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THE COLLEGE OF  
HEALTH CARE PROFESSIONS

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1964 SW Military Drive  
San Antonio, Texas 78221

## **Addenda to Catalog Volume XXIX**

*Effective January 12, 2024*

**The College of Health Care Professions**  
**1964 SW Military Drive**  
**San Antonio, Texas 78221**

**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.)**

<b>Holiday</b>	<b>Date(s) observed</b>	<b>Make-Up Day</b>
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:**

8:00am to 5:00pm, Monday through Thursday, 9:00am to 4:00pm Friday. The office is not open on weekends. All business transactions should be handled during business hours.

**Education, Externship, and Placement Department Hours:**

8:00am to 5:00pm Monday through Thursday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

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Eric Bing, CEO

## ADDENDUM B - Tuition and Fee Schedule

*Addendum to School Catalog*

*Effective December 1, 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.

The following are the costs for each program:

	<u>Program Cost</u>
<b><u>Dental Assistant</u></b>	
<b><u>Certificate Program Blended</u></b>	
<b>(SSA)</b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,950.00</u>
<b>Total Program Cost:</b>	<b>\$17,400.00</b>
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<b><u>Health and Medical Administrative Services</u></b>	
<b><u>Completion Program (Blended)</u></b>	
<b><u>AAS Degree</u></b>	
<b>(NW online, SSA)</b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks/eBooks:	Included in tuition
Tuition:	<u>\$11,300.00</u>
<b>Total Program Cost:</b>	<b>\$11,750.00</b>
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<b><u>Medical Assistant</u></b>	
<b><u>Certificate Program (Blended)</u></b>	
<b>(SSA)</b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,950.00</u>
<b>Total Program Cost:</b>	<b>\$17,400.00</b>
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<b><u>Medical Coding and Billing</u></b>	
<b><u>Certificate Program (Blended)</u></b>	
<b>(SSA)</b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,950.00</u>
<b>Total Program Cost:</b>	<b>\$17,400.00</b>

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**Pharmacy Technician****Certificate Program (Blended)**  
**(SSA)**

Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,950.00</u>
<b>Total Program Cost</b>	<b>\$17,400.00</b>

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**Other Charges**

Transcript Copy:	\$15.00
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**Repeat Course Fees**

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

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**The College of Health Care Professions  
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**ADDENDUM C– Faculty and Staff**

<b>CORPORATE</b>	
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

**SAN ANTONIO SOUTH CAMPUS**

Rosina Perez.....	<b>Campus President</b>
Jasmine Salazar.....	<b>Director of Education</b>
Monica Casas.....	<b>Director of Admissions</b>
Maria Earls.....	<b>Director of Career Services</b>
Laura Lumsden.....	<b>Registrar</b>
La Donna Grant.....	<b>Assistant Director II of Financial Aid</b>
Carolina Montelongo.....	<b>Master Admissions Advisor</b>
Brenda Villarreal.....	<b>Senior Admissions Advisor</b>
Brittany Burns.....	<b>Master Admissions Advisor</b>
Yvette Cortez.....	<b>Master Admissions Advisor</b>
Joseph Gonzales.....	<b>Admissions Advisor</b>
Josephine Chavez.....	<b>Financial Aid Advisor</b>
Brandi Kindred.....	<b>Financial Aid Advisor</b>
Linda Contreras.....	<b>Career Services Advisor</b>
Kristina Martinez.....	<b>Career Services Advisor</b>
Jacob Martinez.....	<b>Receptionist</b>
Rosalinda Valadez.....	<b>Receptionist</b>

**Faculty Credentials**

**Dental Assistant Program**

**Evelyn Gillis, Dental Assistant Program Director – Full Time**

Huntington Institute – Dental Assistant Certificate  
Alamo Colleges – Associate of Arts Degree  
Registered Dental Assistant

**Steve Trim, Dental Assistant Instructor – Full Time**

USAF – Dental Assistant Certificate  
Brightwood College – Associates in Health Information  
Registered Dental Assistant

**Aida Enriquez, Dental Assistant Instructor – Full Time**

Alamo Colleges – Associate Degree in Dental Assisting  
Registered Dental Assistant

**Medical Assistant Program**

**Shannon Uresti, Medical Assisting Program Director – Full Time**

Career Point College – Medical Assistant Certificate

National Registered Certified Medical Assistant

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

**Tiffany Caldera, Medical Assistant Instructor/Clinic Coordinator, – Full Time**

Career Point College – Medical Assistant Certificate

National Registered Certified Medical Assistant

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

**Anissa Barnes, Medical Assistant Instructor – Full Time**

NAHP – Medical Assistant Certificate

Excel Academy- Medical Assistant School, Texas Health School

**Elizabeth Frayre, Medical Assistant Instructor – Full Time**

National Institute of Technology – Medical Assistant Certificate

National Registered Certified Medical Assistant

**Charmaine Webster, Medical Assistant Instructor – Full Time**

The College of Health Care Professions – Medical Assistant Certificate

National Registered Certified Medical Assistant

**Dr. Jose Francisco Gomez, Medical Assistant Instructor, - Part Time**

School of Medicine, University of Guadalajara Mexico, 1988 Medical Doctor (M.D.)

Specialist in General Surgery

**Medical Coding and Billing Program**

**Sonia Vargas, Medical Coding & Billing Program Director – Full Time**

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

Career Point College– Medical Assistant Diploma

**Pharmacy Technician Program**

**Benny Crawford, Pharmacy Technician Instructor, Program Lead – Full Time**

Community College of the Air Force, RTX, CPht

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – PTCB

Certified Pharmacy Technician – NHA

NPTA Certification – Sterile Compounding, Non-Sterile Compounding, and Handling of Hazardous Drugs

**Michelle Henry, Pharmacy Technician Instructor – Full Time**

San Antonio College – Pharmacy Technician Certificate

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – NHA

**Gloria Garcia, Pharmacy Technician Instructor – Part Time**

San Antonio College – Associate Degree in Criminal Justice

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – NHA

**Health and Medical Administrative Services**

**Luisa Torres, Program Director**

University of Texas Rio Grande – Master of Health Science

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Eric Bing, CEO

*Revised January 2023*

## ADDENDUM D – Programmatic Start Schedule

South San Antonio Campus Supplement to School Catalog

### Blended Program Schedule

DENTAL ASSISTANT CERTIFICATE, MEDICAL ASSISTANT CERTIFICATE,  
PHARMACY TECHNICIAN CERTIFICATE, MEDICAL CODING AND BILLING CERTIFICATE

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		Dental Assistant Medical Assistant Pharmacy Technician	Medical Coding and Billing
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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**THE COLLEGE OF HEALTH CARE PROFESSIONS**

## ADDENDUM E – State Specific Credentialing Disclosure

*Supplement to School Catalog*

**South San Antonio Campus**

*Revised May 2022*

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 <b>meets</b> the state educational requirements for a license or credential <b>COLUMN A - V.H.4.(i)a</b>	List the <i>state(s)</i> * where the institution determined that program curriculum <b>does not</b> meet the state educational requirements for a license or credential <b>COLUMN B - V.H.4.(i)b</b>	List the <i>state(s)</i> * where the institution <b>has not determined</b> whether its curriculum meets the state educational requirements for a license or credential <b>COLUMN C - V.H.4.(i)c</b>
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
Pharmacy Technician 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