

- A student provides written notice of the call to active duty or, upon seeking readmission, submits a written verification that such service was performed, requiring his/her absence
- A student reenrolls within three years after completion of service
- A separation from service was not dishonorable

Degree requirements in effect at the time of each service member's enrollment will remain in effect for a period of at least one year beyond the program's standard length, provided the service member is in good academic standing and has been continuously enrolled or received an approved academic leave of absence. Adjustments to degree requirements may be made as a result of formal changes to academic policy.

ADDITIONAL ADMISSIONS REQUIREMENTS/SPECIFIC PROGRAM INFORMATION

DENTAL ASSISTING PROGRAM

Dental Assisting students in the state of New Jersey are required to be over the age of 18 and of good moral character. They must also submit a copy of their High School Diploma/GED or transcript prior to enrolling*

*The New Jersey Dental Radiography Program is approved by the New Jersey Radiologic Technology Board of Examiners

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

A student will be considered for admission into the above program providing the following criteria is met in addition to above requirements.

- Demonstrate evidence in the form of an unofficial transcript of EITHER a bachelor's degree in any major OR an associate degree from an allied health patient care related program including a clinic internship/ externship, as determined by the institution that is a minimum of 24 calendar months, 60 semester credits or 90 quarter credits*
- An official evaluation from a recognized evaluation organization confirming the equivalency of an accepted degree must be submitted within 30 days of the start date. Failure to do so may result in dismissal from the institution.

Although not required for admissions into the program the following prerequisite course must be successfully completed, earning college credit, prior to entering the core curriculum of Term II of the program:

- Algebra, Statistics or higher math
- General Physics or Radiographic Physics
- Communications

ELECTRICAL TRADES TECHNOLOGY PROGRAM

AI requires that you pass the OSHA 10 course in order to graduate, and it is provided to you in the program for no additional fee

MASSAGE THERAPY PROGRAM

Massage Therapy students are required to be over the age of 18 before the start of classes

PHARMACY TECHNICIAN PROGRAM

Pharmacy Technician students in the state Connecticut are required to register with the state.

Background Check: Satisfactorily 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 180-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

EXTERNAL TRANSFER CREDIT FOR PREVIOUS EDUCATION

If a student would like to request transfer credit for courses taken at other institutions, a request for credit transfers must be made in writing to the Campus Director/Director of Education and the student must provide or request official transcript and provide a catalog description from the transferring institution. All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

During the process of credit(s) transferability assessment, the Institution uses the following criteria:

- The coursework must be completed at an institution accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA).
- Only grades of "C" or higher qualify for consideration.
- Any course or courses must be equal to or greater in credit hours to the subject(s) offered by the school.
- The course(s) must be similar in contact hours and similar in format to the subject(s) offered by the school in terms of type of instructional delivery (e.g. theory, lab, externship, clinical, etc.).
- General education and non-core curriculum subjects must not be older than ten years. Core subject(s) may not be older than five years to be considered for transfer credit.
- Foreign course work must be translated and/evaluated at the student's expense and utilize a translation and evaluation agency approved by the institution. Acceptance of foreign course work is solely at the discretion of the Campus Director/Director of Education.

All prior education and training will be evaluated, and where deemed appropriate, the student will be granted credit. The applicant will be notified regarding the acceptance or rejection of the credit transfer after all required materials have been evaluated.

Transfer credits are not calculated in the CGPA but are considered credit hours attempted. Decisions regarding transfer credit are made on a case-by-case basis and may require some testing, lab or scanning assessment.

No more than 25% of the program credits may be transferred into American Institute from another institution.

DEADLINES FOR SUBMISSION OF TRANSFER CREDIT REQUESTS

All requests for transfer credit must be submitted prior to the student beginning the program. Failure to provide documentation may result in denial of this request.

CREDIT FOR EXPERIENTIAL LEARNING

No credit will be given for subject-related work experience and advanced placement is not offered by the institution.

TRANSFER OF AMERICAN INSTITUTE CREDITS

The programs at American Institute are oriented towards job preparation. For all credits earned at American Institute, the institution that is considering accepting these credits for transfer to their institutions determines which, if any, of the AI credits are accepted. Unless a student receives written assurance from another institution that the coursework taken at the American Institute will transfer, the student should assume that any credits obtained while attending our schools cannot be transferred.

No representation is made whatsoever concerning the transferability of credits earned at American Institute to any other institution. A receiving institution controls acceptance of credits, and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether another institution accepts American Institute credits.

CERTIFICATION, STATE AND NATIONAL BOARD EXAMINATIONS

Requirements of certification, state board or national board licensing examinations are dictated by bodies outside American Institute and, as such, these requirements may change during a student's enrollment. Although American Institute programs are designed to prepare students to take various certification and licensing examinations, the school cannot guarantee students will pass these examinations. American Institute does not guarantee registration, certification, licensing, job placement or employment. In some states, professional certification examinations must be taken and passed to be eligible to work in fields such as massage therapy, and nurse's aide. Other states may have licensing requirements for other American Institute programs. It is a student's responsibility to verify these requirements.

Furthermore, states, employers and various other agencies may require a criminal background check and/or drug screening before a student can be placed in an externship/clinic or take professional licensing, certification or registration examinations. Students who have prior felony convictions or misdemeanors may be denied the opportunity to take professional licensing, certification or registration examinations. These students may also be denied a license or certification to practice in some states, even if the certification or licensing examination is taken and successfully completed. Students are responsible for inquiring with appropriate agencies about current requirements prior to enrolling in the program of their choice. If a student's circumstances change, the student is responsible for inquiring with the appropriate agencies at the time of making application for certification or licensure, and the student is also responsible for notifying his/her advisor.

American Institute covers some programs' certification/licensure examination fee once certain requirements, as established by each location, have been met prior to sitting for the exam. Please review this catalog to inquire about program specific requirements.

The following programs, upon completion, are designed to meet educational requirements for professional licensure and/or certification or to sit for a professional licensure and/or certification examination that may be required for entry-level employment.

Program Name and Credential Awarded	States where enrolled students are physically located	States/Territories for which American Institute has determined that its curriculum meets the state/territory educational requirements for licensure or certification	States/Territories where American Institute has determined that its curriculum does not meet the state/territory educational requirements for a license or credential	States/Territories for which American Institute has not made a determination that its curriculum meets the state/territory education requirements for
-------------------------------------	---	--	---	---

				licensure or certification
<p>Dental Assisting</p> <p><u>New Jersey Students:</u> American Institute’s dental assisting program is not programmatically accredited; therefore, an individual must pass the Infection Control Exam (ICE) and the Radiological Health and Safety (RHS) of the Dental Assisting National Board’s (DANB) certification exam. Once the student has graduated from American Institute, passes the RHS exam, and is in receipt of their official score, the student is eligible to apply for the NJDEP X-Ray license. After completing a minimum of 3,500 hours of approved work experience within a two to four year period in the dental field, the graduate may then sit for the General Chairside Procedures component of the DANB certification exam in order to become a Certified Dental Assistant. Individuals are eligible to take the ICE and RHS exam sponsored by DANB at any point.</p> <p><u>Connecticut and Pennsylvania students:</u> American Institute’s Dental Assisting program is not programmatically accredited; therefore, to become a Certified Dental Assistant (CDA), individuals must first sit for the Infection Control Exam (ICE) and the Radiological Health and Safety (RHS) components of the Dental Assisting National Board’s Certification Exam (DANB). After completing a minimum of 3,500 hours of approved work experience within a two to four year period in the dental field, individuals may then sit for the General Chairside Procedures component of the Dental Assistant National Board’s (DANB’s) Certification Exam in order to become a Certified Dental Assistant. Individuals are eligible to take the ICE and RHS exam sponsored by DANB at any point.</p>	Connecticut, New Jersey, Pennsylvania	Connecticut, New Jersey, Pennsylvania		Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming

<p>The States of Connecticut and Pennsylvania do not require dental assistants to have a license as a radiographer, however, the dental assistant must demonstrate the successful completion of the dental radiography portion of DANB’s RHS exam in order to engage in the taking of dental x-rays in these states.</p>				
<p>Diagnostic Medical Sonography</p> <p>While Connecticut, New Jersey and Pennsylvania do not require licensure or certification, the American Registry for Diagnostic Medical Sonography (ARDMS) administers examinations and awards credentials in the area of diagnostic medical sonography.</p> <p>Credentials awarded by ARDMS are widely accepted in the medical community by ultrasound and vascular professional organizations and, while they are not always required for employment, they are often required for employment at certain facilities and, even if not required, they enhance a graduate’s marketability.</p> <p>As of the date that this disclosure was printed, graduates of the school’s Diagnostic Medical Sonography program are eligible to apply for specialty areas within the ARDMS credentialing examination. However, qualifications for taking and passing the exams offered by the ARDMS are controlled by the ARDMS and are subject to change without notice. Students may refer to the ARDMS website for further information regarding the credentials they offer: http://www.ardms.org.</p>	<p>Connecticut, New Jersey, Pennsylvania</p>	<p>Connecticut, New Jersey, Pennsylvania</p>		<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
<p>Electrical Trades Technology</p>	<p>New Jersey, Pennsylvania</p>	<p>New Jersey, Pennsylvania</p>		<p>Alabama, Alaska, Arizona, Arkansas,</p>

<p><u>New Jersey students:</u> Licensure as a Class A Journeyman Electrician is available when an Applicant has acquired 8,000 hours of practical experience working with tools in the installation, alteration or repair of wiring for electric light, heat or power, which work shall have been done in compliance with the National Electrical Code, and who has had a minimum of 576 classroom hours of related instruction. You can read more about the specific opportunities for the Class A Journeyman Electrician license on 13:31-5.1 Initial Class A Journeyman Electrician license of the NJ Administrative Code Board of Examiners of Electrical Contractors.</p> <p>The New Jersey Board of Examiners of Electrical Contractors website also has additional information on the electrical contractor licensure exam and requirements for other electrician qualifications and licensure at: https://www.njconsumeraffairs.gov/elec (Note: in order to become a Licensed Electrical Contractor, which is different from a Qualified Journeyman Electrician, the state of NJ requires all applicants to have completed an approved four-year electrical apprenticeship program).</p> <p><u>Pennsylvania students:</u> No state license is required in Pennsylvania, but to perform electrical services you must comply with the state's Home Improvement Consumer Protection Act, and there may be 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, does not offer journeyman electrical licensing.</p>				California, Colorado, Connecticut, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming
---	--	--	--	---

<p>Massage Therapy</p> <p><u>Connecticut Students:</u> State licensure is required to practice as a massage therapist in the State of Connecticut, and passing an approved licensure exam is a requirement for obtaining a Connecticut Massage Therapist License. Graduates of the program are eligible to take the MBLEx licensure exam offered by the Federation of State Massage Therapy Boards (FSMTB). Each state sets forth their own requirements which may meet or exceed Connecticut’s requirements. Specific details for the regulations in other states can be found at http://www.amtamassage.org/regulation</p> <p><u>New Jersey Students:</u> Licensure is required to practice as a massage therapist in the state of New Jersey. In order to be licensed in New Jersey, graduates must apply for the New Jersey Board of Massage and Bodywork Therapy license. The state of New Jersey also requires graduates to pass an examination in addition to completing their education to obtain licensure. Graduates of the program are eligible to take the MBLEx licensure exam offered by the Federation of State Massage Therapy Boards (FSMTB). Each state sets forth their own requirements which may meet or exceed New Jersey’s requirements. Specific details for the regulations in other states can be found at http://www.amtamassage.org/regulation</p> <p><u>Pennsylvania students:</u> State licensure is required to practice as a massage therapist in the State of Pennsylvania, and passing an approved licensure exam is a requirement for obtaining a Pennsylvania Massage Therapist License. Graduates of the program are eligible to take the MBLEx licensure</p>	<p>Connecticut, New Jersey, Pennsylvania</p>	<p>Connecticut, New Jersey, Pennsylvania</p>		<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
---	--	--	--	--

<p>exam offered by the Federation of State Massage Therapy Boards (FSMTB). Each state sets forth their own requirements which may meet or exceed Pennsylvania’s requirements. Specific details for the regulations in other states can be found at https://www.amtamassage.org/regulation</p>				
<p>Medical Assisting</p> <p>While Connecticut, New Jersey and Pennsylvania do not require licensure or certification, graduates from American Institute are eligible to take Medical Assistant certification exams, including the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA).</p>	<p>Connecticut, New Jersey, Pennsylvania</p>	<p>Connecticut, New Jersey, Pennsylvania</p>		<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>

<p>Medical Coding and Billing</p> <p>While Connecticut, New Jersey and Pennsylvania do not require licensure or certification, the Certified Professional Coder (CPC) certification is offered through the American Academy of Professional Coders (AAPC) and serves to provide a sort of evidence that you have the knowledge and skills needed to work as a professional coder. American Institute cannot and does not promise that its graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.</p>	<p>Connecticut, New Jersey, Pennsylvania</p>	<p>Connecticut, New Jersey, Pennsylvania</p>		<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
<p>Nurse's Aide</p> <p>The State of Connecticut requires graduates to obtain certification to be employed upon graduation. Graduates are eligible to take the Connecticut Nurse Aide (CNA) Exam offered through Prometric.</p> <p>Qualifications for taking and passing the Connecticut Nurse Aide Exam is controlled by outside agencies and are subject to change without notice.</p>	<p>Connecticut</p>	<p>Connecticut</p>		<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts,</p>

<p>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.</p> <p>For further information on the CNA exam, visit the Prometric website: http://www.prometric.com</p>			<p>Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
<p>Pharmacy Technician</p> <p>The information contained herein is current and state/territory requirements may change during or after a student's enrollment. Students are responsible for researching and understanding all examination, certification, registration and/or licensure requirements in any state/territory in which the student seeks to become certified, registered, licensed or employed. State/Territory contact information is available at the following link: https://nabp.pharmacy/about/boards-of-pharmacy</p> <p>Certain states/territories require students to complete a licensure or registration process prior to or soon after employment as a pharmacy technician. Students residing in those states/territories, or planning to work</p>	<p>Connecticut, New Jersey</p>	<p>Connecticut, New Jersey</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North</p>

<p>in those states/territories, must complete the licensure or registration process with the State/Territory Board of Pharmacy once they have successfully completed the Pharmacy Technician program. Students who fail to complete the requirements may not be able to obtain/continue employment in a pharmacy.</p> <p>It is important that the students are aware of their pharmacy technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify American Institute and request authorization if they plan to move to or intend to work in any other state/territory other than those in which American Institute is actively enrolling/reentering for the Pharmacy Technician program (a “non-enrollment state/territory”). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program. The chart below outlines various states/territories and whether American Institute is accepting students who reside in those states/territories. The definitions above outline the different Enrollment Classifications for the Pharmacy Technician program:</p>			<p>Carolina, North Dakota, Ohio, Oregon, Pennsylvania Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
<p>Phlebotomy Technician</p> <p>While Connecticut, New Jersey and Pennsylvania do not require licensure or certification, graduates are eligible to take the Phlebotomy Technician Certification (PTC) through the American Medical Certification Association (AMCA). Qualifications for taking and passing the PTC Exam is controlled by outside agencies and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the PTC exam at all or at any specific time. American Institute encourages its</p>	<p>Connecticut, New Jersey</p>	<p>Connecticut, New Jersey, Pennsylvania</p>	<p>Alabama, Alaska, Arizona, Arkansas, California, Colorado, Delaware, Georgia, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi,</p>

<p>graduates to sit for the PTC exam at the earliest possible date. While American Institute’s Phlebotomy Technician program covers all the material that is on the PTC exam, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the AMCA website for further information on the PTC exam (https://www.amcaexams.com).</p>				<p>Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin, Wyoming</p>
---	--	--	--	--

BACKGROUND CHECKS AND DRUG SCREENING

Agencies and institutions that accept students for clinical rotations and employment upon graduation may require that the institution conduct criminal and/or personal background checks as well as random drug screening. The student is responsible for any costs associated with these additional requirements. American Institute expects that students in all programs can meet the criminal background check and random drug screening requirements of clinical affiliates. Students with criminal records that include both felonies and misdemeanors (including those that are drug related, sexual, or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those agencies for clinical rotation or employment. Random drug screening may be required by healthcare facilities before acceptance or during clinical rotations. If at any time a student tests positive, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants who have questions regarding how these issues may affect their clinical placement, ability to graduate, or potential employment should discuss this with the Admission Representative, Program Director, or Campus Director/Director of Education. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug screen may be responsible to find his or her own clinical site or, in extreme cases, may be dismissed from the program. American Institute reserves the right to deny enrollment based on criminal history.

SPECIAL MEDICAL REQUIREMENTS

HEALTH SCREENING AND IMMUNIZATIONS

For all programs that require a clinical component, a statement of health also known as a Clinical Health Form may be required to be completed. Health authorities often recommend the COVID-19 vaccination and other vaccinations for all health care workers, regardless of level of potential risk. Proof of immunization from Hepatitis B, COVID-19, and other vaccines may be required by clinical sites, and students who have not had these vaccine(s) may be limited in

their clinical placements and employment options. Students without vaccinations required by clinical sites are specifically advised that while AI will attempt to locate alternate clinical sites without vaccination requirements, such sites may not be available and unvaccinated students may not be able to complete their programs as a result.

- In particular, students in the Diagnostic Medical Sonography program are required to present proof of immunization (or waiver thereof) from diphtheria, pertussis, and tetanus (DPT), measles, mumps, and rubella (MMR), and varicella within 30 days of the start of Term III. Either a two-step tuberculosis test or Quantiferon Gold bloodwork may be required by clinical sites and is typically performed prior to the start of Term IV, but no sooner than 30 days prior. A seasonal influenza vaccine may also be required by clinical sites during the months of October through April. COVID vaccination is typically required by clinical sites in this field, and boosters may be requested by clinical sites. Completion of these items and the costs incurred are the responsibility of the student. No student will be assigned to a clinical rotation without submission of the Clinical Health Form and documentation validating required immunity or waiver thereof and testing. Physical or health limits may be a barrier to employment.

CARDIO-PULMONARY RESUSCITATION (CPR) TRAINING

All Diagnostic Medical Sonography students that are attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification 30 days prior to Term IV. Any expense related to attainment of CPR training is the responsibility of the student.

Medical Assisting, Dental Assisting, and Massage Therapy (NJ), students will obtain their CPR certification during the course of their programs.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to the Campus Director/Director of Education. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

BLOODBORNE PATHOGENS (BBP'S) POLICY

American Institute implements steps to reduce the risk of occupational exposure to bloodborne pathogens, and/or other potentially infectious materials, in compliance with federal and state regulations.

Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Other potentially infectious materials include the following human body fluids: semen, vaginal fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood.

Occupational Exposure: Actual, or potential, parental, skin, eye, or mucous membrane contact with blood; or other potentially infectious materials that may result from the performance of a team member's duties.

POLICY AND PROCEDURES FOLLOWING OCCUPATIONAL EXPOSURE TO BLOOD/BODY FLUIDS

If a student comes in contact with another person's blood or body fluid (e.g., through a needle stick or sharps injury or contact with skin, eyes, or mucous membranes), they should immediately take the following steps in accordance with CDC guidelines:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your instructor immediately
- Incident report must be filled out

- Document the date and time, student's name, and the campus and specific classroom in which the exposure occurred
- Keep this information in a secure place. In addition, immediately contact the Campus Director/Director of Education, Program Director, and Managing Instructor and provide this information immediately.
- Immediately seek medical treatment and/or attention. If necessary, go to the Emergency Room immediately for evaluation and care post-exposure
- Follow up care and treatment will be provided if needed

HAZARD POLICY

Team members and students of the American Institute, who may be exposed to "hazardous chemicals/material" during their normal class time or lab course or in a reasonably foreseeable emergency, are expected to fulfill and follow the requirements of the Institution. American Institute shall maintain written documentations and incident reports that describes each incident and the procedure for treatment as well as follow up to ensure no more medical attention is needed.

Mechanisms and procedures are in place to communicate the hazards of chemicals, such as labels and other forms of warning; material safety data sheets (MSDS); and faculty information and training.

To ensure that we keep in accordance with OSHA Lab Standards, the following steps are taken to minimize occupational hazards to students:

- Keeping a reasonable minimum of materials on hand (1-2 weeks supply).
- Providing separate areas of suitable design for long term storage.
- Storing hazardous materials in their original containers with a label that lists all chemical constituents and associated hazards.
- Keeping an accurate and registered inventory.
- Ensuring that materials transferred from original containers into secondary/intermediate temporary containers (i.e., into spray bottles or other) are stored in appropriate, properly labeled, and safe.
- Ensuring that each container is clearly labeled with its contents using the full chemical name or trade name (whichever corresponds to Section II of the Material Safety Data Sheet for that product).

American Institute also seeks to minimize occupational hazards to faculty and expects them to act responsibly by:

- Adhering to the policy and procedures based on OSHA guidelines.
- Attending training as required and in accordance with faculty development.
- Reviewing each MSDS and understanding the hazards of chemicals in their work area prior to potential exposure.
- Properly wearing and caring for personal protective equipment (as assigned).

RADIATION POLICY

American Institute faculty, staff, and students must comply with federal and state regulations and policies and procedures when conducting, clinical and teaching activities with, or storage of, radioactive materials and ionizing radiation producing devices. Sources of ionizing radiation include but are not limited to: radioactive materials (both naturally occurring and man-made), radiation producing devices (including x-ray machines,), and equipment or devices intended for other uses, but which emit ionizing radiation as a by-product of their primary function.

*Currently we do not use radioactive materials; however, if in the future we use radioactive materials, we will follow all necessary rules and regulations. Additionally, where applicable, the campus/institute shall provide the appointment of each board approved instructor who is conducting the use of the X-Ray machine during lab as the radiation safety personnel at each location.

Practice using any X-Ray machine during class (laboratory) and clinical (externship) education, the following regulations will be adhered to:

Licensed personnel must be present in the room (direct supervision) with the students to observe and supervise all radiological procedures. Students can only have access to the radiology lab, only when class is in session. All other times the doors will be locked to avoid the chance of students using the equipment unsupervised.

If students will be present in area of radiation emitting, they will be provided with a radiation monitoring device prior to and during an X-Ray exposure. Students must stand out of the direct line of the x-ray beam, at least six feet away and never directly outside the control booth during an exposure. There is a lead barrier that the student will stand behind during each exposure.

*For New Jersey campuses only: Students Exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1.

Within 30 days of the report from the device worn by the students, the school shall inform all students of their most recent exposure readings. In the event that a student receives an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school will begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report will be completed within 30 calendar days of the school's receipt of notification of the exposure. The report will include any action to be taken to reduce unnecessary radiation exposure and will be given to the student and maintained in the student's file. A copy of the investigation report will also be submitted to the Department.

Our pregnancy policy allows for voluntary declaration of pregnancy. Once pregnancy is declared, the school will comply with NJAC7:28-19.13(f) 14. Students are given copies of the Policy on Ionizing Radiation and Pregnancy Policy that address this issue. Pregnant students will be notified of their most recent exposure within 7 days.

In the event that an exposure reading has gone over the limit, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. Also, the school will consult with a medical physicist or health physicist. Incident report will be filed as needed.

AMERICAN INSTITUTE ORIENTATION AND TECHNICAL REQUIREMENTS

Orientation is typically held prior to the first day of class or during the first week of the programs. During orientation the student will have the opportunity to learn about the instructional and support personnel associated with the school and to review school and academic policies. It is important that students know all of the resources that will be available to assist them throughout the educational process.

Orientation to the online environment is provided through a combination of self-paced tutorials as well as participation in a One-Day Gated Online Course in which students may practice with the tools they will use in their online program. Students must pass this course to begin their online work. Students are also provided with an Online User Guide to assist them throughout their programs.

ONLINE THEORY CLASSES

The theory courses are delivered using an array of distance technologies. For those programs that offer 'live' online experiences (online classes conducted in real time), the primary distance technology is a virtual online classroom that the students will access per their class schedule by logging into a URL via the Internet. The advantage of this platform is that the student can access the classroom from anywhere there is Internet access as long as the computer being used has met the requirements.

- **LEARNING MANGEMENT SYSTEM** Students will have 24/7 access to all of their course documents, course calendars, links to important websites, tests, grades, instructor emails, assignment drop boxes, and discussion board postings through a learning resource web portal. Students have unique usernames and logins that direct them to their personal web pages, associated with the courses in which they are enrolled. This allows students to always have their course materials close at hand even when they are not at home. As long as they can access the Internet, they can access their course materials.

DISTANCE EDUCATION RESOURCES AND EQUIPMENT

The student participating in a distance education program will be required to have a laptop computer or Chromebook and reliable high speed Internet access. DMS students: please note program-specific requirements as well in this section.

Students may be required to download and install specific software, programs, or apps as part of their coursework. This requirement applies to both school-issued computers and personal devices, including computers and smartphones. It is the responsibility of each student to ensure that the necessary software is installed and up to date to facilitate their learning experience.

For course activities and live synchronous classes provided through the Learning Management System, students may use the following hardware, software, browsers and operating systems: *

SOFTWARE: Some class assignments may be prepared using Microsoft Word so students will need to be able to access Microsoft Word documents posted by their instructors and to complete their assignments using similar word processing software. Free, open-source software or Google docs may be sufficient for this requirement.

BROWSERS: Most recent version of Google Chrome, Mozilla Firefox, Edge, or Safari in addition to Respondus Lockdown Browser.

OPERATING SYSTEMS: Microsoft Windows 10 or newer, latest version of macOS, Android, Apple iOS, Chrome OS, (any other device with a modern Web browser) Note: not all functionality may work with mobile devices.

HARDWARE: Microphone and speaker set up or combination headset with built-in microphone

BROWSERS: For PC users, Most recent version of Google Chrome, Edge, or Mozilla Firefox for Mac users, Most recent version of Safari (Note: unsupported browsers: AOL, Opera)

OPERATING SYSTEMS: Any OS that supports the latest version of the Google Chrome, Edge, or Mozilla FireFox browsers.

DIAGNOSTIC MEDICAL SONOGRAPHY (DMS) STUDENTS, DENTAL ASSISTING STUDENTS, AND PHARMACY TECHNICIAN STUDENTS USE PROGRAM SPECIFIC PROGRAMS DURING THEIR DISTANCE EDUCATION WHICH REQUIRES SPECIFIC TECHNICAL SPECIFICATIONS AS NOTED BELOW:

- **OPERATING SYSTEM**:** 64-bit Windows 10 or newer
- **DISK STORAGE:** At least 2 GB free, up to a minimum of 5GB required depending on cases installed
- **MEMORY:** Minimum 4 GB RAM; Recommended 8 GB RAM
- **MINIMUM SCREEN RESOLUTION:** 1024×768
- **INPUT PORTS:** One USB port, directly accessible or via USB-C adapter
- **INTERNET CONNECTION:** Broadband internet connection is required
- **SPEED REQUIREMENTS:** Recommended 10 Mbps or higher
- **INTERNET BROWSER:** latest versions of the following browsers are supported:

- Google Chrome
- Microsoft Edge
- Safari

**The Technology requirements listed above are accurate at the time of printing this catalog, however, due to the utilization of 3rd party technology advancements; the requirements are subject to change without notice. Upgrades or changes may be necessary and will be required of the students at their expense.*

***Please note that SonoSim Courses are available through most web browsers, but the SonoSimulator® is not supported on ChromeBooks, tablets, or mobile devices.*

Technical Support is available as follows:

CANVAS LEARNING MANAGEMENT SYSTEM: The Help Center is located at the lower left hand corner of any page you may be on within Canvas. If you have a question about the course content, by clicking 'Help' you will also be given the option to ask your instructor a question.

PORTICO ATTENDANCE APPLICATION: The Portico application is required to be downloaded onto your handheld device in order to login via GPS location sharing for attendance for any ground and externship courses. The application is free and available on iOS and Android, as well as via laptop.

MINDTAP: To access the online web form, click on the MindTap technical support link located in the student resources module in your Canvas course OR by phone (800) 354-9706. Support is available 24/7 via phone or the online web form.

STUDENT IDENTITY VERIFICATION

Throughout their courses and programs, in order to access any of the credit-awarding distance education coursework, students must verify their identity through a combination of the following possible processes and procedures: course registration verification through the registrar's office, unique sign-on usernames and passwords, live proctor (on campus) examinations, review of a form of photographic identification, some form of biometrics such as a web cam.

STUDENT PRIVACY PROTECTION ASSOCIATED WITH IDENTITY VERIFICATION

All identity verification methods will include privacy protection for the student, whether through internal processes or third-party processes. The Learning Management System used by American Institute includes an internal process for protection of student information associated with usernames and passwords that includes a system in which no passwords are visible in the database but are encrypted and stored in a 28-character GUID, then hashed.

EXPENSES ASSOCIATED WITH STUDENT IDENTITY VERIFICATION PROCESSES

The school will assume expenses associated with identity verification unless the associated expenses have been previously identified as a required resource or equipment for enrolling into the program.

CLASS SIZE, COMPUTERS AND EQUIPMENT

Class sizes vary from course to course and from time to time, and therefore we make no guarantees regarding specific class sizes.

Classes at American Institute are offered in various modes of delivery, including distance education, residential, blended, externship and clinical courses.

STUDENT FINANCIAL ASSISTANCE

Prior to enrolling, prospective students are encouraged to explore the availability of financial aid funds through private, state and federal agencies. Financial aid information and application assistance are provided by Student Finance to help prospective students, and their families clearly understand the student's financial situation before entering a contractual agreement. Please refer to American Institute's Consumer Information for additional financial aid information. American Institute's student consumer information can be found at:

<https://www.americaninstitute.edu/consumer-info/>

Please refer to the tuition and fees section of this catalog for the current listing of tuition and fees for each program.

FEDERAL STUDENT FINANCIAL ASSISTANCE

Students cannot always afford to pay their educational costs in full at the beginning of their programs of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as Veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

Although not necessary, a student should apply for admission prior to completing a packaging appointment with the Financial Aid Department at the school. In general, financial aid is awarded based upon need. To assist applicants to complete their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. Information about Financial Aid is available to all prospective applicants in the Financial Aid Department.

An applicant may be eligible for federal Title IV assistance if the applicant:

- Is enrolled as a regular student in one of the school's Title IV eligible programs
- Has a valid Social Security Number
- Is a U.S. citizen or eligible non-citizen
- Is not in default on any Federal student loan Does not owe a repayment on any federal grant
- Possesses a high school diploma, or its equivalency
- Continuing students must maintain satisfactory academic progress

FEDERAL STUDENT AID APPLICATIONS

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each award year. This application is available online at studentaid.gov/h/apply-for-aid/fafsa. The FAFSA applications are processed through the Department of Education. The FAFSA information is electronically transmitted to the U.S. Department of Education's Central Processing Service (CPS) and the institution receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Title IV eligibility. The Student Finance Office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the Student Finance office.) Completion of the FAFSA does not guarantee eligibility in Federal Student Aid programs.

FEDERAL STUDENT AID (FSA) PROGRAMS

FEDERAL PELL GRANT

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants are considered a foundation of Federal Financial Aid, to which aid from other federal and non-federal sources are added. The exact amount of a Pell Grant depends on financial information provided by a student on a FAFSA.

Federal regulations limit an eligible student's maximum Lifetime Eligibility Used (LEU) in Pell Grants to 600%. Students who have attended other higher education institutions and/or programs should speak with Student Finance to determine their remaining eligibility.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is a grant program for undergraduate students with exceptional needs, priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. Once the full amount of FSEOG funds have been awarded to students, no more FSEOG awards can be made for the award year.

FEDERAL DIRECT STAFFORD LOANS

These are low-interest loans. The interest is "subsidized" or paid by the federal government while a student is in school and during a six-month grace period after student leaves school or graduates.

FEDERAL DIRECT SUBSIDIZED STAFFORD LOANS

Eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors. The U.S. Department of Education pays the interest on Direct Subsidized Loans during certain periods.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS

Direct Unsubsidized Loans are not need-based and eligibility depends on a student's annual award year maximum and grade level. The actual amount of unsubsidized loan is affected by several factors. The U.S. Department of Education does not pay the interest on Direct Unsubsidized Loans.

FEDERAL DIRECT PLUS

If additional funds are needed beyond these base amounts, parents of dependent students may borrow through the Direct PLUS Loan program. Both parents and students must meet all general eligibility requirements determined by information on the FAFSA. The Federal Direct Plus Loan is also based upon the credit history of the parent who is applying.

FEDERAL WORK STUDY

AI receives an annual Work Study allocation. Federal Work Study funds are used to place students in community service or student services jobs, paying at least minimum wage, that allow them to work 10 -20 hours per week. Students must have an unmet financial need to qualify for this program.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, grants and repayment schedules is available from Student Finance (see contact information above) or at:

<https://www.americaninstitute.edu/consumer-info/>

ADDITIONAL SOURCES OF AID

OTHER SOURCES OF ASSISTANCE

There are many other sources of financial assistance. Various agencies provide educational benefits for eligible students. The student will need to contact the agency directly for more information.

VOCATIONAL REHABILITATION

Applicants wishing to attend American Institute under Vocational Rehabilitation sponsorship should apply to the appropriate agency for these benefits. The Admissions Office will help with the application process. The Agency will issue the student a certificate of approval, which should be submitted to the Student Finance department for official certification. The Business Office will bill the appropriate agency for the approved amount.

VETERANS BENEFITS

AI permits all VA benefit covered individuals to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institute a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The school will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds because of the inability to meet his or her financial obligations to the institution due to a delayed disbursement funding from the VA under Chapter 31 or 33.

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill* provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling. If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-ES, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill® benefits to you.

If you have any questions about your eligibility or need assistance with academic counseling, financial aid counseling, or student services, the VA point of contact at the West Hartford, CT location is Janna Warner and she can be reached at 860-947-2299 or jwarner@americaninstitute.edu. At all the New Jersey locations, the VA point of contact is Michael Garone and he can be reached at 973-340-9500 or mgarone@americaninstitute.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

**Pennsylvania students are not eligible for Pennsylvania State scholarships offered out of state*

EMPLOYER SPONSORSHIP

Applicants currently employed are urged to look into any tuition reimbursement benefits offered by their employers. Tuition reimbursement is paid by companies directly to their employee, not to the school. Most companies require the employee to pay for their program and then reimburse the employee after completion of their program of study. Payments due to the school are not dependent on tuition reimbursement.

INSTITUTIONAL AID

DELTA DENTAL OF NEW JERSEY AND CONNECTICUT STUDENT SCHOLARSHIP AND SUPPORT GRANT AVAILABLE TO STUDENTS

Funds from Delta Dental of New Jersey and Connecticut ("DDNJ" or "Delta Dental") are available to students as scholarships or transportation assistance support funds. Student eligibility and procedures are outlined below.

Scholarship Funds

Student Eligibility

Students must be actively enrolled in the Dental Assisting program to be eligible for a scholarship award and must complete a scholarship application.

The Scholarship Application

The DDNJC Scholarship program requires interested students to submit an application including a personal statement (in the form of a written or video essay) and two letters of recommendation. (This application will be included in the above-mentioned email and also available by contacting the Student Finance Office.)

Scholarship awards will be in increments of \$2,500 and \$5,000 per scholarship per student. Awards will be determined by a committee of individuals chaired by the Director of Education who will score personal essays based on a comprehensive scoring rubric. A copy of the scoring rubric will be included with the scholarship application.

Students will be notified by a member of the Student Finance Office via email if they have been awarded a scholarship and the amount of the award. Awards will be credited to student accounts within seven days of notification.

Students are eligible for scholarships so long as they remain actively enrolled in the Dental Assisting program. A previous scholarship award is not a guarantee of continued scholarship awards. Funding will be available to students until the pool of funding has been exhausted.

Transportation Assistance Support

DDNJCT Transportation Assistance Support is available to students in the Dental Assisting program who meet specific eligibility criteria. Transportation Assistance Support may not exceed \$200 per student.

For any request for Transportation Assistance Support to be provided, the student is required to complete a Transportation Assistance Support application that is submitted for approval by committee.

Eligibility Criteria

- The student must be a student enrolled in the Dental Assisting program.
- The student must have a barrier to program completion that is caused by a qualifying expense.
- The student must complete a Transportation Assistance Support application, indicating acceptable essential expenses that are causing the hardship.
- Once the resource is provided, the student must continue in or complete the Dental Assisting program without interruption (such as from withdrawal or dismissal from the program) to be eligible for future resources.
 - Dismissal from the program due to behavioral or ethical circumstances may result in automatic suspension of current or future resources.

Eligible students may be awarded funds in the form of bus passes or rideshare vouchers to get to and from class or externship sites.

Students may request applications for Transportation Assistance Support from a Student Finance Representative. Student support staff will be notified of the availability of funds so they may inform students in need of the Transportation Assistance Support opportunity.

Applications will be reviewed by a grant committee comprised of a Senior Director of Student Finance, a Vice Provost, and a Director of Career Services, who will determine student eligibility for funding. If approved, the Student Finance Office will provide the student with a bus pass or rideshare voucher(s). The needs of each applicant will be reviewed on a case-by-case basis.

Once funding is disbursed, the student must remain actively enrolled in the Dental Assisting program to be eligible for continued or future disbursements. Previous funding is not a guarantee of continued funding. Funding will be available to students until the pool of funding has been exhausted.

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 receiving this grant are not allowed to borrow additional funds in order to receive a stipend or refund.

ALUMNI SCHOLARSHIP

Students who graduate from any American Institute program and subsequently wish to enroll* in a new Title IV-eligible program with American Institute are eligible for an alumni scholarship. The amount of the scholarship will be 10% of the published tuition cost of the new program less any transfer credits, applicable to their tuition, assuming their account is in good standing and all payments current.

Students who wish to subsequently enroll in American Institute short-term non-Title IV program and who are graduates from a Title IV eligible program at American Institute are also eligible for an alumni scholarship based on the below schedule, applicable to their tuition, assuming their account is in good standing and payments are current.

- Waived registration and/or application fee.
- Student would still be responsible to pay all of the supplies and textbook charges.
- Alumni scholarship in the amount of 50% of the published tuition cost.

* Graduates of the Nurse's Aide program will need to meet all admission requirements.

METHODS OF PAYMENT

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the student finance interview. Students unable to make timely tuition payments must speak with a representative in the student finance office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

NON-PAYMENT/ COLLECTIONS POLICY

If a student has a balance and elects a payment plan with the school, the account may be placed with a third-party vendor who manages the collections for the account on the school's behalf. The student finance team generates and mails to students past due notices on a monthly basis for accounts that are more than 30 days past due.

Additionally, the student finance team makes follow-up calls to connect and schedule with the student for a 1 on 1 advising session to discuss their options. In the event of continued non-payment, the payment plan may be cancelled, and the balance then becomes due directly to the school, including any interest/fees as applicable. Upon graduation or withdrawal from the institution, any outstanding past-due payment collections are referred to a debt collection agency as needed.

ADDITIONAL INFORMATION FOR FEDERAL DIRECT LOANS

VERIFICATION POLICY

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification. Verification means that the applicant is asked to "verify" or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification Worksheet in addition to providing the required items selected for verification. Also, the applicant may be required to obtain an official copy of the prior year's federal tax returns for each year a FAFSA is submitted to the Student Finance office. If the applicant is married, the return(s) must include the spouse's information. If the applicant is dependent, copies of the parents' prior year's tax returns are also

required. The Department of Education will also select applications at random to confirm identity and provide documentation for certain types of state assistance.

Except in instances where extenuating circumstances intervene, **the required documentation must be provided within 30 days of the date the applicant is notified to do so.** All financial aid disbursements are withheld until this process has been completed.

CORRECTION OF INFORMATION

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Assistance office will require the student (and/or the family) to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor. A new ISIR, showing the corrected information, is then generated.

If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Assistance office. If corrections result in a change in eligibility, the Financial Assistance Office will complete an updated financial plan with the student.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the school. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be released. If the verification results are negative, the student will meet with the Financial Assistance office and the items that were not accurate will be discussed.

The student (and/or the family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information). If the School has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

DEFINITION OF FINANCIAL NEED

Financial need is calculated to determine a student's eligibility for some types of Title IV aid programs. Financial need is the difference between the student's cost of attending school and the amount of the student and/or family's financial resources. The need formula can be stated as follows:

$\text{COST OF ATTENDANCE} \text{ minus } \text{STUDENT AID INDEX} \text{ minus } \text{OTHER ESTIMATED FINANCIAL ASSISTANCE} = \text{FINANCIAL NEED}$

A student's financial need may not be funded entirely or in some cases not at all by Title IV programs. Students are expected to pay any unfunded portions.

STUDENT AID INDEX

The student's Student Aid Index is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. A Student Aid Index (SAI) figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The SAI is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education during the academic year. This is measured by items including but not limited to, income and assets in the household, number in household, and number in college.

REQUIREMENTS FOR THE REVIEW OF A FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security number, name and birth date) is conducted by the Central Processor to determine the student's eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student's ISIR.

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.

ENTRANCE COUNSELING

The institution ensures loan entrance counseling is conducted either online at the Department of Education website, studentaid.gov, before a borrower takes out a loan or a paper copy can also be completed in the financial aid office.

The interview includes:

- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower's rights and responsibilities;
- and other terms and conditions

EXIT COUNSELING

The institution ensures loan exit counseling is conducted at the financial aid office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- an explanation of the use of a master promissory note (MPN);
- importance of repayment obligation;
- description of consequences of default;
- sample repayment schedules;
- information in reference to a borrower's rights and responsibilities;
- and other terms and conditions

LOAN PAYMENT CALCULATOR

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following websites to access a Loan Payment Calculator: www.studentaid.gov/loan-simulator/

DISBURSEMENT PROCEDURES FOR TITLE IV AID

Title IV aid is disbursed by payment period during each academic year using the following definitions and calculations: An academic year is defined as 24 semester credits and at least 30 weeks. A payment period for most programs is 15-17 weeks, with exception for the DMS program, which is 12 weeks.

Federal Direct Loans are disbursed as a credit to the student's account. For first time loan borrowers, a student's first loan disbursement is made after 30 days after the start of the program. Previous borrowers' loans will disburse at the beginning of the term. The student's second and subsequent loan disbursements are scheduled for the beginning of each term in the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in the case of a PLUS loan) that the loan has been credited to the student's account and asking the student or parent if he/ she continues to want all of the loan.

Federal Pell Grant and SEOG disbursements are credited directly to a student's account at the beginning of each term. Each recipient is issued a receipt when a disbursement has been credited to his/her account.

Federal work-study funds are paid bi-weekly in the form of a team member's paycheck.

If a credit balance occurs on a student's account, the student or parent in the case of PLUS borrowers may request that the excess funds be applied to other educationally related charges (i.e., books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student's principal balance, all within the current academic year. Without a student's or parent's authorization(s), credit balances will be paid within 14 days to the student, or to the parent in the case of PLUS Loans.

HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this Catalog, and the requirements are discussed in the section on Satisfactory Academic Progress later in this catalog.

If students are placed on Academic Probation/Financial Aid Warning, they remain eligible for financial aid disbursements during the warning period. If students fail to make satisfactory progress by the end of their warning period, they are suspended from financial aid eligibility pending any additional appeals. Students who are suspended from financial aid eligibility will also be terminated from the school.

CANCELLATION AND REFUND POLICIES

CANCELLATION POLICY

NEW JERSEY AND CONNECTICUT RESIDENTS

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all monies paid will be refunded. If a student cancels his enrollment after three business days but prior to the first day of class attendance, the student will receive a refund of all monies paid, except for the non-refundable application fee (if applicable). Applicants who have not visited the school prior to enrollment will have the opportunity to cancel without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment where training and services are provided.

PENNSYLVANIA RESIDENTS

In accordance with 22 Pa. Code §73.132 and 22 Pa. Code §73.136. The student has five calendar days after signing the enrollment agreement if no classes have been attended. A request for cancellation that is not made in writing shall be confirmed in writing by the student within an additional period of five calendar days. The school may retain all of the registration fee after five calendar days or after 10 days absent written confirmation. Refunds shall be made within thirty days of confirmed cancellation.

PROGRAM TERMINATION / CANCELLATION

In the event classes are permanently cancelled by the school prior to the start, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

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.

INSTITUTIONAL REFUND POLICY

NEW JERSEY AND CONNECTICUT RESIDENTS

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. Institutional charges such as the tuition, technology fee, and laptop fee are counted as charges included in the calculation; however, the application fee and the registration fee are not included since they are nonrefundable fees.

For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:

- i. Ten percent of the total tuition, if withdrawal occurs in the first week;
- ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
- iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
- iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
- v. One hundred percent of the total tuition, if withdrawal occurs after 50 percent of the course.

For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:

- vi. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance
- vii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance
- viii. Calculated on the same basis as for full-time attendance pursuant to iii through iv above after 75 hours of scheduled attendance

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, if the student has not graduated, the graduation fee shall be refunded; the activity fee shall be pro-rated over the length of the course.

Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student.

A student's last day of verifiable attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

Refunds made by the student or any local or state agency will be processed and sent to the pupil no later than 10 days after the school determined withdrawal date. All other refunds (i.e. Pell, Direct Loans, etc.) will be issued in accordance with applicable State and Federal mandates.

In the event a student needs to withdraw from school, the student should advise the Registrar and/or Campus Director/Director of Education. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

For attendance in programs 300 hours or less in length, calculation of the amount the school may retain in addition to the registration fee shall be:

If the student is unable to complete his or her training due to withdrawal or dismissal from the program, the school will calculate the amount of tuition and fees that are owed to the school. The portion of the program which you have been charged is determined by the number of scheduled hours offered as of the last verifiable recorded day of attendance divided by the total number of hours that make up the program. There will be no refund after 60% of the program is completed. In all instances, the refund shall be based on and computed from the last day of actual verifiable attendance. Refunds shall be made within 30 days of the termination date.

PENNSYLVANIA RESIDENTS

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. Institutional charges such as the tuition, technology fee, and laptop fee are counted as charges included in the calculation.

- i. Ten percent of the total tuition, if withdrawal occurs in the first week;
- ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
- iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the term; and
- iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the term;
- v. One hundred percent of the total tuition, if withdrawal occurs after 50 percent of the course.

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, if the student has not graduated, the graduation fee shall be refunded; the activity fee shall be pro-rated over the length of the term.

Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student.

A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

Refunds made by the student or any local or state agency will be processed and sent to the pupil no later than 10 days after the school determined withdrawal date. All other refunds (i.e. Pell, Direct Loans, etc.) will be issued in accordance with applicable State and Federal mandates.

In the event a student needs to withdraw from school, the student should advise the Registrar and/or Campus Director/Director of Education. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

NEW JERSEY AND CONNECTICUT RESIDENTS

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. Institutional charges such as the tuition, technology fee, and laptop fee are counted as charges included in the calculation; however, the application fee and the registration fee are not included since they are nonrefundable fees.

For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:

- i. Ten percent of the total tuition, if withdrawal occurs in the first week;
- ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
- iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and
- iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course;
- v. One hundred percent of the total tuition, if withdrawal occurs after 50 percent of the course.

For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be:

- i. Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance
- ii. Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance
- iii. Calculated on the same basis as for full-time attendance pursuant to iii through iv above after 75 hours of scheduled attendance

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, if the student has not graduated, the graduation fee shall be refunded; the activity fee shall be pro-rated over the length of the course.

Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student.

A student's last day of verifiable attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

Refunds made by the student or any local or state agency will be processed and sent to the pupil no later than 10 days after the school determined withdrawal date. All other refunds (i.e. Pell, Direct Loans, etc.) will be issued in accordance with applicable State and Federal mandates.

In the event a student needs to withdraw from school, the student should advise the Registrar and/or Campus Director/Director of Education. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

For attendance in programs 300 hours or less in length, calculation of the amount the school may retain in addition to the registration fee shall be:

If the student is unable to complete his or her training due to withdrawal or dismissal from the program, the school will calculate the amount of tuition and fees that are owed to the school. The portion of the program which you have been charged is determined by the number of scheduled hours offered as of the last verifiable recorded day of attendance divided by the total number of hours that make up the program. There will be no refund after 60% of the program is completed. In all instances, the refund shall be based on and computed from the last day of actual verifiable attendance. Refunds shall be made within 30 days of the termination date.

PENNSYLVANIA RESIDENTS

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. Institutional charges such as the tuition, technology fee, and laptop fee are counted as charges included in the calculation.

- i. Ten percent of the total tuition, if withdrawal occurs in the first week;
- ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
- iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the term; and
- iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the term;
- v. One hundred percent of the total tuition, if withdrawal occurs after 50 percent of the course.

In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, if the student has not graduated, the graduation fee shall be refunded; the activity fee shall be pro-rated over the length of the term.

Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student.

A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations.

Refunds made by the student or any local or state agency will be processed and sent to the pupil no later than 10 days after the school determined withdrawal date. All other refunds (i.e. Pell, Direct Loans, etc.) will be issued in accordance with applicable State and Federal mandates.

In the event a student needs to withdraw from school, the student should advise the Registrar and/or Campus Director/Director of Education. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

RETURN OF TITLE IV FUNDS POLICY

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student's last date of attendance (LDA), which is the withdrawal date. A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations. In the event a student needs to withdraw from school, the student should advise the Campus Director/Director of Education. Written notice is preferable but not required. However, upon 14 consecutive calendar days of absence without formal notification to the school, a student may be withdrawn from American Institute.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. For credit-hour programs, the amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program's payment period (excluding breaks of 5 days or more). As an example, if a student's LDA is Day 43 of a payment period comprised of 110 days, the percentage attended would be calculated as $43/110 = 39.1\%$. This would result in the institution retaining 39.1% of the eligible Financial Aid for that payment period. The balance of funds received by the institution that are not eligible to be retained are refunded back to the Department of Education.

After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent of the aid awarded. Institutional charges such as the tuition, registration, and technology fee are counted as charges towards the calculation.

Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

1. Federal Direct Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants
3. Federal SEOG

The school is responsible for returning the lesser of:

- The institutional charges multiplied by the unearned percentage of Title IV funds; or
- The entire amount of unearned Title IV funds.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the institution will ask for the student's or parent's (as applicable) permission within 30 days of the date of determination to disburse some or all of the loan funds and will require a response within 14 days. The institution may automatically disburse the post-withdrawal disbursement of grant funds toward institutional charges or directly to the student. All returns of unearned Title IV funds will be made within forty-five (45) days for NJ and CT residents and thirty (30) days for PA residents of the school's date of determination of the student's withdrawal.

STUDENT INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at American Institute shall have the right to inspect and review the contents of his/ her educational records, including grades, records for attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
3. Students may request a review of their educational records by submitting a written request to the Campus Director/Director of Education. The review will be allowed during regular school hours under appropriate supervision.
4. Students may request that the institution amend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director/Director of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director/Director of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
5. Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the school.
6. The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

FERPA violations can be reported at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

STUDENT E-SIGNATURE POLICY

American Institute recognizes an electronic signature as a valid signature from students. Students use electronic signatures to enroll, for financial aid documents, to request specific documentation, update information, etc. An electronic signature is considered valid when the following condition is met:

1. **Acceptance and Equivalence:** E-signatures are considered equivalent to handwritten signatures in terms of their legal effect, validity, and enforceability.
2. **Security and Verification:** E-signatures must be secured with appropriate authentication methods to verify the identity of the signer. The institution reserves the right to implement and require specific e-signature technologies that provide such security measures.
3. **Consent to Use E-Signatures:** By opting to use an e-signature, students consent to the use of electronic transactions and acknowledge that the e-signature represents their agreement to the terms and conditions of the document.
4. American Institute will send an email with a link to the document needed for the student signature.

It is the responsibility and obligation of individuals to keep their email, log-in ID and password private so others cannot access and use their credentials to sign documents.

FACILITY-RELATED RULES

- Food and beverages are allowed in the student lounge/kitchen area or outdoors only. All soda cans, cigarette wrappers, papers, food wrappers, etc., are to be placed in trash cans.
- The school is a non-smoking facility. Smoking is permitted outdoors in designated smoking areas only. All students are expected to dispose of smoking materials and waste in a proper and safe manner.
- During breaks, please do not gather around the doors of other offices in a complex.
- Be respectful of the equipment and the classrooms.
- Report any suspicious activity to your assigned faculty member. The use, storage, or possession of firearms, electronic weapons or devices, destructive devices, ammunition or any other weapon, on or at any AI campus or event is strictly prohibited.

DRUG-FREE WORKPLACE / CAMPUS

The School prohibits the underage and unlawful possession, use, or distribution of illicit drugs and alcohol by students or by team members on School property. The School will impose disciplinary sanctions on students and team members who violate the standards. Disciplinary sanctions that may be imposed on students include warning, disciplinary probation, suspension, and dismissal. Whenever the School determines that a student has violated one of the standards, it will consider as a possible sanction referral of the matter to law enforcement officials for prosecution. Although sanctions will vary according to the specific circumstances of the case, and greater or lesser sanctions imposed depending on these circumstances, it is nonetheless important for students to understand the potential consequences of violating the School's policies on drugs and alcohol.

The complete Drug and Alcohol policy can be found in the consumer information section on the American Institute website at www.americaninstitute.edu/consumer-info or you may request a hard copy from the Campus Director/Director of Education.

CODE OF CONDUCT FOR STUDENTS' POLICY

Upon acceptance to school, each student agrees to demonstrate professional behavior and maintain a professional appearance, which will enable the school to recommend him or her to prospective employers as a professional, courteous, considerate, and well-mannered individual.

American Institute maintains policies and rules which are consistent with its announced educational objectives, and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by Institute policies and rules may expect disciplinary action by American Institute. American Institute may dismiss any student whose

conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in American Institute include: reprimand, probation and dismissal.

The general policy of American Institute is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the instructor and Campus Director/Director of Education will determine an appropriate penalty, with a possible penalty of "F" for the course, or up to and including dismissal from American Institute. *Depending on the nature and severity of the offense, American Institute reserves the right to impose the maximum penalty even in the case of a first offense.*

American Institute defines the following as disciplinary offenses:

1. Academic Dishonesty: submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing an Institute academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
2. Falsification: willfully providing Institute offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to an Institute official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person Institute-issued identification; forging, or altering without proper authorization, official Institute records or documents or conspiring with or inducing others to forge or alter without proper authorization Institute records or documents.
3. Identification and Compliance: willfully refusing to or falsely identifying oneself, willfully failing to comply with a proper order or summons when requested by an authorized Institute official.
4. Institute Facilities and Services: acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, services, or funds from Institute departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of Institute properties or facilities.
5. Disorderly Conduct on the Campus: threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the American Institute community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized Institute activities; vandalism.
6. Theft and Property Damage: theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to American Institute, a member of American Institute community, or a campus guest.
7. Institute Rules: violating American Institute policies and rules, which have been posted or publicized and announced, provisions contained in the American Institute Student Catalog and Supplements or Amendments as well as American Institute contracts with students shall be deemed "rules" under this code.
8. Weapons on Campus: possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of American Institute community.
9. Violations of Federal or State Laws of Special Relevance to American Institute: when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against American Institute. If a student is suspected of being under the influence of alcohol or drugs while on Campus or participating in an Institute sponsored event, the student may be requested to submit to drug screening at their expense. Before resuming classes, the student must produce a drug screen document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director/Director of Education.
10. Disruptive Noise: making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized Institute activities.
11. Attempt to Injure or Defraud: to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by American Institute when done with intent to injure, defraud, or misinform.
12. Persistent Violations: repeated conduct or action in violation of the above code is relevant in determining an

applicant's or a student's enrollment in American Institute.

The expectation of professionalism begins when the student makes application to American Institute for admission. In addition, American Institute students are expected to conduct themselves at all times as professional, mature adults, ethical in their actions, manners, and dress.

DISCIPLINARY STANDARDS

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (see "Student Grievance Procedure").

1. **Reprimand:** An oral or written warning per the circumstances of the particular case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. **Probation:** A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
3. **Dismissal:** An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well-being of students, faculty, and Institute property, the Campus Director/Director of Education believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and Institute property, he/she will immediately dismiss/suspend a student from school.

Note: American Institute will confiscate any goods used or possessed in the violation of Institute regulations, rules or policies or local, state, federal laws.

CLASSROOM AND LABORATORY CONDUCT

Safety — Because of the health hazards inherent in the field, safety is stressed in every course. Rules and safety procedures are posted in each laboratory. Additional safety standards may apply to externship sites.

- **Eating** — No food or beverage (except water in a spill-proof container) is allowed in classrooms or laboratories.
- **Breakage** — Payment may be charged for any deliberate destruction of equipment.
- **Cleanliness** — Students are observed on how they care for and maintain equipment.
- **Housekeeping** — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- **Homework** — Required homework assignments must be turned in when due. Each student should be prepared to devote time daily to home study.

In addition to these conduct expectations, students are also required to comply with all behavioral components found in this catalog.

COPYRIGHT INFRINGEMENT POLICY

All members of the AI community are required to comply with U.S. Federal copyright laws and regulations. AI's Copyright Infringement policy, which is incorporated here by reference, is found in the Student Consumer Information <https://www.americaninstitute.edu/consumer-info/copyright-infringement-peer-to-peer-file-sharing/>. This includes information on infringement policies and sanctions, what constitutes copyright, the kinds of activities that violate federal law, legal alternatives to unauthorized downloading, and a summary of the civil and criminal penalties for copyright violations. All members of the AI community are required to review the Copyright Regulations section at the link above.

AMERICAN INSTITUTE ANTI-CYBERBULLYING POLICY

It is the policy of American Institute that all of its students, alumni, faculty and staff have an educational setting that is safe, secure, and free from harassment and bullying of any kind. AI will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. Participation in our

communities and in the classroom is a privilege, not a right, and is reserved for members who conduct themselves in a professional and responsible manner. We want everyone to feel comfortable at American Institute. If you are found violating this policy, it may result in disciplinary action from American Institute. If you have any questions about this policy, please see your Campus Director/Director of Education.

BULLYING

Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or team members. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social Exclusion
- Threat
- Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by via the internet, phone, mobile phone, text message, email, webpage, video, voicemail, audio transmission, instant message, photo, fax, written document, computer, tablet, smartphone, traditional phone or anything similar not listed above. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

ANTI-HAZING POLICY

Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Imposition or use of hazing in any form of initiation or at any time is strictly prohibited. Violation of this policy will result in disciplinary actions against the violator that will include counseling and possible expulsion from the school.

GENERAL STUDENT COMPLAINT PROCEDURE/GRIEVANCE POLICY

This grievance procedure is intended to provide an orderly process by which grievances of a professional nature are examined or resolved within the established structure of the school. It is understood that this procedure is available to students on a voluntary basis and that any student shall have the right to pursue a grievance through regular administrative channels. The term grievance shall not apply to any legal matter in which the administration is within authority to act.

DEFINITIONS

1. GRIEVANT – “Grievant” shall refer to a student.
2. GRIEVANCE – A “grievance” shall mean a written claim by a grievant that there has been a violation, a misinterpretation, or an inequitable application of any existing policies, rules, or regulations of the school, which

substantially affects a grievant.

3. **PARTY IN INTEREST** – A “party in interest” is the grievant, the instructor(s), or the administrator(s) who are involved in the examination and resolution of the claim.

INFORMAL PROCEDURES

1. **Level One** – Instructor

The parties in interest acknowledge that it is usually most desirable for a student and his/her immediate involved instructor to resolve problems through free and informal communications. The grievant shall address his/her concerns with the instructor within five (5) working days of an issue arising in and/or outside the classroom.

2. **Level Two** – Campus Director/Director of Education

If the grievant is dissatisfied with the response or solution provided in Level One, the student must present his/her grievance in writing to the Campus Director/Director of Education within ten (10) calendar days of attempting to resolve the issue with the instructor. The grievance filed must specifically state the existing policy, rule, and/or regulation, which has been violated, misinterpreted, and/or inequitably applied, along with how the grievant has been adversely affected. Upon receipt of the written grievance, the Campus Director/Director of Education and/or designee has fifteen (15) working days to provide a written response to the grievant. The Campus Director/Director of Education may arrange an in person meeting with the grievant during this period if applicable.

FORMAL PROCEDURES

1. **Level One** – Corporate Office

If the grievant remains dissatisfied with the informal procedures, then he/she has within ten (10) calendar days of receiving a written response from the Campus Director/Director of Education, to submit his/her original written grievance to the American Institute Corporate Office at wecare@americaninstitute.edu. The Corporate Office may arrange an in person meeting to take place within fifteen (15) working days of receipt of the grievance if applicable. At the end of the stated timeframe, the Corporate Office and/or designee shall provide the grievant with a written answer to the grievance. The response would represent the institution’s final decision and would conclude the appeals process. Contact information for the Corporate Office can be obtained from the Campus Director/Director of Education.

2. **Level Two** – Students who are dissatisfied with the final ruling or any action taken by the school may contact the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Ste. 730, North Bethesda, MD 20852, Telephone: (301) 291-7550. The Cherry Hill, NJ campus is licensed by the State Board of Private Licensed Schools, PA Dept. of Education, 333 Market Street, 12th Floor, Harrisburg PA 17126-0333 and students may also bring any questions/concerns that are not satisfactorily resolved by the person above to their attention.

FAILURE TO APPEAL

Should the grievant fail to appeal a grievance decision within the period of ten (10) working days during the appeals process, whatever current decision at that stage will be deemed as acceptable and final. If the appeal is approved due to mitigating or special circumstances, the student will be placed on probation and will be considered making satisfactory academic progress and eligible for financial aid.

Mutual consent in writing by the parties in interest may extend the time periods outlined in the informal and formal procedures.

REPRISALS

No reprisals of any kind shall be taken by either party or by any member of the administration against any party involved.

STATE AND ACCREDITING AGENCY COMPLAINT POLICY

For West Hartford, CT, students who are dissatisfied with the final ruling of any actions taken by the school may contact the State of Connecticut, Office of Higher Education, 450 Columbus Boulevard, Suite 707, Hartford, CT 06103, Telephone (860) 947-1816, or the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Ste. 730, North Bethesda, MD 20852, Telephone: (301) 291-7550.

For New Jersey students who are dissatisfied with the final ruling or any actions taken by the school may contact the New Jersey Department of Education P.O. Box 05, Trenton, New Jersey 08625-0055, Telephone (609) 292-9696, or the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Ste. 730, North Bethesda, MD 20852, Telephone: (301) 291-7550. Cherry Hill, New Jersey campus students residing in Pennsylvania may contact the State Board of Private Licensed Schools, PA Dept. of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120, or the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd., Ste. 730, North Bethesda, MD 20852, Telephone: (301) 291-7550.

American Institute does not have a policy and does not act in any manner to discourage or prevent any student from filing a complaint with the State of Connecticut, State of New Jersey, State of Pennsylvania, Department of Higher Education, or the Accrediting Bureau of Health Education Schools.

STUDENT RECORDS

RECORDS MAINTENANCE

AI maintains student records in an easily accessible and orderly fashion for all students in accordance with American Institute's record retention policy and applicable regulatory requirements. Official academic transcripts are maintained permanently.

TRANSCRIPTS

Students and Graduates may request unofficial copies of their transcripts from the school at any time. Official Transcript requests should be submitted to: registrar@americaninstitute.edu and there is a charge of \$5.00 for each transcript.

ACADEMIC HOLD

Student records may be placed on hold for any of the following reasons:

- Expulsion resulting from violation of Student Conduct
- Dismissal resulting from failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)

Until a hold is removed, individuals may not be allowed to:

- Attend class
- Register for class
- Restart school from an inactive status

Appeals to this policy can be made to the Campus Director/Director of Education in writing [except for failure to provide a valid high school standard diploma, GED or other acceptable alternatives (Please refer to the General Admissions Requirements section of this catalog.)]. The Campus Director/Director of Education notifies students in writing regarding the results of an appeal.

DRESS CODE

PERSONAL APPEARANCE

Upon acceptance to the school, each student agrees to demonstrate professional behavior and appearance, which may enable the school to recommend him or her to prospective employers. Modesty and professionalism are considered the principal guidelines for students while on campus.

It is the students' responsibility to familiarize themselves with the dress code and standards of grooming policies of their program. It is the student's responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation, suspension, or dismissal.

except for days that the campus is celebrating an event that has different dress code

Appropriate professional attire is at the discretion of campus leadership. While the school may consider exceptions, those not in compliance may be asked to change before participating in class and may risk not receiving credit for attending. When cold weather demands, coverings (jackets, sweatshirts, etc.) to stay warm may be permitted in addition to the dress code as outlined below on a temporary basis.

ALLIED HEALTH PROGRAMS DRESS CODE (EXCEPT DIAGNOSTIC MEDICAL SONOGRAPHY)

WHY: Since you are training for the allied health field, it is important that you "dress the part" at all times, beginning with the first week of your program. For health and safety reasons, the allied health field is extremely conservative in its dress code. Therefore, you are to follow the DRESS CODE below, whenever you are participating in school activities

unless notified otherwise. This includes attendance in all scheduled classes or clinics and all unscheduled times when you are coming for extra practice or assistance

WHAT:

1. ATTIRE:
 - a. Institution provided scrub top (or American Institute top when approved) and bottom (clean and pressed)
 - b. Solid shirts may be worn underneath scrub top, always tucked into the scrub bottoms.
 - c. Socks (anklet or ankle length- bare ankles are not permitted)
 - d. Sneakers, nursing shoes, or crocs with no holes, closed toes
2. HAIR:
 - a. Hair longer than neck length must be tied back
3. JEWELRY/PIERCINGS:
 - a. No large jewelry in piercings (esp. hoops) that could be snagged or pulled by a patient and result in injury to the healthcare provider
4. NAILS:
 - a. Nails are to be clean and well-groomed and at an appropriate length
5. HYGIENE:
 - a. Proper personal and oral hygiene is expected
 - b. No perfumes or fragrant lotions
6. HEADWEAR:
 - a. Head coverings are not permitted unless worn for religious, cultural/ethnic, medical, or other pre- approved purposes

DIAGNOSTIC MEDICAL SONOGRAPHY

WHAT:

1. ATTIRE:
 - a. Institution provided scrub top and bottom (clean and pressed)
 - b. Solid shirts may be worn underneath scrub top, always tucked into the scrub bottoms.
 - c. Socks (anklet or ankle length- bare ankles are not permitted)
 - d. Sneakers, nursing shoes, or crocs with no holes, closed toes
2. HAIR:
 - a. Hair longer than neck length must be tied back
3. JEWELRY/PIERCINGS:
 - a. No large jewelry in piercings (esp. hoops) that could be snagged or pulled by a patient and result in injury to the healthcare provider
4. NAILS:
 - a. Nails are to be clean and well-groomed and at an appropriate length
5. HYGIENE:
 - a. Proper personal and oral hygiene is expected
 - b. No perfumes or fragrant lotions
6. HEADWEAR:
 - a. Head coverings are not permitted unless worn for religious, cultural/ethnic, medical, or other pre- approved purposes

ELECTRICAL TRADES TECHNOLOGY DRESS CODE

WHY: Since you are training for a service field, it is important that you “dress the part” at all times, beginning with the first week of your program. Therefore, you are to follow the DRESS CODE below, whenever you are participating in school activities unless notified otherwise. This includes attendance in all scheduled classes and all unscheduled times when you are coming for extra assistance.

WHAT:

1. ATTIRE:
 - a. American Institute polo or American Institute t-shirt
 - b. Long pants (no sweats, workout pants, or holes)
 - c. Shoes, boots or sneakers (no “flip-flops” or open-toed shoes)
2. JEWELRY/PIERCINGS:
 - a. Jewelry that can be conductive should be avoided for safety
3. NAILS:
 - a. Nails are to be clean and well-groomed and at an appropriate length
4. HYGIENE:
 - a. Proper personal and oral hygiene is expected
 - b. No perfumes or fragrant lotions
5. HEADWEAR:
 - a. Head coverings are not permitted unless worn for religious, cultural/ethnic, medical, or other pre- approved purposes

MEDICAL CODING AND BILLING PROGRAM DRESS CODE

WHY: Since you are training for a service field, it is important that you “dress the part” at all times, beginning with the first week of your program. Therefore, you are to follow the DRESS CODE below, whenever you are participating in school activities unless notified otherwise. This includes attendance in all scheduled classes and all unscheduled times when you are coming for extra assistance.

WHAT:

1. ATTIRE:
 - a. Business casual or American Institute polo or American Institute t-shirt
 - b. Long pants (no sweats, workout pants, or holes)
 - c. Shoes, boots or sneakers (no “flip-flops” or open-toed shoes)
2. NAILS:
 - a. Nails are to be clean and well-groomed and at an appropriate length
3. HYGIENE:
 - a. Proper personal and oral hygiene is expected
 - b. No perfumes or fragrant lotions
4. HEADWEAR:
 - a. Head coverings are not permitted unless worn for religious, cultural/ethnic, medical, or other pre- approved purposes

CLASSROOM/LABORATORY/EXTERNSHIP/CLINICAL ETIQUETTE FOR ELECTRONIC DEVICES

All electronic devices, iPods, cell phones, etc., are to remain in the “OFF” position during class time. Cell phones and other electronic devices should be in “SILENCE/VIBRATE” mode and may be checked only during breaks and only in the lobby area or cafeteria area. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

The use of any recording device by students is strictly prohibited at all times on all American Institute campuses, externship and clinical sites, and at all school-sponsored activities, unless expressly authorized in advance and in writing by American Institute.

Recording devices include, but are not limited to: smartphones, tablets, laptops used for recording, audio recorders, video cameras, smartwatches, smart glasses, wearable technology, and any device capable of capturing, storing, transmitting, or broadcasting audio, video, or images.

TEXTBOOKS

The American Institute website includes a listing of required textbooks by course which may be found at:

www.americaninstitute.edu/consumer-info

Most AI courses utilize enhanced digital learning resources, digital readings and content which includes interactives that are embedded in the course. Students have the ability to access the digital readings continuously throughout their enrollment at AI. Students enrolled in courses that do not utilize digital learning resources will receive print versions of the required resource materials. The cost of digital learning resources (or printed resources if a digital resource is not available) required for AI courses are included in the cost of tuition.

Students have the option to opt out of receiving textbooks and the enhanced digital learning resources subscription and may purchase textbooks on their own. If a student chooses to opt out, AI will adjust the tuition for each course based on the AI price for the textbook and also provide a prorated adjustment for the subscription. To opt out from receiving textbooks and/or the subscription, a request must be made to the Campus Director/Director of Education.

HOUSING

The school has no dormitory facilities available, but the Admissions Office can assist a prospective student in finding suitable living accommodations.

STUDENT SERVICES AND RESOURCES

CAREER SERVICES

American Institute does not guarantee or imply the guarantee of employment or of any certain wage or salary as a result of attendance at or graduation from American Institute.

Career Services Specialists provide job search assistance. Job search assistance includes advising about job search strategies, assisting with résumé preparation and helping improve interviewing skills and may be provided individually, in groups or both at the discretion of the school. It also includes contacting employers on behalf of our graduates. However, no assurance is made that a specific (or any) employer contact will be made on behalf of you as an individual. About half of our graduates who are employed achieve this through contacts we make and about half through contacts they make. The best results are achieved by graduates who view the job search process, which typically takes several months but may take longer, as a personal goal, with assistance from the school, and who put as much effort into job search preparation and conduct as they did for school.

Placement assistance is offered to graduates; however, ultimately the securing of employment is the student's responsibility. Potential employers will consider many factors when hiring. These factors include but are not limited to a student's attendance, attitude, grades, work background, educational background, personal performance on an interview, and other intangible factors.

All graduates have the advantage of ongoing refresher training, resume preparation, and placement assistance during any scheduled school term.

The Career Services Office functions as a referral center that attempts to match graduating students with positions in the local area. For more than 100 years, employers have recognized the quality of graduates from American Institute. They continue to contact the Career Services Office when job openings occur. Interviews are arranged and students are counseled in interviewing techniques and resume preparation.

Graduates seeking job search assistance through American Institute are expected to comply with Director of Career Services' directives. Failure to comply, will result in the institution no longer providing job search assistance to the graduate.

ADVISING

The administration conducts advising from registration through graduation on an as-needed basis. Students are invited to set up academic advising appointments whenever they feel the need to do so. Academic advising is provided to students by the Campus Director/Director of Education and/or faculty.

STUDENT PARKING

The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects or damage to any motor vehicle parked in any designated parking area or in an area surrounding or near the school. Students who park in areas designated for other tenants of the building or surrounding streets may be subject to having their car towed at the student's expense and/or receive a parking ticket from the local Police Department. Students are solely responsible for the safe operation of motor vehicles while on school grounds.

PERSONAL PROPERTY

The safeguarding of personal effects in the school is the responsibility of each individual student. The school carries no insurance on, nor can accept any responsibility for, the loss of personal effects including cash. Students must remove any personal property including books, tools, computers or clothing from the school within two (2) days of the student's last day in class

ACADEMIC STANDARDS

DEFINITIONS

ACADEMIC TERM AND CLASS SCHEDULES

For all programs, American Institute follows a 2-term academic calendar year, with the exception of Diagnostic Medical Sonography which follows a 3-term academic year. All terms usually begin on Mondays and conclude on Sundays. The school reserves the right to change class schedules for programs.

All programs equal to or greater than 720 hours at American Institute, with the exception of the Diagnostic Medical Sonography program, operate on a 15-week or 16-week term. The academic year consists of a minimum 30-week period.

The Diagnostic Medical Sonography program operates on a 12-week term. The academic year consists of a minimum 36-week period.

For exact start and ending dates, vacation periods, and holidays, please refer to the school calendar in the supplement.

DEFINITIONS OF “BEING IN ATTENDANCE”

- For all on-campus courses, “Being in Attendance” means being present in class when attendance is taken.
- For all online courses, “Being in Attendance” means participating EACH week, in an academic activity within the online classroom, which may include, but not be limited to posting to a graded discussion forum, submitting a written assignment, or submitting a completed assessment. For Diagnostic Medical Sonography courses that include a weekly scheduled, ‘live’ synchronous class (an online class conducted in real time), students must ALSO be present in the scheduled class and actively participate throughout the ‘live’ class to be awarded attendance for the week. All other programs must view the archived lecture for attendance if they cannot attend the live portion. (Please note: Postings not related to graded discussion forums or written assignments not related to the actual assignment are not counted as attendance.)
- For all clinical/externship courses, “Being in Attendance” means being present on the assigned clinical site per the designated schedule.

UNITS OF CREDIT

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

The Diagnostic Medical Sonography program operates on a 12-week term. The academic year consists of a minimum 36-week period.

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

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

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is 30 hours of instructional hours = 1 Financial Aid credit. In the event of a course having greater FA credits than academic credits, the conversion formula will be adjusted to ensure academic credits are used for FA eligibility.

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students at American Institute are required to make satisfactory progress toward the completion of a diploma or certificate. Academic progress standards must also be met to continue qualifying for financial aid awards (see chart). Academic progress is measured both qualitatively by grade point equivalent, and quantitatively, by the amount of time required to complete the program of study.

Academic progress standards apply to all students, full-time and part-time, and regardless of whether or not students are eligible for financial aid. If at any time during a student's program, the institution evaluates that he/ she is not satisfactorily meeting academic progress, then the student will receive notification of such information. If receiving financial aid, the student will also be notified of how not meeting SAP affects his/her funding. Policies governing probation and academic dismissal are strictly and uniformly enforced.

SAP TABLE FOR DENTAL ASSISTING, ELECTRICAL TRADES TECHNOLOGY, MASSAGE THERAPY, MEDICAL ASSISTING, AND MEDICAL CODING AND BILLING*

SAP Table	First Term	Second Term	Third Term and Subsequent Terms
Minimum CGPA	1.50	1.75	2.0
Credit Completion	50%	67%	67%

*Students must be at a 2.0 CGPA prior to attempting any externship courses.

SAP TABLE FOR DIAGNOSTIC MEDICAL SONOGRAPHY*

SAP Table	First Term	Second Term	Third Term and Subsequent Terms
Minimum CGPA	2.0	2.0	2.0
Credit Completion (credits earned /credits attempted)	67%	67%	67%

*Students must be at a 2.0 CGPA prior to attempting any externship courses.

SAP TABLE FOR NURSE'S AIDE, PHARMACY TECHNICIAN AND PHLEBOTOMY TECHNICIAN PROGRAMS

SAP Table	Midpoint Grade	Final Grade
Minimum Grade	70%	70%
Hours Completion (hours attended /hours scheduled)	67%	67%

SAP EVALUATION POINTS

For academic monitoring purposes, mandatory SAP evaluation points at which a student is required to meet at least the minimum academic standards to remain enrolled as a regular student. Mandatory SAP evaluations are conducted at least twice each academic year, and at the end of each term.

Effect of certain grades on Satisfactory Academic Progress

An incomplete grade ("I") is not included in the calculation of the CGPA but is counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade, the student's academic progress will be re-evaluated.

Grades of "W" indicates that the student withdrew from the program completely or was withdrawn from the course prior to its completion. These grades are not included in the calculation of the CGPA and are not counted in the successful course completion percentage as courses attempted.

A failing grade of "F" will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA. However, both attempts are used in the calculation of the successful course completion percentage.

Course grades of "Pass," "Failed," "T," and "TR" are not factored in calculation of CGPA.

Accepted transfer credits are included as credits attempted and credits earned but are not included in CGPA.

GRADE IDENTIFICATION AND RELATED IMPACT ON SAP ELEMENTS

The following chart identifies each of the grades utilized by America Institute. The chart provides a summary of the overall grade percentage which constitutes each letter grade, and the quality points associated with each grade. The chart also provides clarification of which grades are included in credits earned, credits attempted, CGPA calculation, POP calculation and MTF calculation.

Letter Grade/ Transcript Designation	Description	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Included in POP	Included in MTF
A	Excellent	4.0	Yes	Yes	Yes	Yes	Yes
B	Above Average/Good	3.0	Yes	Yes	Yes	Yes	Yes
C	Average/Fair	2.0	Yes	Yes	Yes	Yes	Yes
**F	Failure	0.0	No	Yes	Yes	Yes	Yes
P/F	Pass/Fail	Not Effectuated	Yes	Yes	No	Yes	Yes
W	Withdrawn	Not Effectuated	No	No	No	No	No
I	Incomplete	Not Effectuated	No	Yes	No	Yes	Yes
TR	Transfer Credit	Not Effectuated	No	No	No	No	No

MINIMUM STANDARDS OF ACADEMIC PROGRESS: COURSE COMPLETION RATE

Minimum successful course completion standards also apply during the program to ensure that students can complete the academic program within the maximum time allowed. At a minimum per term, a student must successfully complete 67% of the credit hours attempted. After the first term, a student must have successfully completed 50% of the credit hours attempted. After the second term and subsequent terms, a student must have successfully completed 67% of the credit hours attempted. Failing to do so will result in being placed on Financial Aid Warning. Subsequent failure can result in termination from the program.

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. 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.

Clock Hour Programs

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

Program	Maximum Allowable Program Clock Hours Attempted
Nurse's Aide	150
Phlebotomy Technician	150

FINANCIAL AID WARNING

If a student is unable to meet the minimum standards of academic progress as it relates to course completion rate and/or GPA at the end of a term, then a student is placed on financial aid warning. This status is applied for one term. The student in this status will continue to be eligible to receive federal funds without having to conduct an appeal.

FINANCIAL AID PROBATION AND DISMISSAL

The purpose of Financial Aid probation is to improve student retention and ensure that students can successfully complete a program within the maximum time frame. If after one term, a student placed on Financial Aid warning is still not making SAP, then the student will be notified that they are no longer progressing successfully in the program and will be dismissed.

A student may appeal the decision. Such an appeal must be done in writing and addressed to the Campus Director/Director of Education within ten (10) calendar days of being notified of academic dismissal and the appeal process for probation. If an appeal is made by the student, the rationale for such an appeal must be as a result of mitigating or special circumstances and must include supporting documentation. In addition, the student must detail why they failed to meet SAP, and what has changed that will now allow the student to meet SAP. Mitigating or special circumstances to be considered may include the following:

- Natural disaster

- Serious illness requiring hospitalization
- Death of an immediate family member
- Special Circumstances as determined by the institution

The above list is not comprehensive but rather contains examples of what may have adversely affected a student's academic progress.

Upon receipt of the appeal, the institution has ten (10) calendar days to review it. The student will receive a notice in writing disclosing the outcome of his/her appeal within fourteen calendar days of initial receipt by the Institution of the student appeal. The decision of the Campus Director/Director of Education is final and may not be further appealed.

If the institution approves the appeal because it determines that the student may be capable of meeting SAP standards, a reinstated student will then be placed on financial aid probation while continuing eligibility to receive financial aid for one term. During this probationary period, the student will receive academic advisement including a plan developed in conjunction with personnel from the Education Department. Such a plan may include attending tutoring services, repeating coursework, and meetings with instructors to help improve academic performance in order to meet SAP.

To be removed from financial aid probation, the student must achieve the minimum standards of academic progress in relation to CGPA, as well as the course completion rate, in the subsequent term.

At the end of the probationary term, if a student is still not meeting SAP, then he/she is deemed ineligible for financial aid which means the student cannot receive any more funding and will be subject to immediate dismissal from the Institution.

ACADEMIC REINSTATEMENT

A student who is dismissed for Satisfactory Academic Progress has the following options to apply for academic reinstatement:

1. The student may reapply to the Institution. Reinstatement is subject to the following conditions: (i) it must be mathematically possible for the student's percentage of completed coursework to reach the required level by the end of the first semester after reinstatement; (ii) in the judgment of the Campus Director/Director of Education, the student has the motivation to progress satisfactorily, and it is highly probable that the student's percentage of completed coursework will reach the required level by the end of the first term after reinstatement.

GRADING SCALES

GRADING SYSTEM

Grades are compiled at the end of module, and available in the LMS to the student. Permanent records are kept for each student showing grades, skills, and absences. Grades are based on classroom participation, laboratory and project work, homework and written examinations.

Externship courses are Pass/Fail. Course objectives must be met completed in order to pass the course.

Students receiving a grade of "I" in any course, other than externship, must make up the required work within one week of the completion of the course. It is the student's responsibility to fulfill this obligation in the one week time frame or the grade of "I" will be recorded as an "F" and will then be compiled in the student's cumulative grade point average (CGPA). Students receiving an "I" in externship will be allowed four weeks to complete the externship requirements or the grade of "I" will be recorded as an "F" and will then be compiled in the student's cumulative grade point average (CGPA). A grade of "I" has no impact on the student's CGPA, but it will be calculated as hours attempted.

Courses receiving a grade of “F” must be repeated. The grade earned the second time will replace the original grade and included into the student’s CGPA and calculated as credit hours earned and credit hours attempted.

Courses receiving a Pass/Fail Grade must be completed but are not numerically compiled into the student’s CGPA. However, in programs requiring an externship/clinic, the Grade of Pass/Fail is calculated as credit hours earned and credit hours attempted. Courses receiving a W (Withdrawn) will not be compiled into the student’s CGPA but calculated as credit hours attempted.

**DENTAL ASSISTING – ELECTRICAL TRADES TECHNOLOGY – MASSAGE THERAPY – MEDICAL ASSISTING –
MEDICAL CODING AND BILLING – NURSE’S AIDE — PHARMACY TECHNICIAN PHLEBOTOMY TECHNICIAN**

LETTER	GRADE AVERAGE RANGE	DESCRIPTION	QUALITY POINTS
A	90-100	Excellent	4.0
B	80-89	Above average	3.0
C	70-79	Average	2.0
**F	Below 70*	Fail	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

*The minimum passing grade for the Radiology course (DA 226) in the Dental Assisting program in New Jersey is 75%. All other courses require a minimum passing grade of 70%.

**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.

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

**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. Students must pass the theory, lab, and clinical segment for each term before progressing to the next term.

RETAKEN/REPEATED COURSES

1. Repeated course is defined as a course previously passed by the student; however, the student is electing to take the course again to increase their CGPA. The highest grade received in the repeated course becomes the final grade and replaces all other grades for that course in the CGPA calculation. Courses can only be repeated once.
2. Retaken course is defined as a course previously failed by the student. The student must successfully complete any previously failed courses within the program. The highest grade received in the retaken course becomes the final grade and replaces all other grades for that course in the CGPA calculation.
3. All attempts where the course was passed count in the Maximum Time Frame and Pace of Progress calculations as attempted and earned credits.
4. All attempts where the course was failed count in the Maximum Time Frame and Pace of Progress calculation as attempted but not earned credits.
5. If a student fails to earn a passing grade in a required course, he/she must retake that course.
6. Failing and subsequently retaking/repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and satisfactory academic progress. All course attempts count toward the Maximum Time Frame and Pace of Progress.

FINAL GRADES

FINAL GRADE APPEAL POLICY

An Appealable Grade is a final course grade that the student claims does not reflect what he/she has earned according to the criteria for grading as outlined by the instructor of the course and indicated in the course syllabus. In all cases, the student may not appeal the professional judgment of the faculty member, and the policy in the course syllabus shall prevail in determining the grade.

Reasons that constitute an appeal of a final grade are as follows:

ARBITRARY

An appeal based on an arbitrary evaluation must address seemingly random actions or an evaluation based upon chance. It is seen as an unreasonable act of will on the part of the instructor.

CAPRICIOUS

An appeal based on a capricious evaluation must address the grading method and outcome as being impulsive and governed by no apparent reason.

PREJUDICE

An appeal based on a prejudicial evaluation must address a preconceived judgment, directed towards an individual, a group, a race, a gender, or their supposed characteristics.

ERROR

An appeal based on simple human error such as a mathematical calculation.

STUDENT GRADE APPEAL PROCEDURE

The student has five calendar days from receiving a final grade to make a grade appeal. If the student should go past step two listed below, then the Campus Director/Director of Education and/or committee has five calendar days to make a decision concerning the grade appeal and provide a written notice to the student regarding the final outcome.

Step 1: A student who believes a final grade is in error should first discuss the issue with the instructor (in person and/or in writing). If the instructor is unavailable, then the student shall speak with the head of the department. If the student and instructor fail to reach an agreement, he/she shall proceed to the next step.

Step 2: The student must submit a written appeal to the Program Director (PD) prior to the beginning of the subsequent module. The PD may contact the instructor for further documentation regarding the matter. If the student is dissatisfied with the decision of the Program Director, the student may take his/her appeal to the next level.

Step 3: The student may appeal in writing to the Campus Director/Director of Education with all relevant documentation included. The Campus Director/Director of Education will review the case and make a final decision. This decision concludes the appeals process.

LATE COURSEWORK

RESPONSIBILITY FOR ASSIGNMENTS

- Students are responsible for making up all missed assignments, tests, quizzes, notes, etc. upon their return to school in accordance with faculty members' course policies.

HONORS AND AWARDS

DEAN'S LIST

At the end of each term, students who have achieved a 3.5 CGPA or better average with no grade below a "C" and have not exceeded the stated school attendance policy will be placed on the Dean's List.

HONORS GRADUATE

At the annual graduation ceremony, students who completed their programs meeting certain criteria can earn the title of Honors Graduate. Criteria for Honors are the following:

- Dean's List 3.5 CGPA - 3.99 CGPA
- President's List 4.0 CGPA
- Never placed on academic or attendance warning
- Displayed professionalism throughout program

RECOGNITION FOR HONORS GRADUATES

- Honors Graduates will have their names notated as either President or Dean Honors in the Graduation Program.

RECOGNITION FOR GRADUATE SPEAKER

One or more Graduates will have the honor of speaking at the Graduation Ceremony by reading their written essay. These Graduates will be nominated by Program Director or Managing Instructor and will have met the following criteria:

- Never placed on academic or attendance probation
- Displayed professionalism throughout program
- Active member of the campus community

REQUIREMENTS FOR RELEASE TO EXTERNSHIP/CLINIC SITES

Although not required for admissions, students enrolling in allied health patient-care related programs may be required to complete a Clinical Health Form prior to participation in any clinical/externship training.

EXTERNSHIP PROGRAM

All candidates for the Dental Assisting, Medical Assisting and Medical Coding and Billing program must complete the final phase of their program, which involves the placement of the student in a health care environment and/or simulation. This externship is to be completed within the five-week module (20-24 hours minimum) or eight-week module (15 hours minimum), during day office hours and within the student's last term of study. The externship academic requirement is completed at an off-site location or remotely via simulation and may be longer than eight

weeks depending on student and site availability. All clinical externship sites must be pre-approved by the school prior to the student completing any hours at the site. The school is responsible for acquiring sites for the students to do their clinical portion of the program, however, if a student selects to do any clinical hours at a site that the school is not affiliated with it should be presented to the school for approval prior to completing any clinical hours at the site.

If a student has not completed the module, a grade of "I" (incomplete) may be given, allowing the student four additional weeks to complete the hours required. Students must have obtained a GPA of 2.0 to be eligible to begin externship.

Students are expected to be punctual, professional, and adhere to the established procedures of the office. Students will be supervised and evaluated by an employee of the site. The student's performance will also be reviewed by the program-specific Program Director and/or Externship Coordinator. This supervision will involve contact with the externship site during the externship, as well as through evaluations made by the externship site employee. Since the externship is primarily learning and adaptation period, students will not be paid and are responsible for transportation to and from the externship site. Students will learn firsthand the actual office routines and clinical procedures during the externship experience. **Both day and evening division students must attend externship during day hours.**

Students will be evaluated by their on-site supervisor on attitude, professionalism, and performance of duties. As with an on campus course, students dismissed by the site for any lack of adherence to the site's policies or for any lack of professionalism, reliability or violation of the American Institute code of conduct will fail the externship class and must remain out of an externship class for the remainder of the module. Students may find an alternate site on their own to retake the externship credits, but the school will not find another site for the student after dismissal from a site. Students are only eligible to retake an externship class once.

DENTAL ASSISTING STUDENTS ONLY

Certain externship sites in New Jersey need approval by the school and by the New Jersey Department of Environmental Protection (NJDEP).

In addition, all forms required by the (NJDEP) regarding any x-ray images or competencies must be sent to the school for review and approval prior to graduation or being sent to the NJDEP. Failure to comply with the above can lead to dismissal from the program.

CLINIC COURSES – DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

A large portion of the DMS program involves clinic hours. As a student progresses in the program, the number of hours in clinic increases per week. Students are expected to be punctual, professional, and to adhere to the established procedures of the facility. Students will be supervised and evaluated by a site supervisor. The student's performance will also be reviewed by the school's Clinical Site Coordinator and/or the DMS Program Director. This supervision will involve contact with the clinic site, as well as through evaluations made by the clinic site supervisor.

Since the clinic hours are primarily learning and adaptation period, students will not be paid. Students will be graded by their supervisors on attitude, professionalism, and performance of duties. Student will also be required to complete term specific required competencies to be evaluated by their on-site mentor. As with an on-campus or on-line course, students dismissed by the site for any disciplinary measure will fail the externship class and may be dismissed from the program. If this action does not result in dismissal from the program, student will be required to obtain their own clinical site.

Students may have to accept a clinic site within 100 miles from either the student's home or the campus and are responsible for any travel and parking expenses. Students declining a clinical site will not be allowed to progress in the program. Students declining a clinical site a second time may not be able to continue in the program since progression in the program is contingent upon successful completion of the clinical assignments and therefore the students may be subject to dismissal from the program.

NURSE'S AIDE STUDENTS ONLY

Prior to starting the clinic portion, students must complete a physical exam (within the past year) – Including TB/PPD, 2 Measles and 1 Rubella or Titer (if born before Jan 1, 1957)

GRADUATION REQUIREMENTS

To qualify for graduation, a student must complete a prescribed course of study with a minimum cumulative grade point average of 2.0, attain the required number of semester credit hours necessary, and meet all financial obligations. The Nurse's Aide and Phlebotomy Technician programs require an overall grade of 70%. Students complete a clearance process prior to externship, if applicable, or after final classes if there is no externship for the program. The clearance process seeks approval from each department that the student is in good standing with that department.

Semester Credit Programs

Dental Assisting	42
Diagnostic Medical Sonography	60
Electrical Trades Technology	44
Massage Therapy	40
Medical Assisting	40
Medical Coding and Billing	48
Pharmacy Technician	24

Clock Hour Programs

Nurse's Aide	100
Phlebotomy Technician	100

Students completing all courses within the 150% timeframe but failing to achieve a final CGPA of 2.0 or greater will be dismissed from school.

ATTENDANCE

Classroom attendance is integral to one's success not only at school, but also in the workplace. Consistent attendance at American Institute prepares you for meeting the expectations of future employers in your chosen field of study. As part of the course requirements, students must attend at least eighty percent (80%) of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the clinical or externship/internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course. Students who do not meet minimum attendance requirements may earn a failing grade on their transcript and will be required to repeat the course.

Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled school holidays or breaks, and/or students who officially withdraw from all current courses, will be withdrawn from the Institution.

Attendance is determined per course and module, and is as follows:

1. Students who miss more than 10% of the hours in a course will receive an attendance warning notification.
2. In order for a student to be considered for the opportunity to complete make-up hours, he/she must provide to the instructor a justification for the absence(s). Upon receipt from the instructor, the Campus/Director/Director of Education will review the documentation and make a determination. The student will be notified of a decision by the administration prior to the end of the module of receipt of student justification. The maximum allowable make-up hours per course will be 20% of the course.
3. Students who exceed absences of 40% of the instructional hours in an individual course will receive a grade of F and will be required to repeat the entire course.
4. Students enrolled in Dental Radiology DA226, Nurse's Aide NA101, Nurse's Aide Clinic NA102, and Phlebotomy Technician PHL101 courses are required to complete 100% of their scheduled hours. Arrangements to make-up

hours will need to be discussed directly with the Program Director

5. For students enrolled into the Diagnostic Medical Sonography program, students are allowed to miss no more than 20% of the total instructional hours of each lab or theory course (make-up time is only available on a case-by-case basis due to extenuating circumstances and subject to Program Director approval).
6. Externship/Clinic: Students are required to complete 100% of their scheduled clinic/externship/ hours. If students miss any externship/ time, arrangements for make-up time must be made with the externship/ site supervisor and discussed with the respective Program Director. Students will not be considered to have completed their externships/ until the site supervisor has approved all required attendance hours.

VETERANS' ATTENDANCE POLICY FOR CONTINUED ELIGIBILITY

For students receiving veterans' benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance warning and/or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters the institution following such termination.

PROGRAMS

EXPLANATION OF COURSE CODES

For all Blended Programs (except DMS), course codes consist of a combination of 3 numbers:

FIRST DIGIT = TERM (1 = Term I, 2 = Term II, 3 = Term III)

SECOND DIGIT = MODULE (1 = Module A, 2 = Module B, 3 = Module C)

THIRD DIGIT = COURSE TYPE (0, 1, and 2 = Theory) (3 and 4 = Lab) (5 and 6 = blended) (7 and 8 = Clinic/Externship)

For the Diagnostic Medical Sonography program, course codes consist of a combination of 3 or 4 letters followed by 3 numbers.

FIRST DIGIT = All foundation and shared courses begin with the numeral "1". All specialty specific courses begin with the numeral "2".

SECOND DIGIT = TERM in which the course is taken

THIRD DIGIT = COURSE TYPE. (0, 1, 2, 3, 4, and 5 = Theory) (6 = Lab) (4 = Blended) (7 = Clinic)

DENTAL ASSISTING

Program Type: Diploma

Location: West Hartford, CT Campus (Blended)

TOTAL SEMESTER CREDITS – 42

TOTAL WEEKS IN PROGRAM – 45 (DAYS)/63 (EVENINGS)

PROGRAM DESCRIPTION

The Dental Assisting 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 which will allow them to develop the skills needed to perform a variety of dental office procedures and laboratory techniques as well as the knowledge associated with medical and dental terminology, anatomy & physiology, with an emphasis placed on head and neck anatomy, dental law and ethics, and patient rights. Upon completion, graduates may pursue entry-level jobs within the dental field as either administrative and/or clinical assistants.

PROGRAM OBJECTIVES

Upon successful completion of the program graduates will have:

1. The ability to perform preliminary examination procedures, assisting chair-side using four handed dentistry, charting, appointment scheduling, maintaining patient's records, and sterilizing instruments
2. The ability, under the direct supervision of a dentist, to perform expanded function duties such as intraoral procedures, restorative dentistry and oral surgery duties; (Upon completion of any license or certification requirements for your state)
3. An understanding of dental law & jurisprudence and patient communication skills necessary in daily dental office procedures
4. The capability to expose and process radiographs
5. The qualifications to assume an entry level position as a dental assistant in a dental office, clinic, or hospital setting
6. The knowledge and skills, including English language skills, required to sit for the Certification exam sponsored by the Dental Assisting National Board (DANB) in order to attain the title of Certified Dental Assistant. (Upon completion of the DANB requirements for your state)

PROFESSIONAL CREDENTIALS FOR THE DA GRADUATE

There are two professional credentials associated with the Dental Assisting field. 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.

Connecticut Students

Since American Institute's Dental Assisting program is not programmatically accredited, in order to become a Certified Dental Assistant (CDA), individuals must first sit for the Infection Control Exam (ICE) and the Radiological Health and Safety (RHS) components of the Dental Assisting National Board's Certification Exam (DANB). After completing a minimum of 3,500 hours of approved work experience within a two (2) to four (4) year period in the dental field, individuals may then sit for the General Chairside Procedures component of the Dental Assistant National Board's (DANB's) Certification Exam in order to become a Certified Dental Assistant. Individuals are eligible to take the ICE and RHS exam sponsored by DANB at any point. Therefore, it is recommended that individuals should take this exam at the earliest possible date.

The States of Connecticut do not require dental assistants to have a license as a radiographer, however, the dental assistant must demonstrate the successful completion of the dental radiography portion of DANB's RHS exam in order to engage in the taking of dental x-rays.

The Dental Assisting program has been designed to cover the materials necessary to prepare graduates for some of these credentialing examinations. Individual success on examinations will be dependent upon the graduate and the school does not guarantee that graduates will pass the examinations.

Radiation and Health Safety (RHS) and Infection Control Exam Policy for Connecticut Dental Assisting Students

American Institute continually seeks 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 dental field. The State of Connecticut requires all dental assistants and expanded function dental assistants to provide records demonstrating successful performance on the Dental Assisting National Board (DANB) Infection Control (ICE) exam.

Among the many ways American Institute can help you in achieving your goals is by offering online review classes and mock exams for the Radiation and Health Safety (RHS) and ICE exams at no cost to you, as well as possibly paying for these exam fees.

In order for you to receive assistance in signing up for the RHS and/or ICE exams and paying for these exam fees in advance, you **MUST** have passed both the final exam in courses DA 210 and DA213 (ICE exam) DA 220 and DA223 (RHS exam); and AI's RHS and ICE mock exams with a minimum score of 80% on at least four different attempts. Furthermore, if you sit for and pass the RHS and ICE exams, you are exempt from taking the final exam in DA310 (RHS exam) or DA320 (ICE exam). All other coursework for DA310 and/or DA320 must be completed.

American Institute will agree to pay for only the **first time** you take both the RHS and ICE exam **solely** within 60 days of completing and passing your Radiology class, as long as you:

- Participate in the online radiology review classes
- Pass the final exam in courses DA220 and DA223
- Take the mock exam at least four (4) times with a minimum score of 80% on each mock exam
- Have been approved by the PD and/or Campus Director/Director of Education to take the RHS and ICE exam

If you are an AI graduate who still has not taken the RHS exam, American Institute will consider paying for the exam fee in advance for **first time test takers only**, as long as you:

- Participate in the online radiology review classes
- Take the mock exam at least four (4) times with a minimum score of 80% on each mock exam
- Have been approved by the PD and/or Campus Director/Director of Education to take the RHS exam

Only under the conditions outlined above will American Institute pay for your RHS and ICE exam in advance.

DENTAL ASSISTING PROGRAM OVERVIEW

TERM	MODULE	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	DELIVERY METHOD
1	A	DA 110	Dental Assisting Concepts and Anatomy and Physiology	3	45	0	0	Online
		DA 113	Applied Dental Assisting Concepts and Anatomy and Physiology	2.5	0	75	0	On Campus
	B	DA 120	Head and Neck Anatomy and Patient Interaction	3	45	0	0	Online
		DA 123	Applied Head and Neck Anatomy and Patient Interaction	2.5	0	75	0	On Campus
	C	DA 130	Dental Materials	3	45	0	0	Online
		DA 133	Applied Dental Materials	2.5	0	75	0	On Campus
2	A	DA 210	Diagnostic and Operative Assisting	3	45	0	0	Online
		DA 213	Applied Diagnostic and Operative Assisting	2.5	0	75	0	On Campus
	B	DA 220	Radiology	3	45	0	0	Online
		DA 223	Applied Radiology	2.5	0	75	0	On Campus
	C	DA 230	Chairside Specialties	3	45	0	0	Online
		DA 233	Applied Chairside Specialties	2.5	0	75	0	On Campus
3	A	DA 310	Radiation Health and Safety Exam Review	1	20	0	0	Online
		DA 317	General Dentistry Externship I	2	0	0	100	Externship
	B	DA 320	Infection Control Exam Review	1	20	0	0	Online
		DA 327	General Dentistry Externship II	2	0	0	100	Externship
	C	DA 330	General Chairside Exam Review	1	20	0	0	Online
		DA 337	General Dentistry Externship III	2	0	0	100	Externship
TOTALS				42	330	450	300	

Total Semester Credit Hours	42
Total Contact Hours	1080
Total Theory Hours	330
Total Lab Hours	450
Total Clinical Hours	300

DENTAL ASSISTING

Program Type: Certificate

Locations: New Jersey Campuses and Pennsylvania Residents at Cherry Hill, NJ Campus (Blended)

TOTAL SEMESTER CREDITS – 42

TOTAL WEEKS IN PROGRAM 45 (DAYS)/63 (EVENINGS)

PROGRAM DESCRIPTION

The Dental Assisting 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 which will allow them to develop the skills needed to perform a variety of dental office procedures and laboratory techniques as well as the knowledge associated with medical and dental terminology, anatomy & physiology, with an emphasis placed on head and neck anatomy, dental law and ethics, and patient rights. Upon completion, graduates may pursue entry-level jobs within the dental field as either administrative and/or clinical assistants.

PROGRAM OBJECTIVES

Upon successful completion of the program graduates will have:

1. The ability to perform preliminary examination procedures, assisting chair-side using four handed dentistry, charting, appointment scheduling, maintaining patient's records, and sterilizing instruments
2. The ability, under the direct supervision of a dentist, to perform expanded function duties such as intraoral procedures, restorative dentistry and oral surgery duties; (Upon completion of any license or certification requirements for your state)
3. The knowledge of federal regulations including OSHA guidelines
4. An understanding of dental law and jurisprudence and patient communication skills necessary in daily dental office procedures
5. The capability to expose and process radiographs*
6. The qualifications to assume an entry level position as a dental assistant in a dental office, clinic, or hospital setting
7. The knowledge and skills, including English language skills, required to sit for the Certification exam sponsored by the Dental Assisting National Board (DANB) in order to attain the title of Certified Dental Assistant. (Upon completion of the DANB requirements for your state)

**The radiography component of the Dental Assisting Program is approved by the Radiologic Technology Board of Examiners*

PROFESSIONAL CREDENTIALS FOR THE DA GRADUATE

There are two professional credentials associated with the Dental Assisting field. 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.

CERTIFIED DENTAL ASSISTANT (CDA)

New Jersey Students

Since American Institute's Dental Assisting program is not programmatically accredited, in order to become a Certified Dental Assistant (CDA) an individual must first sit for the Infection Control Exam (ICE) and the Radiological Health and Safety (RHS) component of the Dental Assisting National Board's Certification Exam. Once the student has graduated, passed the RHS exam, and is in receipt of their official score, the student is eligible to apply for the NJDEP X-Ray License. After completing a minimum of 3,500 hours of approved work experience within a two (2) to four (4) year period in the dental field, the graduate may then sit for the General Chairside Procedures component of

the Dental Assistant National Board's (DANB's) Certification Exam in order to become a Certified Dental Assistant. Individuals are eligible to take the ICE and RHS exam sponsored by DANB at any point. Therefore, it is recommended that individuals should take this exam at the earliest possible date.

Pennsylvania Students

Since American Institute's Dental Assisting program is not programmatically accredited, in order to become a Certified Dental Assistant (CDA), individuals must first sit for the Infection Control Exam (ICE) and the Radiological Health and Safety (RHS) components of the Dental Assisting National Board's Certification Exam (DANB). After completing a minimum of 3,500 hours of approved work experience within a two (2) to four (4) year period in the dental field, individuals may then sit for the General Chairside Procedures component of the Dental Assistant National Board's (DANB's) Certification Exam in order to become a Certified Dental Assistant. Individuals are eligible to take the ICE and RHS exam sponsored by DANB at any point. Therefore, it is recommended that individuals should take this exam at the earliest possible date.

Pennsylvania does not require dental assistants to have a license as a dental radiographer, however, the dental assistant must demonstrate the successful completion of the dental radiography portion of DANB's RHS exam in order to engage in the taking of dental x-rays.

REGISTERED DENTAL ASSISTANT (RDA) (ONLY APPLICABLE IN THE STATE OF NEW JERSEY)

Once students have become a Certified Dental Assistant and have also passed the Law and Jurisprudence and the New Jersey Expanded Duties portion of the New Jersey State Board of Dentistry's exam, they will be designated as a Registered Dental Assistant and will be allowed to perform expanded functions in the state of New Jersey.

American Institute cannot and does not promise that its graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.

The Dental Assisting program has been designed to cover the materials necessary to prepare graduates for some of these credentialing examinations. Individual success on examinations will be dependent upon the graduate and the school does not guarantee that graduates will pass the examinations.

RADIATION AND HEALTH SAFETY (RHS) EXAM POLICY FOR DENTAL ASSISTING STUDENTS IN NEW JERSEY ONLY (INCLUDES PENNSYLVANIA STUDENTS)

American Institute (AI) continually seeks to provide opportunities for you to be a success story. Part of that success story involves licensure, which is crucial to future employment in the dental field. Among the many ways American Institute can help you in achieving your goals is by offering online radiology review classes and mock exams for the Radiation and Health Safety (RHS) exam at no cost to you, as well as possibly paying for your RHS exam fee.

In order for you to receive assistance in signing up for the RHS exam and paying for the exam fee in advance, you MUST have passed both the final exam in DA 226 with a minimum score of 75% and AI's RHS mock exam with a minimum score of 80% on at least four different occasions. Furthermore, if you sit for and pass the RHS exam, you are exempt from taking the final exam in DA310. All other coursework for DA310 must be completed.

American Institute will agree to pay for only the **first time** you take the RHS exam **solely** within 60 days of completing and passing your Radiology class, as long as you:

- Participate in the online radiology review classes
- Pass the final exam in DA226 with a minimum score of 75%
- Take the mock exam at least four (4) times with a minimum score of 80% on each mock exam
- Have been approved by the PD and/or Campus Director/Director of Education to take the RHS exam

If you are an AI graduate who still has not taken the RHS exam, American Institute will consider paying for the exam fee in advance for **first time test takers only**, as long as you:

- Participate in the online radiology review classes
- Take the mock exam at least four (4) times with a minimum score of 80% on each mock exam
- Have been approved by the PD and/or Campus Director/Director of Education to take the RHS exam

Only under the conditions outlined above will American Institute pay for your RHS exam in advance.

DENTAL ASSISTING PROGRAM OVERVIEW

TERM	MODULE	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	DELIVERY METHOD
1	A	DA 110	Dental Assisting Concepts and Anatomy and Physiology	3	45	0	0	Online
		DA 113	Applied Dental Assisting Concepts and Anatomy and Physiology	2.5	0	75	0	On Campus
	B	DA 120	Head and Neck Anatomy and Patient Interaction	3	45	0	0	Online
		DA 123	Applied Head and Neck Anatomy and Patient Interaction	2.5	0	75	0	On Campus
	C	DA 130	Dental Materials	3	45	0	0	Online
		DA 133	Applied Dental Materials	2.5	0	75	0	On Campus
2	A	DA 210	Diagnostic and Operative Assisting	3	45	0	0	Online
		DA 213	Applied Diagnostic and Operative Assisting	2.5	0	75	0	On Campus
	B	DA 222	The Dental Radiographer	3	45	0	0	Online
		DA 226	Radiology	2.5	29	46	0	On Campus
	C	DA 230	Chairside Specialties	3	45	0	0	Online
		DA 233	Applied Chairside Specialties	2.5	0	75	0	On Campus
3	A	DA 310	Radiation Health and Safety Exam Review	1	20	0	0	Online
		DA 317	General Dentistry Externship I	2	0	0	100	Externship
	B	DA 320	Infection Control Exam Review	1	20	0	0	Online
		DA 327	General Dentistry Externship II	2	0	0	100	Externship
	C	DA 330	General Chairside Exam Review	1	20	0	0	Online
		DA 337	General Dentistry Externship III	2	0	0	100	Externship
TOTALS				42	359	421	300	

Total Semester Credit Hours

42

Total Contact Hours

1080

Total Theory Hours	359
Total Lab Hours	421
Total Clinical Hours	300

DIAGNOSTIC MEDICAL SONOGRAPHY

Program Type: Diploma (West Hartford, CT Campus); Certificate (New Jersey Campuses)

Locations: All Locations (Includes Pennsylvania Residents at the Cherry Hill, NJ and Toms River, NJ Campuses) (Blended)

TOTAL SEMESTER CREDITS – 60

TOTAL WEEKS IN PROGRAM – 72 (DAYS)

PROGRAM DESCRIPTION

The Diagnostic Medical Sonography program is a full-time, 18-month program, with a focus on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, superficial structures and gravid and non-gravid pelvis. The program is divided into two components; introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks. The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with live, online, instructor-led theory courses delivered using an array of distance technologies. The program prepares graduates for entry-level positions in the diagnostic medical sonography field including part-time and per diem roles.

PROGRAM OBJECTIVES

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

1. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
2. Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
3. Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
4. Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures
5. Demonstrate appropriate communication skills with patients and colleagues
6. Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques and promote the principles of good health

PROFESSIONAL CREDENTIALS

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.

CERTIFICATION

The American Registry for Diagnostic Medical Sonography (ARDMS) is an independent, nonprofit organization that administers examinations and awards credentials in the area of diagnostic medical sonography. ARDMS credentials document students' personal achievement of recognized professional standards. Credentials awarded by ARDMS are widely accepted in the medical community by ultrasound and vascular professional organizations and, while they are not always required for employment, they are often required for employment at certain facilities and, even if not required, they enhance a graduate's marketability. As of the date that this disclosure was printed, graduates of the school's Diagnostic Medical Sonography program are eligible to apply for specialty areas within the ARDMS credentialing examination. However, qualifications for taking and passing the exams offered by the ARDMS are controlled by the ARDMS and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take those exams at all or at any specific time. While American Institute's Diagnostic Medical Sonography program covers the material that is on certain certification exams, American Institute cannot

guarantee that any individual graduate will pass the exams. You may refer to the ARDMS website for further information regarding the credentials they offer: <http://www.ardms.org>.

THE ARDMS SONOGRAPHY PRINCIPLES AND INSTRUMENTATION (SPI) EXAM

The ARDMS SPI exam is the first step in earning future ARDMS credentials and therefore is an essential part of successfully completing the Diagnostic Medical Sonography program at American Institute (AI). The SPI exam tests the requisite physical principles and instrumentation knowledge, skills and abilities essential to sonography professionals and students.

To earn your RDMS AB or OB/GYN credentials from ARDMS, you must pass the ARDMS SPI exam and the corresponding specialty examination within five years. After passing the ARDMS SPI exam, you can earn additional credentials without having to retake the SPI exam, provided you maintain active status. You must wait 60 days before you can retake the SPI examination if you do not pass it, however, you are welcome to reapply after 3 days.

GRADUATION REQUIREMENTS

Because this exam is foundational to your future success as a sonographer and registering with ARDMS, **AI requires that you pass the SPI exam as part of the DMS255 course.** 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; this course is specifically built around this content and is provided as a review course within the program. We recommend that you submit your application for the SPI exam at the beginning of the course and select a test date during weeks 11 or 12 of the course to take full advantage of the formal review included. If you fail the DMS255 course or the SPI exam, you will be required to retake it in the following term.

Among the many ways American Institute can help you in achieving your goals is by offering practice exams and review materials for the SPI exam. In addition, when you pass the SPI exam and provide your Program Director with your ARDMS SPI Receipt and SPI Pass documentation you will be reimbursed the \$225 exam registry fee as long as you are up to date with your student payments.

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM OVERVIEW

TERM	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	SIMULATION	DELIVERY METHOD
1	DMS 112	Anatomy, Physiology and General Pathology	3	45	0	0	0	Online
	DMS 113	Introduction to Sonography	3	45	0	0	0	Online
	DMS 114	Scan Lab I	2	10	84	0	0	Blended
2	DMS 122	Cross Sectional Anatomy and Imaging Techniques	3	45	0	0	0	Online
	DMS 124	Scan Lab II	2	10	84	0	0	Blended
	DMS 125	Ultrasound Physics I	3	45	0	0	0	Online
3	DMS 235	Ultrasound Physics II	3	45	0	0	0	Online
	DMS 231	Abdomen/Superficial Structures Sonography I	1	23	0	0	0	Online
	DMS 232	Obstetrics/Gynecology Sonography I	1	23	0	0	0	Online
	DMS 236	Scan Lab III	2	0	63	0	0	On Campus
	DMS 237	Clinic Simulation I	3	0	0	0	160	Clinic

4	DMS 245	Ultrasound Physics III	3	45	0	0	0	Online
	DMS 241	Abdomen/Superficial Structures Sonography II	1	23	0	0	0	Online
	DMS 242	Obstetrical/ Gynecological Sonography II	1	23	0	0	0	Online
	DMS 246	Scan Lab IV	1	0	44	0	0	On Campus
	DMS 247	General Clinic II	5	0	0	240	0	Clinic
5	DMS 255	Ultrasound Physics Review	1	23	0	0	0	Online
	DMS 251	Abdomen/Superficial Structures Sonography III	1	23	0	0	0	Online
	DMS 252	Obstetrical/ Gynecological Sonography III	1	23	0	0	0	Online
	DMS 257	General Clinic III	7	0	0	320	0	Clinic
6	DMS 263	Abdomen/Superficial Structures Review	3	45	0	0	0	Online
	DMS 265	OB/GYN Review	3	45	0	0	0	Online
	DMS 267	General Clinic IV	7	0	0	320	0	Clinic
		TOTALS	60	541	275	880	160	

Total Semester Credit Hours	60
Total Contact Hours	1856
Total Theory Hours	541
Total Lab Hours	275
Total Simulation Hours	160
Total Clinical Hours	880

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 also be able to use their knowledge and skills in an entry-level electrician apprenticeship (apprenticeship requirements vary by state and locality).

GRADUATION REQUIREMENTS

Because OSHA guidelines are foundational to your future success in the electrical trades, **All requires that you pass the OSHA 10 course in order to graduate, and it is provided to you in the program 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

MASSAGE THERAPY

Program Type: Certificate

Locations: New Jersey Campuses and Pennsylvania Residents at Cherry Hill, NJ Campus (Residential)

TOTAL SEMESTER CREDITS – 40

TOTAL WEEKS IN PROGRAM – 32 (DAYS)/48 (EVENINGS)

PROGRAM DESCRIPTION

In our Massage Therapy Program, students gain a fundamental understanding of Anatomy / Physiology and Pathology which is critical in determining when massage is appropriate for a client. Students are nurtured as they develop a solid foundation in a variety of massage styles and techniques including Swedish, Sports, Therapeutic and Acupressure, as well as administrative aspects of working a variety of environments and working independently. This program provides the students with the knowledge and skills necessary to be prepared for entry-level employment opportunities, both administrative and clinical, in Massage Therapy and related fields. Along with additional requirements, this level of education enables graduates to apply for a state license.

PROGRAM OBJECTIVES

American Institute provides the students with the training and skills necessary to work in a variety of settings in the field of Massage Therapy. Upon successful completion of the program graduates will have:

1. An understanding of the standards and ethics of the profession.
2. The knowledge of several massage modalities to include Swedish, Therapeutic, Deep Tissue, Acupressure, Sports, as well as basic Reflexology, Trigger Point Therapy, Pregnancy Massage, Hydrotherapy and Energy Bodywork.
3. The ability to communicate with other health practitioners in a professional manner.
4. Being able to conduct an interview with a prospective client to determine which techniques will be beneficial.

LICENSURE REQUIREMENTS

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.

NEW JERSEY STUDENTS

Licensure is required to practice as a massage therapist in the state of New Jersey. In order to be licensed in New Jersey, graduates must apply for the New Jersey Board of Massage and Bodywork Therapy license. The application package can be obtained online at <https://newjersey.mylicense.com/eGov/>. In addition to completing the 750 hours of the Massage Therapy program, students must also complete an additional 100 hours of clinic during non- school hours.

The state of New Jersey also requires graduates to pass an examination in addition to completing their education to obtain licensure. Graduates of the program are eligible to take the MBLEx licensure exam offered by the Federation of State Massage Therapy Boards (FSMTB). Qualifications for taking and passing the exams offered by the FSMTB are controlled by the outside agency and are subject to change without notice. You may refer to the FSMTB website (<http://www.fsmtb.org>) for further information regarding the licensure and certification exams offered.

American Institute encourages its graduates to apply for New Jersey's Board of Massage and Bodywork Therapy license in order to obtain employment in this state. Also, certain facilities may require massage therapists to be Board-Certified in order to be eligible for employment, and not being certified may limit a graduate's future employment opportunities. A criminal conviction or the inability to pass a drug screen may significantly impact your

ability to obtain your license or registration, which can affect your likelihood of finding employment. Therefore, American Institute cannot guarantee that graduates will be eligible to take those exams at all or at any specific time.

Each state sets forth their own requirements which may meet or exceed New Jersey's requirements. Specific details for the regulations in other states can be found at <http://www.amtamassage.org/regulation>.

PENNSYLVANIA STUDENTS

State licensure is required to practice as a massage therapist in the State of Pennsylvania, and passing an approved licensure exam is a requirement for obtaining a Pennsylvania Massage Therapist License. Graduates of the program are eligible to take the MBLEx licensure exam offered by the Federation of State Massage Therapy Boards (FSMTB). FSMTB is a non-profit organization that advocates for simplified and standardized licensing and of massage therapists. Qualifications for taking and passing the exam offered by the FSMTB are controlled by the outside agency and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the exam at all or at any specific time. While American Institute's Massage Therapy program covers the material that is on certain licensure or certification exams, American Institute cannot guarantee that any individual graduate will pass the exams. You may refer to the FSMTB website (<https://www.fsmtb.org/>) for further information regarding the licensure and certification exams offered.

Passing the above exams cannot guarantee a graduate to work in any other state. Each state sets forth their own requirements which may meet or exceed Pennsylvania's requirements. Specific details for the regulations in other states can be found at <https://www.amtamassage.org/regulation>.

MASSAGE THERAPY PROGRAM OVERVIEW

CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	DELIVERY METHOD
P101	Anatomy and Physiology / Pathologies	4	64	0	On Campus
P102	Structural Systems/ Pathologies	4	64	0	On Campus
P103	Integrated Systems/Pathologies	4	64	0	On Campus
P104	Kinesiology / Human Movement	4	64	0	On Campus
P105	Musculoskeletal Systems/Pathologies	8	126	0	On Campus
MT106	Eastern Health and Energetics	4	64	0	On Campus
P108	Business and Ethics	4	64	0	On Campus
MT109	Swedish Massage	2	10	50	On Campus
MT110	Integrated Therapeutic Modalities	2	10	50	On Campus
MT111	Bodywork Modalities	2	10	50	On Campus
MT113	Sports Massage	2	10	50	On Campus
	TOTALS	40	550	200	

Total Semester Credit Hours **40**
Total Contact Hours **750**
Total Theory Hours **550**
Total Lab Hours **200**

MASSAGE THERAPY

Program Type: Diploma

Location: West Hartford, CT Campus (Residential)

TOTAL SEMESTER CREDITS – 40

TOTAL WEEKS IN PROGRAM – 32 (DAYS)/48 (EVENINGS)

PROGRAM DESCRIPTION

In our Massage Therapy Program, students gain a fundamental understanding of Anatomy / Physiology and Pathology which is critical in determining when massage is appropriate for a client. Students are nurtured as they develop a solid foundation in a variety of massage styles and techniques including Swedish, Sports, Therapeutic and Acupressure, as well as administrative aspects of working a variety of environments and working independently. This program provides the students with the knowledge and skills necessary to be prepared for entry-level employment opportunities, both administrative and clinical, in Massage Therapy and related fields. Along with additional requirements, this level of education enables graduates to apply for a state license.

PROGRAM OBJECTIVES

American Institute provides the students with the training and skills necessary to work in a variety of settings in the field of Massage Therapy. Upon successful completion of the program graduates will have:

1. An understanding of the standards and ethics of the profession.
2. The knowledge of several massage modalities to include Swedish, Therapeutic, Deep Tissue, Acupressure, Sports, as well as basic Reflexology, Trigger Point Therapy, Pregnancy Massage, Hydrotherapy and Energy Bodywork.
3. The ability to communicate with other health practitioners in a professional manner.
4. Being able to conduct an interview with a prospective client to determine which techniques will be beneficial.

LICENSURE REQUIREMENTS

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.

CONNECTICUT STUDENTS

State licensure is required to practice as a massage therapist in the State of Connecticut, and passing an approved licensure exam is a requirement for obtaining a Connecticut Massage Therapist License. Graduates of the program are eligible to take the MBLEx licensure exam offered by the Federation of State Massage Therapy Boards (FSMTB). FSMTB is a non-profit organization that advocates for simplified and standardized licensing and of massage therapists. Qualifications for taking and passing the exam offered by the FSMTB are controlled by the outside agency and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the exam at all or at any specific time. While American Institute's Massage Therapy program covers the material that is on certain licensure or certification exams, American Institute cannot guarantee that any individual graduate will pass the exams. You may refer to the FSMTB website (<http://www.fsmtb.org>) for further information regarding the licensure and certification exams offered.

Passing the above exams cannot guarantee a graduate to work in any other state. Each state sets forth their own requirements which may meet or exceed Connecticut's requirements. Specific details for the regulations in other states can be found at <http://www.amtamassage.org/regulation>.

MEDICAL ASSISTING

Program Type: Diploma (West Hartford, CT Campus); Certificate (New Jersey Campuses)

Locations: All Locations (Includes Pennsylvania Residents at Cherry Hill, NJ Campus) (Blended)

TOTAL SEMESTER CREDITS – 40

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

PROGRAM DESCRIPTION

The Medical Assisting 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 Assistant including foundational courses in Anatomy, Physiology and Medical Terminology. The program prepares students for various allied health positions that are either clinical or administrative in nature. The Medical Assisting program also contains a clinical externship which is completed in an outside medical facility. Upon completion, graduates will have the entry-level skills of a Medical Assistant and be qualified to interview for positions in a variety of healthcare facilities.

PROGRAM OBJECTIVE

Upon successful completion of the program graduates will have:

1. An understanding of the human biological systems including the digestive, endocrine, nervous-muscular, respiratory, cardiovascular and reproductive systems.
2. An understanding of human behavior and culture and its impact on health and medical care.
3. The ability to perform all the administrative duties expected of a medical assistant including scheduling and monitoring patient appointments, conducting and responding to patient telephone inquiries, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining a professional office environment.
4. The ability to behave professionally in a medical environment including the proper application of medical law and ethics.
5. The ability to conduct financial management activities including billing and coding applied computerized billing, collections, banking services and procedures, medical practice management and health information management.
6. The ability to effectively communicate with patients and medical staff including the ability to interview patients, take medical histories and provide patient education.
7. The ability to apply universal precautions for infection control techniques, standard precautions for patient safety, calculating pharmaceutical dosages, preparing and administering oral medications, administering immunizations and documenting patient records, administering EKG's, nutrition and diets for patients and assisting with x-ray and diagnostic radiology.
8. To assist the physician with clinical procedures including collection and preparing specimens, quality control, emergency preparedness, first aid and taking vital signs, phlebotomy, pulmonary function testing, minor surgeries, cold and heat therapy, complementary and alternative practices, hearing and vision testing, and review of respiratory, urinary, integumentary and other health systems and senses.
9. The knowledge of federal regulations including OSHA guidelines.
10. The qualifications to assume an entry level position as a medical assistant in a medical office, clinic, or hospital setting.
11. The knowledge and skills, including English language skills, required to sit for a Medical Assistant certification.

PROFESSIONAL CREDENTIALS FOR THE MA GRADUATE

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 Assistant certification exams, including the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA) and the Clinical Medical Assistant Certification (CMAC) offered by the American Medical Certification Association (AMCA).

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 Assistant credential can enhance 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 Assisting program covers material that is on certification exams, American Institute cannot guarantee that any individual graduate will pass the exam.

MEDICAL ASSISTING 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 assisting 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 Assisting (MA) 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 MA 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 MA 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 MA certification exam.

MEDICAL ASSISTING PROGRAM OVERVIEW

TERM	MODULE	CODE	COURSE NAME	SEMESTER CREDITS	THEORY	LAB	CLINIC	DELIVERY METHOD
I	A	MA110	Patient Rehabilitation and The Medical Assistant	3	45	0	0	Online
		MA113	Applied Patient Rehabilitation and The Medical Assistant	2.5	0	75	0	On Campus
	B	MA120	Medical Assisting Procedures I	3	45	0	0	Online
		MA123	Applied Medical Assisting Procedures I	2.5	0	75	0	On Campus
	C	MA130	Clinical Procedures I	3	45	0	0	Online
		MA133	Applied Clinical Procedures I	2.5	0	75	0	On Campus
II	A	MA210	Principles of Finance	3	45	0	0	Online

		MA213	Applied Electronic Health Records (EHR)	2.5	0	75	0	On Campus
	B	MA220	Medical Assisting Procedures II	3	45	0	0	Online
		MA223	Applied Medical Assisting Procedures II	2.5	0	75	0	On Campus
	C	MA230	Clinical Procedures II	3	45	0	0	Online
		MA233	Applied Clinical Procedures II	2.5	0	75	0	On Campus
III	A	MA310	Clinical Case Scenarios	1	15	0	0	Online
		MA317	Clinical Practicum I	2.5	0	0	120	Externship
	B	MA320	Exam Review and Preparation	1	15	0	0	Online
		MA327	Clinical Practicum II	2.5	0	0	120	Externship
			TOTALS	40	300	450	240	

Total Semester Credit Hours	40
Total Contact Hours	990
Total Theory Hours	300
Total Lab Hours	450
Total Clinical Hours	240

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 MA 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

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.

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
Total Clinical Hours 30

PHARMACY TECHNICIAN

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

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

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

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

PROFESSIONAL CREDENTIALS FOR THE PHARMACY TECHNICIAN GRADUATE

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

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

PHARMACY TECHNICIAN CERTIFICATION EXAM POLICY

Please keep in mind that in order for us to assist you in signing up for the PTCE and paying for the exam fee in advance, you MUST have passed American Institute’s mock exam with a minimum score of 80% on at least three different occasions. As long as you participate in the certification review courses, take the mock exam at least three times, meet the minimum requirements of an 80% pass rate on each mock exam, AND have been approved to take the PTCE by the Campus Director/Director of Education, American Institute will agree to pay for only the first time you take the exam solely within 45 days of attending your first boot camp session. 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	45	0	0	Online
PHT115	Pharmacy Technician Fundamentals and Computer Applications	3	30	30	0	Residential
PHT120	Pharmaceutical Calculations and Pathophysiology	3	45	0	0	Online
PHT125	Pharmacology and Sterile Products and HIV/AIDS	3	30	30	0	Residential
PHT130	Drug/Dosage Interactions Pharmacy Law and Ethics	3	45	0	0	Online
PHT135	Community and Institutional Pharmacy	3	30	30	0	Residential
PHT210	Drug Classification and Dosage Calculations Review	1	15	0	0	Online
PHT217	Pharmacy Technician Externship I	2	0	0	90	Clinic
PHT220	Patient Care and Pharmacy Operations Review	1	15	0	0	Online
PHT227	Pharmacy Technician Externship II	2	0	0	90	Clinic
	TOTALS	24	255	90	180	

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

PHLEBOTOMY TECHNICIAN

Program Type: Certificate

Location: West Hartford, CT, Cherry Hill, NJ, Toms River, NJ(Residential)

TOTAL CLOCK HOURS – 100

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

NOT ELIGIBLE FOR TITLE IV FUNDING

PROGRAM DESCRIPTION

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

PROGRAM DESCRIPTION

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

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

PROFESSIONAL CREDENTIALS FOR THE PT GRADUATE

The State of Connecticut does not require Phlebotomy Technician graduates to obtain licensure or specific certification for employment upon graduation. However, most facilities require phlebotomists to be certified in order to be eligible for employment, and not being certified may limit a graduate’s future employment opportunities. Graduates are eligible to take the Phlebotomy Technician Certification (PTC) through the American Medical Certification Association (AMCA). Qualifications for taking and passing the PTC Exam is controlled by outside agencies and are subject to change without notice. Therefore, American Institute cannot guarantee that graduates will be eligible to take the PTC exam at all or at any specific time. American Institute encourages its graduates to sit for the PTC exam at the earliest possible date. While American Institute’s Phlebotomy Technician program covers all the material that is on the PTC exam, American Institute cannot guarantee that any individual graduate will pass the exam. You may refer to the AMCA website for further information on the PTC exam (<https://www.amcaexams.com>).

PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM POLICY

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

PHLEBOTOMY TECHNICIAN PROGRAM OVERVIEW

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

COURSE DESCRIPTIONS

DA110 DENTAL ASSISTING CONCEPTS AND ANATOMY AND PHYSIOLOGY **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on the developments and contributions to dentistry, from early times to modern day, characteristics of the professional dental assistant and professional organizations, dental healthcare team and their roles and responsibilities, an overview of the dentitions and the periodontium, dental office and its equipment, delivering dental care and ergonomics, dental instruments and hand-pieces, prevention and nutrition, infection control and dental unit waterlines, medical and dental emergencies in the office, and the basic principles of pharmacology, medications and their side effects. In addition, this course also includes anatomy and physiology which provides basic information of bodily functions and structures so that it may be applied to the dental sciences. Prerequisites: None.

DA113 APPLIED DENTAL ASSISTING CONCEPTS AND ANATOMY AND PHYSIOLOGY **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities focusing on the preparation for certification in CPR, Basic Life Support for Healthcare Provider, as well as, to perform and record the measurement of vital signs, to recognize and treat patients exhibiting signs and symptoms of dental/medical emergencies that may occur in the dental office, use of a PDR and prescription writing, identify dental instruments, hand-pieces and burs and prepare trays set-ups for a variety of procedures, and delivering dental care using ergonomics. Students will apply preventative oral hygiene principles to include infection and hazard control, dental unit waterlines, disinfection, sterilization, and waste management, in accordance with OSHA guidelines and universal and standard precautions. In addition, this course also includes anatomy and physiology which provides basic information of bodily functions and structures so that it may be applied to the dental sciences. Prerequisites: None

DA120 HEAD AND NECK ANATOMY AND PATIENT INTERACTION **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on the use of self-concept techniques related to the interpersonal relationship between the healthcare professional and the patient. Students are introduced to the administrative office procedures such as the patient record forms, appointment book entries, recall programs, telephone techniques, filing, insurance forms, accounts receivable and payable, collections, HIPAA, inventory control, oral and written communications, interview techniques, resume writing and dental office management software. Training in basic business computer word processing skills and internet research will be provided. Students will also be introduced to dental law and ethics and legal aspects of the State Dental Practice Act. In addition, this course will provide the students with the fundamental knowledge of the anatomy of the head, neck, and oral cavity. They will become familiar with the physiology of the bones, muscles, blood vessels, nerves, oral cavity, and other tissues and structures so important in dentistry. Students will learn about the basic information of bodily functions and structures as it relates to the head and neck so that it may be applied to the dental sciences. Prerequisites: None

DA123 APPLIED HEAD AND NECK ANATOMY AND PATIENT INTERACTION **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities focusing on the application of self-concept techniques related to the interpersonal relationship between the healthcare professional and the patient. Students are introduced to administrative office procedures and will create and complete patient records, recall programs, schedule appointments, practice telephone techniques, file, complete insurance forms, perform accounts receivable and payable tasks, identify techniques in collections, narrate HIPAA protocol, demonstrate inventory control, express patient friendly oral communication, compose letters, practice interview techniques, create a resume, and identify the use of dental office management software; training in basic business computer word processing skills and internet research will be provided. Students will also be introduced to dental law and ethics and legal aspects of the State Dental Practice Act. In addition, this course will provide the students with the fundamental knowledge of the anatomy of the head, neck, and oral cavity. They will become familiar with the physiology of the bones, muscles, blood vessels, nerves, oral cavity, and other tissues and structures so important in dentistry. Students will learn about the basic information of bodily functions and structures as it relates to the head and neck so that it may be applied to the dental sciences. Prerequisites: None

DA130 DENTAL MATERIALS **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on an overview of the properties and composition of the various types of materials used in the dental office. Students will learn to identify the type of dental materials necessary for a chair-side procedure or a laboratory procedure, along with its corresponding armamentarium and equipment. This includes dentals cements, bases and liners, restoratives, surgical dressings, impression materials and gypsum, acrylic, dental waxes, bleaching and custom trays, mouth guards, night guards, and pit and fissure sealants. Prerequisites: None

DA133 APPLIED DENTAL MATERIALS **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities, focusing on the identification and manipulation of the various types of materials used chair-side and in the lab of a dental office, along with its corresponding armamentarium and equipment. Students will learn how to mix and pass cements, bases and liners, restoratives, surgical dressings, impression materials, gypsum, and acrylics, as well perform the construction of bleaching trays, custom trays, mouth guards, night guards, study models, take bite registrations, and apply pit and fissure sealants. Prerequisites: None

DA210 DIAGNOSTIC AND OPERATIVE ASSISTING **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on operative assisting in general dentistry and tasks associated with working chair-side with the dentist. Students will learn about the operation and maintenance of equipment found in the office and in the lab, instruments and tray setups, sterilization of instruments, patient seating, four-handed dentistry, charting, local anesthetic, restorative procedures, oral evacuation and various other chair-side procedures. Prerequisites: DA 110, DA 113, DA 120, DA 123, DA 130, DA 133

DA213 APPLIED DIAGNOSTIC AND OPERATIVE ASSISTING **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities focusing on operative assisting in general dentistry and tasks associated with working chair-side with the dentist. Students will operate and maintain equipment found in the office and in the lab, pass instruments, sterilize instruments, suction using proper placement of the saliva ejector and HVE, demonstrate patient seating, assisting in restorative procedures, charting, assembling and placing rubber dams and the tofflemire and matrix band, assembling the local anesthetic syringe, passing instruments and materials and performing various other chair-side tasks. Prerequisites: DA 110, DA 113, DA 120, DA 123, DA 130, DA 133

DA220 RADIOLOGY **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on Radiology. This course will provide the students with a review of fundamentals learned in tandem with the on-ground Radiology course. Prerequisite(s): DA 110, DA 113, DA 120, DA 123, DA 130 and DA 133

DA222 THE DENTAL RADIOGRAPHER **45 Contact Hours/3.00 Semester Credits**

Theory course delivered online using a combination of lectures and seminars focusing on communication skills, nonverbal and verbal, listening skills and patient education from the Dental Radiographer perspective. This course will provide the students with the review of normal anatomy of the maxilla and mandible and panoramic and intraoral images in the role of the dental radiographer along with the importance and benefits of dental images and skill requirements of the dental radiographer. Prerequisites: DA 110, DA 113, DA 120, DA 123, DA 130 and DA 133

DA223 APPLIED RADIOLOGY **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities focusing on one of the dental assistant's key areas of competence. Concentration is placed on clinical competence, the nature of x-rays, and radiation hygiene concepts, as well as, the proper use of x-ray equipment, both traditional and digital. Students will become proficient in the placement of film and sensors, and in exposing, processing, and mounting radiographs using anatomical landmarks. Prerequisite(s): DA 110, DA 113, DA 120, DA 123, DA 130 and DA 133

DA226 RADIOLOGY **75 Contact Hours/2.5 Semester Credits**

Theory and laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities, focusing on key areas of competence. Concentration is placed on clinical competence, the nature of x-rays, and radiation hygiene concepts, as well as, the proper use of x-ray equipment, both traditional and

digital. Students will become proficient in the placement of film and sensor, and in exposing, processing and mounting radiographs using anatomical landmarks. Although the school's policy states that students must not exceed 20% absence rate, students in this course must make up all pertinent didactic, laboratory and clinical work, etc. that has been missed before they can move on to the next lesson(s). Therefore, 100% attendance is required. The minimum passing grade for the course, all assignments, and mid-term and final exams is 75%. Additionally, to pass the clinical component of the radiography course, a student must pass all objectives for FMS using paralleling technique, bisecting angle technique and in panoramic radiography. Prerequisites: DA 110, DA 113, DA 120, DA 123, DA 130 and DA 133

DA230 CHAIRSIDE SPECIALTIES

45 Contact Hours/3.0 Semester Credits

Theory course delivered online using a combination of lectures and seminars focusing on familiarizing the student with dental specialty practices and procedures, which includes fixed and removable prosthodontics, implants, endodontics, periodontics, oral surgery, pediatric dentistry and orthodontics. Students will learn some of the core dental assisting skills within the specialties. Focus will also be placed on the basic knowledge of oral pathologies and their associated terminology in order to be able to recognize abnormal conditions and common diseases during an oral examination. A working knowledge of the form, function, and surrounding anatomical structure of individual teeth, the prenatal development of teeth, the development of structures of the surrounding tooth and tissues of the oral cavity is provided.: DA 110, DA 113, DA 120, DA 123, DA 130, DA 133

DA233 APPLIED CHAIRSIDE SPECIALTIES

75 Contact Hours/2.5 Semester Credits

Laboratory course delivered on campus using a combination of hands-on skills practice activities and simulated real-world activities focusing on familiarizing the student with dental specialty practices and procedures, which includes fixed and removable prosthodontics, implants, endodontics, periodontics, oral surgery, pediatric dentistry, and orthodontics. Students will learn and be able to practice some of the core dental assisting skills within the specialties. Focus will also be placed on the basic knowledge of oral pathologies and their associated terminology in order to be able to recognize abnormal conditions and common diseases during an oral examination. A working knowledge of the form, function, and surrounding anatomical structure of individual teeth, the prenatal development of teeth, the development of structures of the surrounding tooth and tissues of the oral cavity is provided. Prerequisites: DA 110, DA 113, DA 120, DA 123, DA 130, DA 133

DA310 Radiation Health and Safety (RHS) Exam Review

20 Contact Hours/1.0 Semester Credits

Theory course delivered online using a combination of lectures and seminars focusing on reinforcing, and perfecting the student's knowledge of dental assisting through a review devoted to preparing the students to sit for, and pass, the Radiation Health and Safety component of the Dental Assisting National Board's Certified Dental Assistant (CDA) examination. Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DA317 GENERAL DENTISTRY EXTERNSHIP I

100 Contact Hours/2.0 Semester Credits

The General Dentistry Externship I provides supervised placement in a non-classroom dental setting to deliver practical on-the-job experiences. It is designed to enable the student to utilize, reinforce, and develop the concepts and skills that have been practiced and to increase the student's competence in performing all dental assisting functions. Each student will be assigned to a general or specialty practice dental office(s) (private or group practices) or clinical settings (hospital dental clinics) for clinical experience that will augment the student's in-class experience. 100% of the required hours in this course must be done for successful completion. Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DA320 INFECTION CONTROL (ICE) EXAM REVIEW

20 Contact Hours/1.0 Semester Credits

Theory course delivered online using a combination of lectures and seminars focusing on reinforcing, and perfecting the student's knowledge of dental assisting through a review devoted to preparing the students to sit for, and pass, the Infection Control component of the Dental Assisting National Board's Certified Dental Assistant (CDA) examination. Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DA327 GENERAL DENTISTRY EXTERNSHIP II

100 Contact Hours/2.0 Semester Credits

The General Dentistry Externship II provides supervised placement in a non-classroom dental setting to deliver practical on-the-job experiences. It is designed to enable the student to utilize, reinforce, and develop the concepts and skills that have been practiced and to increase the student's competence in performing all dental assisting functions. Each student will be assigned a general or specialty practice dental office(s) (private or group practices) or clinical settings (hospital dental clinics) for clinical

experience that will augment the student's in-class experience. 100% of the required hours in this course must be done for successful completion. Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DA330 GENERAL CHAIRSIDE (GC) EXAM REVIEW

20 Contact Hours/1.0 Semester Credits

Theory course delivered online using a combination of lectures and seminars focusing on reinforcing, and perfecting the student's knowledge of dental assisting through a review devoted to preparing the students to sit for, and pass, the General Chairside component of the Dental Assisting National Board's Certified Dental Assistant (CDA) examination.

Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DA337 GENERAL DENTISTRY EXTERNSHIP III

100 Contact Hours/2.0 Semester Credits

The General Dentistry Externship III provides supervised placement in a non-classroom dental setting to deliver practical on-the-job experiences. It is designed to enable the student to utilize, reinforce, and develop the concepts and skills that have been practiced and to increase the student's competence in performing all dental assisting functions. ntansettings (hospital dental clinics) for clinical experience that will augment the student's in-class experience. 100% of the required hours in this course must be done for successful completion. Prerequisites: DA 210, DA 213, DA 220 (CT), DA222 (NJ), DA 223 (CT), DA226 (NJ), DA 230, DA 233

DMS112 ANATOMY, PHYSIOLOGY AND GENERAL PATHOLOGY

45 Contact Hours/3.0 Semester Credits

Theory course delivered online using a combination of on-line lectures and seminars focusing on the organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. Prerequisite(s): none

DMS113 INTRODUCTION TO SONOGRAPHY

45 Contact Hours/3.0 Semester Credits

Theory course delivered online using a combination of on-line lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. Prerequisite(s): none

DMS114 SCAN LAB I

94 Contact Hours/2.0 Semester Credits

Combination hands-on laboratory and theory course in which students are introduced to the basic skills of ultrasound scanning. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics for abdominal structures. Prerequisite(s): none

DMS122 CROSS SECTIONAL ANATOMY AND IMAGING TECHNIQUES

45 Contact Hours/3.0 Semester Credits

Theory course delivered online using a combination of on-line lectures and seminars focusing on the concept of cross-sectional anatomy and how it relates to the 3-dimensional anatomy being scanned by the sonographer. Course focus is on the abdominal organs, emphasizing scanning planes, directional orientation and slice thickness created by the scan beam as well as correlations with other imaging techniques. Prerequisite(s): DMS 112, DMS 114

DMS124 SCAN LAB II

94 Contact Hours/2.0 Semester Credits

Combination hands-on laboratory and theory course in which students are introduced to extracranial cerebrovascular, peripheral arterial/venous and visceral waveform characteristics. The format emphasizes the skill development required to perform ultrasound. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercises. Prerequisite(s): DMS 114

DMS125 ULTRASOUND PHYSICS I

45 Contact Hours/3.0 Semester Credits

Theory course delivered online using a combination of on-line lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extracranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed. Prerequisite(s): Algebra (higher level mathematics or statistics), general physics or radiographic physics. Prerequisite(s): DMS 113, DMS 114

DMS231 ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY I **23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns, normal variants, indications for scanning the abdomen, basic abdominal protocols and most common pathologies. Prerequisite(s): DMS 125, DMS 122

DMS232 OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY I **23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the detailed anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns, normal variants, indications for scanning the pelvis, basic obstetrical and gynecological protocols and most common pelvic pathologies. Prerequisite(s): DMS 125, DMS 122

DMS235 ULTRASOUND PHYSICS II **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. Prerequisite(s): DMS 125

DMS236 SCAN LAB III **63 Contact Hours/2.0 Semester Credits**

Combination hands-on laboratory and theory course in which students are introduced to superficial structures, pelvic protocols, breast and scrotal studies. The format emphasizes, the skill development required to perform ultrasound. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercises. Prerequisite(s): DMS 114, DMS 124

DMS237 CLINIC SIMULATION I **160 Contact Hours/3.0 Semester Credits**

Students will orient to the simulation software by completing and orientation through SonoSim. They will then complete assigned case studies for abdomen and first trimester OB/GYN. They will use their knowledge with the patient history, signs and symptoms to rule out / assess pathological scenarios mimicking the clinical environment. Students will also complete anatomy and pathology modules. Students become familiar with policies, procedures, and the concept of scanning protocols using case study scenarios they would see in a clinical setting. Prerequisite(s): DMS 125, DMS 122, and DMS 124

DMS241 ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY II **23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. Prerequisite(s): DMS 231

DMS242 OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY II **23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the gravid and non-gravid pelvis and the associated pathological conditions. Emphasis is on the correlation between patient history, lab values, pathological process, sonographic appearance and writing a preliminary report. All pathologies and fetal anomalies will be considered. Case studies will present both sonographic and medico-legal challenges. Prerequisite(s): DMS 232

DMS245 ULTRASOUND PHYSICS III **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. Prerequisite(s): DMS 235

DMS246 SCAN LAB IV **44 Contact Hours/2.0 Semester Credits**

Hands-on laboratory course in an instructional setting in which emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the more advanced machine functions while increasing speed of scanning. 1 credit. Prerequisite(s): DMS 236

DMS247 GENERAL CLINIC II**240 Contact Hours/5.0 Semester Credits**

The application of sonographic knowledge and skills in a sonography patient care setting in which students scan some protocols that may include, Abdominal, Pelvic, Superficial Structures, Vascular and Obstetrical. The protocols must be of diagnostic quality with mentor supervision. Students should be able to obtain a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. Prerequisite(s): DMS 237

DMS251 ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY III**23 CONTACT Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies. Prerequisite(s): DMS 241

DMS252 OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY III**23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on the neonate and its relationship to prenatal sonographic findings, the associated indications, scan techniques, sonographic appearance and pathology recognition of the newborn. Prerequisite(s): DMS 242

DMS255 ULTRASOUND PHYSICS REVIEW**23 Contact Hours/1.0 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. Prerequisite(s): DMS 245

DMS 257 General CLINIC III**320 Contact Hours/7.0 Semester Credits**

The application of sonographic knowledge and skills in a sonography patient care setting in which students scan multiple protocols that may include, Abdominal, Pelvic, Superficial Structures, Vascular and Obstetrical. The protocols must be of diagnostic quality with mentor supervision. Students should be able to obtain a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. Prerequisite(s): DMS 247

DMS 263 ABDOMEN / SUPERFICIAL STRUCTURES REVIEW**45 Contact Hours/3 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. Prerequisite(s): DMS 251

DMS 265 OB/GYN Review**45 Contact Hours/3 Semester Credits**

Theory course delivered online using a combination of on-line lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound. Prerequisite(s): DMS 252

DMS 267 GENERAL CLINIC IV**320 Contact Hours/7 Semester Credits**

The application of sonographic knowledge and skills in a sonography patient care setting in which students scan protocols independently with indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. Student skills should be in alignment consistent with requirements an entry level sonographer. Prerequisite(s): DMS 257

EL110 INTRODUCTION TO THE ELECTRICAL TRADES**45 Contact Hours/3.0 Semester Credits**

Theory course delivered using online lectures and seminars focusing on the primary tools of the trade, how they are applied in residential, commercial, and industrial settings as well as related safety considerations. Basic mathematical principles used in construction are reviewed, including whole numbers, fractions, measurement, decimals, percentages, and the metric system. Students will examine a variety of hand tools including hammers, wrenches, pliers, screwdrivers, etc. Students also examine a variety of power tools like electric drills, impact drivers, jigsaws, etc. Students learn the appropriate tools and techniques to use for anchoring to various materials including concrete, wood, and steel. Students review the written and verbal communication skills needed on job sites both within a skilled trades team and with a customer. Prerequisites: None

EL113 APPLIED INTRODUCTION TO THE ELECTRICAL TRADES**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on the primary tools of the trade, how they are applied in residential, commercial, and industrial settings as well as related safety considerations. Basic mathematical principles used in construction are practiced, including whole numbers, fractions, measurement, decimals, percentages, and the metric system. Students will use a variety of hand tools including

hammers, wrenches, pliers, screwdrivers, etc. Students also use a variety of power tools like electric drills, impact drivers, jigsaws, etc. Students apply the appropriate tools and techniques to use for anchoring to various materials including concrete, wood, and steel. Students practice the communication skills needed on job sites both within a skilled trades team and with a customer. Prerequisites: None

EL120 ELECTRICAL AND JOB SITE SAFETY

45 Contact Hours/3.0 Semester Credits

Theory course delivered using online lectures and seminars where students learn proper electrical safety procedures and an introduction to the National Electrical Code (NEC). The NEC is studied as a general overview of the core topics related to general electrical work and residential and commercial electrical wiring and construction. Students will review and understand various equipment applications on the job site (fiberglass ladders, safety harness use, and tool maintenance), personal protective equipment use (gloves, goggles, boots, high voltage suits/shields, hard hats, etc.), and grounding applications as it applies to the NEC. Students learn safety for electricians and review the lock-out-tag-out procedure, and general construction site and plant safety. Proper electrical circuit testing procedures with applicable testing meters are studied and applied. Prerequisites: None

EL123 APPLIED ELECTRICAL AND JOB SITE SAFETY

75 Contact Hours/2.5 Semester Credits

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities in which students learn proper electrical safety procedures and an introduction to the National Electrical Code (NEC). The NEC is studied as a general overview of the core topics related to general electrical work and residential and commercial electrical wiring and construction. Students will review and understand various equipment applications on the job site (fiberglass ladders), personal protective equipment use (gloves, goggles, hard hats, etc.), and grounding applications as it applies to the NEC. Students learn safety for electricians and review the lock-out-tag-out procedure, and general construction site and plant safety. Proper electrical circuit testing procedures with applicable testing meters are studied and applied hands-on in a lab setting. Required residential lighting circuits are studied, wired, and tested with proper safety protocol. Prerequisites: None

EL130 ELECTRICAL THEORY AND CIRCUITRY

45 Contact Hours/3.0 Semester Credits

Theory course delivered using online lectures and seminars in which students are introduced to basic electrical circuitry. Ohm's Law and Kirchhoff's Law are examined, and students learn how both apply to series, parallel, and combination circuits. Students learn to design basic circuits and calculate resistance for both series and parallel circuits as well as low voltage currents. Students are introduced to magnetic induction as applied to AC transformers. Students learn about the principles of DC batteries and how they are circuited. Students learn about various electrical circuit testing meters (oscilloscope, ohmmeter, ammeter and voltage tester etc.). Students learn to read basic circuit diagrams and recognize appropriate electrical symbols. Prerequisites: None

EL133 APPLIED ELECTRICAL THEORY AND CIRCUITRY

75 Contact Hours/2.5 Semester Credits

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities in which students practice basic electrical circuitry. Ohm's Law and Kirchhoff's Law are examined, and students learn how both apply to series, parallel, and combined circuits. Students learn to design basic circuits and calculate resistance for both series and parallel circuits as well as low voltage currents. Students use the various electrical diagnostic and testing meters (oscilloscope, ohmmeter, ammeter and voltage tester, etc.). Students learn to read basic circuit diagrams and recognize appropriate electrical symbols. Prerequisites: None

EL210 ELECTRICAL CONSTRUCTION DRAWINGS

45 Contact Hours/3.0 Semester Credits

Theory course delivered using online lectures and seminars focusing on the documents used to illustrate electrical schematics in the trade. Students learn to recognize the symbols used in blueprints and floor plans to calculate applicable components needed for a variety of scenarios, including garages, bedrooms, eaves, etc. Students learn about scaling using an architect's scale. Students are introduced to panel schedules, fixture details, and service dimension layouts. Students practice trade document communication skills both within the trade team and with customers. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL133

EL213 APPLIED CONSTRUCTION DRAWINGS

75 Contact Hours/2.5 Semester Credits

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on the documents used to illustrate electrical schematics in the trade. Students utilize the symbols used in blueprints and floor plans to calculate applicable components needed for a variety of scenarios, including garages, bedrooms, eaves, etc. Students practice scaling using an architect's scale. Students examine panel schedules, fixture details, and service dimension layouts. Students apply trade document communication skills both within the trade team and with customers in given applications. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL133

EL220 ELECTRICAL WIRING – RESIDENTIAL**45 Contact Hours/3.0 Semester Credits**

Theory course delivered using online lectures and seminars in which students learn the basics of residential wiring of a house or dwelling. Junction boxes, branch circuits, lighting circuits, receptacles, and ground fault interrupters (GFIs) are studied and reviewed. The National Electrical Code (NEC) is applied in detail for common residential scenarios. Students learn to compute electrical loads for lighting, small/large appliances and identify an appropriate electrical system to support them with related components. Students learn about circuit breakers and system load management. Students will learn correct power receptacle spacing and lighting outlet requirements for all rooms in a residential building. Students study electrical lighting theory and how to determine correct installation processes for common scenarios. Students learn to install and maintain common fixtures (surface-mounted, recessed, suspended, etc.) and why/how grounding and bonding applies to appropriate safety and NEC requirements. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL13.

EL223 APPLIED ELECTRICAL WIRING – RESIDENTIAL**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities in which students learn the basics of residential wiring of a house or dwelling. Junction boxes, branch circuits, lighting circuits, receptacles, and ground fault interrupters (GFIs) are practiced and reviewed. The National Electrical Code (NEC) is practiced and applied in detail for common residential scenarios. Students compute electrical loads for lighting, small/large appliances and determine an appropriate electrical system to support them with related components. Students learn to size and select circuit breakers and fuses according to given scenarios. Students will lay out, measure, and install the correct power receptacle based on spacing and lighting outlet requirements for all rooms in a residential building. Students practice installing and maintaining common fixtures (surface-mounted, recessed, suspended, etc.) and grounding and bonding while applying appropriate safety and NEC requirements. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL133

EL230 ELECTRICAL WIRING – COMMERCIAL**45 Contact Hours/3.0 Semester Credits**

Theory course delivered using online lectures and seminars in which students learn the basics of commercial wiring in a building. Students learn about outlet, junction, and pull boxes, conduit bending and the use of conduit foot benders and conduit threading equipment. They also learn about various conduit supports (unistrut, straps, bolt rods, rings, and beam clamps). Students learn to identify, select, and maintain various types and sizes of raceway systems, fittings, and fasteners for a given application. Students learn about classification of conductors, conductor installation and terminations, and splices with various motors and controls and how to maintain appropriate safety and NEC requirements. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL133

EL233 APPLIED ELECTRICAL WIRING – COMMERCIAL**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities in which students learn the basics of commercial wiring in a building. Students practice sizing and installation of outlet, pull, and junction boxes. Students install conduit bending and use conduit foot benders and conduit threading equipment. They also use various conduit supports (unistrut, straps, bolt rods, rings, and beam clamps) to mount and support conduit. Students learn to identify, select, install, and maintain various types and sizes of raceway systems, fittings, and fasteners for a given application. Students practice classification of conductors, conductor installation and terminations, and splices with various motors and controls while maintaining appropriate safety and NEC requirements. Prerequisites: Completion of EL110, EL113, EL120, EL123, EL130, EL133

EL310 FIRE, SECURITY, AND NETWORK COMMUNICATIONS**45 Contact Hours/3.0 Semester Credits**

Theory course delivered using online lectures and seminars, which focus on the installation service, maintenance, and troubleshooting of low-voltage systems. Students learn the components (horns, strobes, pulled-down devices) along with various detectors (Smoke, Heat, CO) that can be found in everyday commercial buildings that make up a fire alarm system. They also learn the wiring configuration along with electrical codes as they apply to installations. Students will be introduced to CCTV (closed caption television) and other surveillance systems used for residential and commercial security and intrusion detection. Students learn the function(s) of each component that creates a security system along with their wiring/communication cabling and basic network communications. Students learn a variety of network types and basic protocols used in their installation(s) and how to troubleshoot network issues. Fiber optic communications knowledge and usage, methods of installation, service, and troubleshooting in residential and commercial applications are also covered. Prerequisites: Completion of EL210, EL213, EL220, EL223, EL230, EL233

EL313 APPLIED FIRE, SECURITY, AND NETWORK COMMUNICATIONS **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on the installation, maintenance, and troubleshooting of low-voltage systems. The components (horns, strobes, pulled-down devices) along with various detectors (Smoke, Heat, CO) that can be found in everyday commercial buildings that make up a fire alarm system are practiced. Students practice wiring configurations while applying the electrical codes for installations. Students are introduced to CCTV (closed caption television) and other surveillance systems used for residential and commercial security and intrusion detection. Students apply the various components that create a security system with their wiring/communication cabling. Basic network communications and the various types of networks and basic protocols used in their installation are practiced as well as basic network troubleshooting. Fiber optic communications usage and methods of installation, service, and troubleshooting in residential and commercial applications skills are applied. Prerequisites: Completion of EL210, EL213, EL220, EL223, EL230, EL233

EL320 AUTOMATED MOTOR CONTROL SYSTEMS **45 Contact Hours/3.0 Semester Credits**

This theory course is delivered using online lectures and seminars where students learn and study the basics of electrical circuits, equipment, and controls used to operate industrial, and commercial systems. Students gain knowledge in the area of planning, selecting, and wiring single-phase and three-phase motors used in industrial, and commercial applications. Students acquire skills in the installation of various motor equipment and wiring configurations. Automated control system consisting of magnetic motor starters and/or a programmable logic control system. Relay logic consisting of normally open / normally closed switching is incorporated into motor control circuit designs. Students learn how to install, service, and maintain existing systems. Troubleshooting techniques of these systems and components are taught in the latter portion of this course. Prerequisites: Completion of EL210, EL213, EL220, EL223, EL230, EL233

EL323 APPLIED AUTOMATED MOTOR CONTROL SYSTEMS **75 Contact Hours/2.5 Semester Credits**

Course Description: Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities where students learn and study applications for the basics of electrical circuits, equipment, and controls used to operate industrial, and commercial systems. Students gain practice in the area of planning, selecting, and wiring single-phase and three-phase motors used in industrial, and commercial applications. Students practice the installation of various motor equipment and wiring configurations. Automated control system consisting of magnetic motor starters and/or a programmable logic control system. Relay logic consisting of normally open / normally closed switching is incorporated into motor control circuit designs. Students install, service, and maintain existing systems. Troubleshooting techniques of these systems and components are applied in the latter portion of this course. Prerequisites: Completion of EL210, EL213, EL220, EL223, EL230, EL233

MA110 PATIENT REHABILITATION AND THE MEDICAL ASSISTANT **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills, maintaining an office environment, physical therapy and rehabilitation, assisting with cold and heat therapy, and homeostasis, the digestive system, and the nervous system. Prerequisite(s): None

MA113 APPLIED PATIENT REHABILITATION AND THE MEDICAL ASSISTANT **75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills physical therapy and rehabilitation, assisting with cold and heat therapy, and maintaining an office environment. Prerequisites: None

MA120 MEDICAL ASSISTING PROCEDURES I **45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, anatomical descriptors and fundamental body structures, preparing for minor surgeries and assisting in minor surgeries, assisting the physician, interpersonal skills and human behavior, communication skills, organization of the body, the skeletal system, and the lymphatic and immune systems. Prerequisites: None

MA123 APPLIED MEDICAL ASSISTING PROCEDURES I**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, anatomical descriptors and fundamental body structures, preparing for minor surgeries and assisting in minor surgeries, assisting the physician, interpersonal skills and human behavior, and communication skills. Prerequisites: None

MA130 CLINICAL PROCEDURES I**45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on the role of the clinical laboratory, divisions of the clinical laboratory, CLIA, cell and tissue overview, audiometry screening, ear and eye irrigation, hearing and visual testing, pulmonary function testing, recording pulse oximetry, pediatric examinations, physical examinations, obgyn examinations, specialty examinations, and emergency preparedness and first aid, the urinary system, the integumentary system, and the reproductive system. Prerequisites: None

MA133 APPLIED CLINICAL PROCEDURES I**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on audiometry screening, ear and eye irrigation, hearing and visual testing, pulmonary function testing, recording pulse oximetry, pediatric examinations, physical examinations, obgyn examinations, specialty examinations, and emergency preparedness and first aid. Prerequisites: None

MA210 PRINCIPLES OF FINANCE**45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on professional fees, billing, and collecting, banking services and procedures, billing and collection, medical practice management, computer concepts, medical emergencies, health information management, diagnostic coding, and procedural coding. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA213 APPLIED ELECTRONIC HEALTH RECORDS (EHR)**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on Managed Care, ICD – 9 Coding, and CPT Coding, financial procedure, Electronic Health Records (EHR) software, and computer concepts in medical billing. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA220 MEDICAL ASSISTING PROCEDURES II**45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, complementary and alternative medicine practices, giving immunizations and documenting the patient record, review of the cardiovascular system, endocrine system, circulatory system, muscular system, administering EKG, nutrition and diets for patients, and x-ray and diagnostic radiology. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA223 APPLIED MEDICAL ASSISTING PROCEDURES II**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, complementary and alternative medicine practices, giving immunizations and documenting the patient record, administering EKG, nutrition and diets for patients, and x-ray and diagnostic radiology. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA230 CLINICAL PROCEDURES II**45 Contact Hours/3.0 Semester Credits**

Theory course delivered online using a combination of online lectures and seminars focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, phlebotomy skills, universal precautions, infection control, review of the respiratory and special senses systems. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA233 APPLIED CLINICAL PROCEDURES II**75 Contact Hours/2.5 Semester Credits**

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, phlebotomy

skills, universal precautions, and infection control. Prerequisites: Completion of MA 110, MA 113, MA 120, MA123, MA 130, MA 133

MA310 CLINICAL CASE SCENARIOS

15 Contact Hours/1.0 Semester Credits

Theory course delivered online using a combination of online lectures and seminars focusing on advanced topics in clinical and administrative medical assisting skills. Students are presented with clinical scenarios for evaluation, interpretation, development of decision-making strategies and resolution. Prerequisites: MA 210, MA 213, MA 220, MA 223, MA 230, MA 233

MA317 CLINICAL PRACTICUM I

120 Contact Hours/2.5 Semester Credits

This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 120 contact hours. Prerequisites: Completion of MA 210, MA 213, MA 220, MA 223, MA 230, MA 233

MA320 EXAM REVIEW AND PREPARATION

15 Contact Hours/1.0 Semester Credits

Theory course delivered online using a combination of online lectures and seminars focusing on preparing the student for various medical assistant certification testing. Prerequisites: Completion of MA 210, MA 213, MA 220, MA 223, MA 230, MA 233

MA327 CLINICAL PRACTICUM II

120 Contact Hours/2.5 Semester Credits

This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 2.5 semester credits. Prerequisites: Completion of MA 210, MA 213, MA 220, MA 223, MA 230, MA 233, MA317

MCB110 ANATOMY AND PHYSIOLOGY I

60 Contact Hours/4.0 Semester Credits

This online course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body is introduced, as well as chemistry, cells, tissues and membranes. The anatomy and physiology of the Integumentary System will be discussed. Disorders and medical treatments particular to each system will be highlighted. Prerequisites: None

MCB115 MEDICAL INSURANCE AND BILLING

60 Contact Hours/3.0 Semester Credits

This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding: ICD-9 and CPT will be covered with coding exercises to reinforce the student's ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers' Compensation and Disability Compensation Programs. An Overview of Health Common Procedural Coding System (HCPCs) will also be provided. Prerequisites: None

MCB120 ANATOMY AND PHYSIOLOGY II

60 Contact Hours/4.0 Semester Credits

This online course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The skeletal, muscular, respiratory, digestive, and cardiovascular systems will be covered in detail. Disorders and medical treatments particular to each system will be highlighted. Prerequisites: None

MCB125 ICD MEDICAL CODING I

60 Contact Hours/3.0 Semester Credits

This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be stressed. Prerequisites: None

MCB130 MEDICAL TERMINOLOGY**60 Contact Hours/4.0 Semester Credits**

This online course is a systems approach to the study of anatomy and physiology and medical terminology with the study of diseases and symptoms affecting each system. Systems studied include digestive, urinary, nervous, cardiovascular, respiratory, lymphatic, and endocrine. Prerequisites: None

MCB135 CPT MEDICAL CODING I**60 Contact Hours/3.0 Semester Credits**

This course, Current Procedural Terminology (CPT), will be taught to give the student a better understanding of the procedural coding system for reporting medical services and procedures. Students will learn to code procedure charges and services by utilizing the CPT Manual and Guidelines. Prerequisites: None

MCB210 PATHOPHYSIOLOGY**60 Contact Hours/4.0 Semester Credits**

This online course is a study of the general mechanisms of disease at the cellular and molecular levels, including abnormalities of fluid distribution, the inflammatory process, abnormal immune mechanisms, and neoplastic disease, followed by an application of the basic principles of pathologic processes to diseases of the neuralgic, endocrine, reproductive, hematologic, cardiovascular, pulmonary, renal and digestive systems. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB215 ICD MEDICAL CODING II**60 Contact Hours/3.0 Semester Credits**

This course presents a continuation of the general overview of ICD coding. Students will continue to become familiar with all 3 volumes of the ICD manual and will become more proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will continue to be stressed. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB220 MEDICAL LAW AND ETHICS**60 Contact Hours/4.0 Semester Credits**

The legalities and ethical behavior associated with the medical practice or facility are discussed in this online course with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB225 CPT MEDICAL CODING II**60 Contact Hours/3.0 Semester Credits**

This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB233 HEALTHCARE COMPUTER APPLICATIONS**60 Contact Hours/2.0 Semester Credits**

This online course will allow the student to gain mastery of keyboard and computer controls through a computerized keyboarding program geared for accuracy, speed, and technique. Proper formatting of various typed medical documents will be covered. The student will reinforce his or her ability to spell medical terms correctly and gain an improved understanding of medical terminology. The student will access the Internet to gather medical information. The student will become proficient at an introductory level with Microsoft Word and Excel. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB235 CPT MEDICAL CODING III**60 Contact Hours/3.0 Semester Credits**

This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisites: MCB 110, MCB 115, MCB 120, MCB 125, MCB 130, MCB 135

MCB313 MEDICAL CODING INTEGRATION**60 Contact Hours/2.0 Semester Credits**

This online course will prepare the medical coder to have an advantage in the field by acquiring advanced billing skills. Students will learn how to code in the clinic outpatient and hospital outpatient settings for a better understanding of the complete coding picture. Prerequisites: MCB 210, MCB 215, MCB 220, MCB 225, MCB 233, MCB 235

MCB314 COMPUTERIZED MEDICAL BILLING**60 Contact Hours/3.0 Semester Credits**

This online course provides a realistic hands-on experience using the skills essential for success in a medical office setting. Students will have the opportunity to input patient information, schedule appointments, and process the day-to-day billing, reports and insurance claims. The course utilizes The Paperless Medical Office: Using Harris CareTracker, which is widely used by medical office administrators. Prerequisites: MCB 210, MCB 215, MCB 220, MCB 225, MCB 233, MCB 235

MCB320 CERTIFICATION REVIEW**30 Contact Hours/1.0 Semester Credits**

This online course provides students with a review of program material in preparation for selected employment and certification opportunities. Prerequisites: MCB 313, MCB 314

MCB327 PRACTICUM EXPERIENCE**120 Contact Hours/2.0 Semester Credits**

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

MT106 EASTERN HEALTH AND ENERGETICS**64 Contact Hours/4.0 Semester Credits**

This course introduces the student to the philosophies and theories of Eastern bodywork from China, India and Thailand, traditional Chinese medicine, foot reflexology, lymphatic facilitation, polarity therapy and other trending bodywork modalities. The concepts taught in this course will be practiced in the lab course, Bodywork Modalities. At the end of the course students will be required to select any Eastern modality to further research for a classroom presentation. Prerequisites: None

MT109 SWEDISH MASSAGE**60 Contact Hours/2.0 Semester Credits**

This course introduces the student to the traditional Swedish/Western massage techniques. Topics include the history of massage, effects and benefits of massage, endangerment sites, joint movements, contraindications and cautions, guidelines for giving a massage, and the proper application of techniques and strokes. Students will also learn lymphatic facilitation and how to incorporate it into massage sessions. Prerequisites: None

MT110 INTEGRATED THERAPEUTIC MODALITIES**60 Contact Hours/2.0 Semester Credits**

This course introduces the student to palpation skills, joint movements, postural assessments and integrated modalities of massage. Specific techniques, such as sustained compression, trigger point therapy, vibration, cross friction and cross tissue will be demonstrated and practiced. The students will also be introduced to the use of heat and cold as adjunctive therapies to their massage practice, as well as pregnancy and adaptive massage for specific populations. Prerequisites: None

MT111 BODYWORK MODALITIES**60 Contact Hours/2.0 Semester Credits**

This course introduces the student to energy-based bodywork techniques, to include Reflexology, Polarity Therapy and Acupressure, as well as other trending bodywork modalities. Topics include energy channels of the body, application of different techniques, assessing areas of energy blockages, and developing appropriate treatment applications. Self-care techniques including stretches, meditation, and proper body mechanics will be covered. Prerequisites: None

MT113 SPORTS MASSAGE**60 Contact Hours/2.0 Semester Credits**

This course introduces the student to the history of sports massage and techniques used when specifically working with athletes. Proper application of techniques specific to pre-event and post-event, recovery, remedial, rehabilitative and maintenance massage for the athlete will be demonstrated and practiced. Instruction passive and active stretching, joint mobilizations and chair massage will be essential elements of this course. Prerequisites: None

MT209 CLINICAL PRACTICUM A- SWEDISH MASSAGE**15 Contact Hours**

This course provides supervised practice in the on-site student massage clinic. This experience enables the student to synthesize and apply concepts learned in class. The practicum is comprised mostly of hands-on hours in which the student will perform massage sessions to the clients of the student massage clinic. There will also be time spent on practicing proper body and table mechanics, as well as documenting sessions to include client intake, assessment and SOAP notes. Co-requisite: MT109

MT210 CLINICAL PRACTICUM B- INTEGRATED THERAPEUTIC MODALITIES **15 Contact Hours**
This course provides supervised practice in the on-site student massage clinic. This experience enables the student to synthesize and apply concepts learned in class. The practicum is comprised mostly of hands-on hours in which the student will perform massage sessions to the clients of the student massage clinic. There will also be time spent on practicing proper body and table mechanics, as well as documenting sessions to include client intake, assessment and SOAP notes. Co-requisite: MT110

MT211 CLINICAL PRACTICUM C- BODYWORK MODALITIES **15 Contact Hours**
This course provides supervised practice in the on-site student massage clinic. This experience enables the student to synthesize and apply concepts learned in class. The practicum is comprised mostly of hands-on hours in which the student will perform massage sessions to the clients of the student massage clinic. There will also be time spent on practicing proper body and table mechanics, as well as documenting sessions to include client intake, assessment and SOAP notes. Co-requisite: MT111

MT213 CLINICAL PRACTICUM D- SPORTS MASSAGE **15 Contact Hours**
This course provides supervised practice in the on-site student massage clinic. This experience enables the student to synthesize and apply concepts learned in class. The practicum is comprised mostly of hands-on hours in which the student will perform massage sessions to the clients of the student massage clinic. There will also be time spent on practicing proper body and table mechanics, as well as documenting sessions to include client intake, assessment and SOAP notes. Co-requisite: MT113

NA101 NURSE'S AIDE **70 Contact Hours**
Theory and laboratory course delivered on campus using a combination of lectures, hands-on practice activities, and simulated real-world activities introducing students to a career as a certified nursing assistant. This course teaches the skills necessary to succeed in this profession, such as proper grooming and bathing techniques, proper transfer techniques, mastery of vital signs, and developing organization and time- management skills in order to exhibit professionalism in the workplace. Students will also face simulated patient scenarios which will allow them to practice these techniques.

NA102 NURSE'S AIDE CLINIC **30 CONTACT HOURS**
This course provides supervised placement in a non-classroom setting at a health care facility or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Nurse's Aide program. Prerequisites: NA101

P101 ANATOMY AND PHYSIOLOGY/PATHOLOGIES **64 Contact Hours/4.0 Semester Credits**
This course introduces the student to basic concepts of human anatomy and physiology. Topics to be covered include an introduction to anatomy and physiology, general medical terminology, and an introduction to pathology. The integumentary system, the reproductive system, the urinary system, and their associated pathologies will also be covered. Prerequisites: None

P102 STRUCTURAL SYSTEMS/PATHOLOGIES **64 Contact Hours/4.0 Semester Credits**
This course introduces the student to basic concepts of human anatomy and physiology. Topics will include an introduction to anatomy and physiology, general medical terminology, and an introduction to pathology. The cardiovascular system, the lymphatic system, the respiratory system, and their associated pathologies will also be covered. Prerequisites: None

P103 INTEGRATED SYSTEMS/PATHOLOGIES **64 Contact Hours/4.0 Semester Credits**
This course introduces the student to concepts that touch all levels of understanding of human anatomy and physiology. Topics to be covered will include an introduction to anatomy and physiology, general medical terminology, and an introduction to pathology. The nervous system, the digestive system, the endocrine system, and their associated pathologies will also be covered. Prerequisites: None

P104 KINESIOLOGY HUMAN CONTACT **64 Contact Hours/4.0 Semester Credits**
This course is an introduction to the study of human movement, or kinesiology. Starting with the four key structures in the body that are essential for movement (connective tissue, joints, muscles, and nerves), we will "build a body" up from the smallest components into larger interconnected segments. Once the human body structures are in place, biomechanical

principles such as statics and dynamics, force, inertia, torque, vectors, friction, velocity, and momentum, along with the laws of motion, will be explored. With the human body framework and knowledge of physical laws and concepts presented, students will put it together to understand posture and gait, and how they shape a massage session. Prerequisites: None

P105 MUSCULOSKELETAL SYSTEMS/PATHOLOGIES

126 Contact Hours/8.0 Semester Credits

This course is an overview of the anatomy and physiology of the musculoskeletal systems. It will include an in-depth examination of the bones, bony landmarks and muscles of the human body. The students will learn the attachment sites and actions of the muscles, including muscle groups that work together to perform specific actions. The pathologies associated with each of these systems will be discussed in detail. Prerequisites: None

P108 BUSINESS AND ETHICS

64 Contact Hours/4.0 Semester Credits

This course focuses on defining the roles, parameters and Business principles as they relate to massage therapy. Topics include defining the role of professionalism, discussing the legal and ethical parameters of scope of practice, professional standards, therapeutic relationships, state and local credentialing requirements, marketing, session record keeping, basic business and accounting practices, insurance, and taxes. Developing a business plan to include a resume and a business card is a requirement of this course. Prerequisites: None

PHL101 PHLEBOTOMY TECHNICIAN

100 CONTACT HOURS

This course combines theory and lab work, featuring hands-on practice and simulated real-world activities to prepare students for a career as certified phlebotomy technician. The course covers essential skills such as proper venipuncture techniques, equipment selection, and developing organizational and time-management skills to maintain professionalism in the workplace. Students will learn and practice venipuncture methods, specimen processing, point-of-care collection procedures, special collection procedures, and patient interaction. Simulated patient scenarios will provide opportunities to apply these techniques. Phlebotomy technicians perform basic phlebotomy procedures, assess patients' ability to undergo venipuncture, explain the procedure, and answer patient questions. They also conduct basic point-of care testing, such as blood glucose levels, and prepare blood, urine, and other body fluid specimens for testing according to established standards. This 100- hour course includes both theoretical and hands-on laboratory experience, with a minimum of 30 venipunctures and 10 capillary or finger sticks.

PHT 110 ANATOMY AND PHYSIOLOGY

45 CONTACT HOURS/3.0 SEMESTER CREDITS

Theory course delivered online that provides an introduction to the essentials of anatomy and physiology. Relationships between the structure and function of the human body and the integration of systems to maintain homeostasis will be emphasized. The course also provides a study of human diseases with content focused on description, etiology, signs/symptoms, diagnostic procedures and treatments. Students will apply this knowledge to explain common diseases, disorders, and conditions. Prerequisites: None.

PHT 115 PHARMACY TECHNICIAN FUNDAMENTALS AND COMPUTER APPLICATIONS

60 Contact Hours/3.0 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 120 PHARMACEUTICAL CALCULATIONS AND PATHOPHYSIOLOGY

45 Contact Hours/3.0 Semester Credits

Theory course delivered online introduces students to the calculations performed by technicians in the pharmacy practice setting and will orient users to the different measuring systems used in the pharmacy and the conversions between systems. Students will also learn common pharmacy symbols. Common calculations in pharmacy will be applied, such as calculating proper dosage and identifying amounts of ingredients for compounded products. Common medications, by trade and generic name, targeted outcome, and primary body system are investigated. Also provided is an in- depth study of specific human diseases that emphasizes the description, etiology, signs/symptoms, diagnostic procedures, and treatment for these specified diseases. Prerequisites: None

PHT 125 PHARMACOLOGY AND STERILE PRODUCTS AND HIV/AIDS**60 Contact Hours/3.0 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 130 DRUG/DOSAGE INTERACTION AND PHARMACY LAW AND ETHICS Credits**45 Contact Hours/3.0 Semester**

Theory course delivered online covers the purposes, actions, side effects, precautions and significant interactions of major drug classes with special attention on commonly used drug names. Provided in this course is a survey of federal and state laws governing pharmacy operations. Students will develop an understanding of the legal and ethical constraints of the pharmacy technician and pharmacist concerning privacy, security, and patient confidentiality in various settings. Prerequisites: None

PHT 135 COMMUNITY AND INSTITUTIONAL PHARMACY**60 Contact Hours/3.0 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**15 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 217 PHARMACY TECHNICIAN EXTERNSHIP I**90 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 90 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 220 PATIENT CARE AND PHARMACY OPERATIONS REVIEW**15 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 227 PHARMACY TECHNICIAN EXTERNSHIP II**90 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 90 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

TUITION AND FEES

CREDIT HOUR PROGRAMS

PROGRAM	TUITION	REGISTRATION FEE	LAPTOP FEE**	TECHNOLOGY FEE
DENTAL ASSISTING	\$18,995	\$ 25	\$250	\$250
DIAGNOSTIC MEDICAL SONOGRAPHY	\$37,995	\$ 25	N/A	N/A
ELECTRICAL TRADES TECHNOLOGY	\$24,995	\$ 25	\$250	\$250
MASSAGE THERAPY	\$13,995*	\$ 25	N/A	N/A
MEDICAL ASSISTING	\$18,995	\$ 25	\$250	\$250
MEDICAL CODING AND BILLING	\$18,995	\$ 25	\$250	\$250

*Massage Therapy (NJ only) Missed Clinic Fee: 1st Offense - Verbal Warning; 2nd Offense - \$25; 3rd and Subsequent Offenses - \$50

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

PROGRAM	TUITION	REGISTRATION FEE	LAPTOP FEE**	TECHNOLOGY FEE
PHARMACY TECHNICIAN	\$4995	\$25	\$250	\$250

CLOCK HOUR PROGRAMS

PROGRAM	TUITION	REGISTRATION FEE	NON-REFUNDABLE APPLICATION FEE	SUPPLIES	TEXTBOOKS
NURSE'S AIDE	\$ 900	\$150	\$25	\$150	\$100
PHLEBOTOMY TECHNICIAN	\$1,200	\$150	\$25	\$150	\$100

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 and fees cost vary by program and are listed below:

- Dental Assisting: 1 set of scrubs, laptop computer
- Diagnostic Medical Sonography: 1 set of scrubs

- Massage Therapy: 1 set of scrubs, holster/pump bottle
- Electrical Trades Technology: 2 AI polo shirts, 1 toolkit, laptop computer
- Medical Assisting: 1 set of scrubs, blood pressure kit, laptop computer
- Medical Coding and Billing: 1 AI polo shirt, laptop computer
- Nurse's Aide and Phlebotomy: 2 set of scrubs
- Pharmacy Technician: 2 sets of scrubs

Optional Student Charges

- Additional Scrubs - \$19.25
- Holster/Pump - \$17.00
- AI polo shirt - \$15.94
- Electrical Trades Technology Tool Kit - \$686.00
- Medical Assisting Medical Kit - \$21.15
- Laptop - \$250

2025-2026 AMERICAN INSTITUTE COST OF ATTENDANCE CHARTS

TERMS	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
# of Weeks	15	30	12	24	36
# of Months	4	8	3	6	9

ALL CAMPUSES (WITH PARENT)

# of Terms	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
Food and Housing	\$2,340	\$4,680	\$1,755	\$3,510	\$5,265
Misc. Personal Expense	\$1,468	\$2,936	\$1,101	\$2,202	\$3,303

ALL CAMPUSES (OFF CAMPUS)

# of Terms	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
Food and Housing	\$4,672	\$9,344	\$3,504	\$7,008	\$10,512
Misc. Personal Expense	\$1,468	\$2,936	\$1,101	\$2,202	\$3,303

TRANSPORTATION BY CAMPUS

# of Terms	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
W. Hartford	\$788	\$1,576	\$591	\$1,182	\$1,773
Clifton	\$596	\$1,192	\$447	\$894	\$1,341
Toms River	\$916	\$1,832	\$687	\$1,374	\$2,061
Somerset	\$1,020	\$2,040	\$765	\$1,530	\$2,295
Cherry Hill	\$988	\$1,976	\$741	\$1,482	\$2,223

TOTAL INDIRECT COST (WITH PARENT)

# of Terms	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
W. Hartford	\$4,596	\$9,192	\$3,447	\$6,894	\$10,341
Clifton	\$4,404	\$8,808	\$3,303	\$6,606	\$9,909
Toms River	\$4,724	\$9,448	\$3,543	\$7,086	\$10,629
Somerset	\$4,828	\$9,656	\$3,621	\$7,242	\$10,863
Cherry Hill	\$4,796	\$9,592	\$3,597	\$7,194	\$10,791

TOTAL INDIRECT COST (OFF CAMPUS)

# of Terms	1 Semester	2 Semesters	1 Quarter	2 Quarters	3 Quarters
W. Hartford	\$6,928	\$13,856	\$5,196	\$10,392	\$15,588
Clifton	\$6,736	\$13,472	\$5,052	\$10,104	\$15,156
Toms River	\$7,056	\$14,112	\$5,292	\$10,584	\$15,876
Somerset	\$7,160	\$14,320	\$5,370	\$10,740	\$16,110
Cherry Hill	\$7,128	\$14,256	\$5,346	\$10,692	\$16,038



AmericanInstitute[®]
INNOVATIVE CAREER EDUCATION

99 South Street
West Hartford, CT 06110
Phone: 860.947.2299

2201 NJ-38, 8th Floor
Cherry Hill, NJ 08002
Phone: 856.444.5600

346 Lexington Avenue
Clifton, NJ 07011
Phone: 973.340.9500

1117 Main Avenue
Clifton, NJ 07011
Phone: 973.340.9500

80 Cottontail Lane
Somerset, NJ 08873
Phone: 732.201.8335

2363 Lakewood Road
Toms River, NJ 08755
Phone: 732.719.2730

www.AmericanInstitute.edu