



THE COLLEGE OF
HEALTH CARE PROFESSIONS

**2616 South Loop West
Suite 201
Houston, Texas 77054**

Catalog Vol XXIX Addenda

Revised January 12, 2024

ADDENDUM A- Holiday Schedule / Hours of Operation

Supplement to School Catalog

2024 HOLIDAY AND BREAK SCHEDULE

(In most instances holidays that are observed on a scheduled class day will require a mandatory Friday make-up day as indicated below. Failure to attend the scheduled make-up day will result in an absence for the day and will be counted towards the cumulative absences for attendance.)

| Holiday | Date(s) observed | Make-Up Day |
|--|-----------------------------|----------------------|
| Holiday Break (Residential Programs) | Dec 25, 2023 – Jan 1, 2024 | Friday, Jan 5, 2024 |
| Holiday Break (Blended/Hybrid Programs) | Dec 25, 2023 – Jan 15, 2024 | n/a |
| Martin Luther King’s Birthday | Monday, Jan 15, 2024 | Friday, Jan 19, 2024 |
| Memorial Day | Monday, May 27, 2024 | Friday, May 31, 2024 |
| Summer Break | July 1 – July 5, 2024 | n/a |
| Labor Day | Monday, Sept 2, 2024 | Friday, Sept 6, 2024 |
| Thanksgiving Holiday | Nov 28-29, 2024 | Friday, Dec 6, 2024 |
| Holiday Break (Residential Programs) | Dec 23, 2024 – Jan 3, 2025 | n/a |
| Holiday Break (Blended/Hybrid Programs) | Dec 23, 2024 – Jan 10, 2025 | n/a |
| Martin Luther King’s Birthday | Monday, Jan 20, 2025 | Friday, Jan 24, 2025 |

Business Office Hours:

9:00am to 6:00pm, Monday through Thursday and 9:00am to 4:00pm on Friday. The office is not open on weekends. All business transactions should be handled during business hours.

Education, Externship, and Placement Department Hours:

9:00am to 6:00pm Monday through Thursday and 9:00am to 4:00pm on Friday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

The College of Health Care Professions is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas

“The information contained in this supplement is true and correct to the best of my knowledge.”



Eric Bing, CEO

Revised November, 2023

ADDENDUM – B Tuition and Fee Schedule

Houston Med Center Campus Addendum to School Catalog

Effective September 8, 2023

A registration fee that is calculated as part of the total program cost is due at the time of enrollment. **All tuition payments must be made before completion of a program**, unless other arrangements have been made via the enrollment agreement or finance plan. Each student will receive an enrollment agreement, which will outline the payment schedule. Students must be current on monthly payments to begin externship. Students who are not current on monthly payments by the completion of classroom training may be delayed in beginning their externship. For more details on this policy, see the catalog regarding externship attendance. In the event that a student does not meet the terms of the enrollment agreement or finance plan, the College will negotiate an alternative payment plan. If the student does not meet the terms of the alternative plan, the student may be temporarily blocked from classes.

Note: After enroll the institution does not charge additional or specialized fees for participation in distance education.

The following are the costs for each program:

| | | Program Cost |
|---|----------------------------|---------------------|
| <u>Dental Assistant Certificate Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks/eBooks: | Included in tuition |
| | Tuition: | <u>\$16,950.00</u> |
| | Total Program Cost: | \$17,400.00 |
| <hr/> | | |
| <u>Emergency Medical Technician Certificate Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks: | Included in tuition |
| | Tuition: | <u>\$1,545.00</u> |
| | Total Program Cost: | \$1,995.00 |
| <hr/> | | |
| <u>Medical Assistant Certificate Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks: | Included in tuition |
| | Tuition: | <u>\$16,950.00</u> |
| | Total Program Cost: | \$17,400.00 |
| <hr/> | | |
| <u>Medical Coding and Billing Certificate Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks: | Included in tuition |
| | Tuition: | <u>\$16,950.00</u> |
| | Total Program Cost: | \$17,400.00 |
| <hr/> | | |
| <u>Ophthalmic Assistant Certificate Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks: | Included in tuition |
| | Tuition: | <u>\$16,850.00</u> |
| | Total Program Cost: | \$17,300.00 |
| <hr/> | | |
| <u>Health and Medical Administrative Service AAS Degree Completion Program</u> | Registration Fee: | \$50.00 |
| | Technology Fee: | \$400.00 |
| | Textbooks: | Included in tuition |
| | Tuition: | <u>\$11,300.00</u> |
| | Total Program Cost: | \$11,750.00 |

Other Charges

Transcript Copy: \$15.00

Repeat Course Fees

Non-Term Programs (Cost per course): \$100.00

Term Programs: Cost per Credit

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Career Schools and Colleges, Austin Texas*

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Eric Bing, CEO

THE COLLEGE OF HEALTH CARE PROFESSIONS
2616 South Loop West, Suite 201, Houston, Texas 77054

ADDENDUM C Faculty and Staff
Supplement to School Catalog

| CORPORATE | |
|------------------|--------------------------------------|
| Eric Bing | Chancellor / Chief Executive Officer |
| Laura Bledsoe | Chief Operations Officer |
| Karen Bryant | Interim Chief Financial Officer |
| Steve Horn | Chief Marketing Officer |
| Joanitt Montano | Provost / Senior VP of Academics |
| Shibu Thomas | EVP of Admissions |
| Bill Kohlhoff | SVP of Accreditation and Compliance |
| April Boyd | VP of Financial Aid |

CAMPUS ADMINISTRATION

| Name | Position | Status |
|-------------------|------------------------------------|-----------|
| Yokesha Greene | Campus President | Full-time |
| Elia Evans | Director of Education | Full-time |
| Eric Fajardo | Director of Admissions | Full-time |
| Demetris Reese | Admissions Representative | Full-time |
| Carlton Bolton | Admissions Representative | Full-time |
| Alex Murdock | Admissions Representative | Full-time |
| Kimberly New | Admissions Representative | Full-time |
| Clifford Williams | Admission Representative | Full-time |
| Rodolfo Gonzalez | Regional Director of Financial Aid | Full-time |
| Mario Alvarez | Master Financial Aid Advisor | Full-time |
| Lerida Long | Director of Career Services | Full-time |
| Victoria Smith | Career Services Advisor | Full-time |
| Lisa Phillips | Career Services Advisor | Full-time |
| Natasha Vaughn | Registrar | Full-time |
| Skye Thompson | Receptionist | Full-time |

FACULTY

| Name | Position/Program | Full/Part | Education/Credentials |
|---------------------------|------------------------------|-----------|---|
| Gonzalez, Darithza | Program Director | Full-time | University of Phoenix, CCAM National Healthcare Association |
| Bennet, Anna | MA Instructor | Full-time | Blend College, AMT |
| Briser, Julia | MA Instructor | Full-time | Chamberlain School of Nursing, BS, LVN, NRCMA |
| Deason, Yolanda | MA Instructor | Full-time | National Education Center, NRCMA, NR-EKG Tech, NR- Phlebotomy Tech |
| Garcia, Melanie | MA Instructor | Full-time | University of Texas Rio Grande Valley, CCMA |
| Gunner, Yolanda | MA Instructor | Full-time | Lamar Inst. Of Tech- A.S |
| Moore, Mysheria | MA Instructor | Full-time | Grand Canyon University, National University for Health Professionals. CCMA |
| Penrod, Kevin | MA Instructor | Full-time | Westwood College AMT, CCMA |
| Pipes, Kristina | MA Instructor | Part-time | The College of Health Care Profession, NRCMA |
| Robins, Patricia | MA Instructor | Full-time | National Healthcareer Association, CCMA |
| Smith, Angel | MA Instructor | Full-time | Everest College, CCMA National Healthcareer Association |
| Williams, Aisha | MA Instructor | Full-time | The College of Health Care Profession, NRCMA |
| Ashley Burriss | DA Program Director | Full-time | The College of Health Care Professions, AAS, RDA |
| McKnight, Martesha | DA Instructor | Full-time | Temple College |
| Richardson, Stephanie | DA Instructor | Full-time | The College of Health Care Professions (formerly known as Astrodome Career Centers) |
| Gibson, Cheryl | MCB/HMAS Program Director | Full-time | The College of Health Care Professions, BS, CPC, NRCCS |
| Heard, Tanik | MCB Instructor | Part-time | Letourneau University, A.S |
| Clapp Adam | EMT Program Director | Part-time | Cogswell Polytech College B.S. Grand Canyon Univ. M.S |
| Rozina Ali | OA Program Director | Full-time | Baylor University |

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Eric Bing, CEO

ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog

Houston Med Center Campus

Blended Program Schedule

DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB),
MEDICAL ASSISTANT (MA)

| MODULE START DATE | MODULE END DATE | ESTIMATED GRADUATION DATE (For Corresponding Module Start Date) | |
|-------------------|-----------------|--|----------|
| | | DA, MA | MCB |
| 10/30/23 | 11/22/23 | 08/02/24 | 08/16/24 |
| 11/27/23 | 12/22/23 | 08/30/24 | 09/13/24 |
| 01/16/24 | 02/09/24 | 09/27/24 | 10/11/24 |
| 02/12/24 | 03/08/24 | 10/25/24 | 11/08/24 |
| 03/11/24 | 04/05/24 | 11/22/24 | 12/06/24 |
| 04/08/24 | 05/03/24 | 12/20/24 | 01/10/25 |
| 05/06/24 | 05/31/24 | 02/07/25 | 02/21/25 |
| 06/03/24 | 06/28/24 | 03/07/25 | 03/21/25 |
| 07/08/24 | 08/02/24 | 04/04/25 | 04/18/25 |
| 08/05/24 | 08/30/24 | 05/02/25 | 05/16/25 |
| 09/03/24 | 09/27/24 | 05/30/25 | 06/13/25 |
| 09/30/24 | 10/25/24 | 06/27/25 | 07/11/25 |
| 10/28/24 | 11/22/24 | 08/01/25 | 08/15/25 |
| 11/25/24 | 12/20/24 | 08/29/25 | 09/12/25 |
| 01/13/25 | 02/07/25 | 09/26/25 | 10/10/25 |
| 02/10/25 | 03/07/25 | 10/24/25 | 11/04/25 |

Hybrid/Blended Program Schedule

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS

| MODULE START DATE | MODULE END DATE | ESTIMATED GRADUATION DATE (For Corresponding Module Start Date) |
|-------------------|-----------------|--|
| 10/30/23 | 12/24/23 | 06/30/24 |
| 01/16/24 | 03/10/24 | 09/01/24 |
| 03/11/24 | 05/05/24 | 10/27/24 |
| 05/06/24 | 06/30/24 | 12/22/24 |
| 07/08/24 | 09/01/24 | 03/09/25 |
| 09/03/24 | 10/27/24 | 05/04/25 |
| 10/28/24 | 12/22/24 | 06/29/25 |
| 01/13/25 | 03/09/25 | 08/31/25 |

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ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

Houston Med Center Campus

| Program Name and Credential Awarded | Indicate <i>state(s)</i> * where enrolled students are physically located. | List the <i>state(s)</i> * where the institution determined that program curriculum meets the state educational requirements for a license or credential COLUMN A - V.H.4.(i)a | List the <i>state(s)</i> * where the institution determined that program curriculum does not meet the state educational requirements for a license or credential COLUMN B - V.H.4.(i)b | List the <i>state(s)</i> * where the institution has not determined whether its curriculum meets the state educational requirements for a license or credential COLUMN C - V.H.4.(i)c |
|---|--|---|---|--|
| Dental Assistant Certificate | Texas | Texas | N/A | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Medical Assistant Certificate | Texas | Texas | NA | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| Medical Coding and Billing Certificate | Texas | Texas | NA | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| <i>Emergency Medical Technician Certificate</i> | Texas | Texas | NA | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |
| <i>Ophthalmic Assistant Certificate</i> | Texas | Texas | NA | AL, AK, American Samoa, AZ, AR, CA, CO, CT, DE, FL, GA, Guam, HI, ID, IL, IA, KS, KY, LA, ME, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, N. Marianas Island, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, Virgin Islands, WA, WV, WI, WY |