CHCP
THE COLLEGE OF HEALTH CARE PROFESSIONS

Fort Worth Campus
4248 North Freeway
Fort Worth, Texas 76137

Catalog XXV Addenda

Effective December 14, 2021

COVID-19 Impact on Graduation Date and Program Delivery

At the time of your enrollment we have done our best to give you a projected graduation date, as stated on your enrollment agreement. Your estimated graduation date is determined based on program length and finishing the program in normal time. Your actual completion date can be impacted by various factors, including but not limited to; repeating failed classes, withdrawal, taking a leave of absence from program, changing programs, and/or delays in completing externship hours. COVID-19, and its mandated restrictions and orders are no exception and have the potential to impact and delay the estimated graduation date documented on your enrollment agreement. Delays in completing required on-campus activities and externship are a possibility should the COVID-19 pandemic be prolonged.

In addition, due to the situation in general and state and local orders associated with the COVID-19 pandemic, CHCP in unable to determine if and when delivery method operations will return to normal. As you have been informed, due to the pandemic both residential and blended delivery programs are being delivered remotely and you will be required to attend the campus for hands-on skills training and competency check-offs. There is the possibility that the entire program may be delivered remotely, with the exception of skills and competencies.

CHCP will work with all students over the duration of their program to communicate any changes as a result of the COVID-19 pandemic. Should you have any questions or concerns regarding your anticipated graduation date, please speak with your Program Director or the Director of Education.

2022 HOLIDAY AND BREAK SCHEDULE

(In most instances holidays that are observed on a scheduled class day will require a <u>mandatory</u> 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 / Hybrid Programs)	Dec 24, 2021 – Dec 31, 2021	n/a
Holiday Break (Blended Programs)	Dec 24, 2021 – Jan 17, 2022	n/a
Martin Luther King's Birthday	Monday, Jan 17, 2022	Friday, Jan 21, 2022
Memorial Day	Monday, May 30, 2022	Friday, June 3, 2022
Summer Break	July 4 – July 8, 2022	n/a
Labor Day	Monday, Sept 5. 2022	Friday, Sept 9, 2022
Thanksgiving Holiday	Nov 24-25, 2022	Friday, Nov 18, 2022
Holiday Break (Residential Programs)	Dec 23, 2022 – Jan 2, 2023	Friday, Jan 6, 2023
Holiday Break (Blended Programs)	Dec 26, 2022 – Jan 16, 2023	n/a
Martin Luther King's Birthday	Jan 16, 2023	Friday, Jan 20, 2024

Business Office Hours:
8:00am to 5:00pm, Monday through Thursday, 8:00am 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**.**

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

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Eric Bing, CEO

Revised December 2021

ADDENDUM – B Tuition and Fee Schedule

Addendum to School Catalog   *Effective date December 8, 2021*

A registration fee which 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. The College has the right to charge a student/graduate a $25.00 late fee in the event his/her monthly payment(s) should become delinquent more than 4 business days. 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. Transcripts and certificates of completion are not issued to graduates until all monies due the College have been paid in full. 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's account will be turned over to a collection agency or sold to a bank.

The following are the costs for each program:

Effective 11/1/2019 a Technology Fee has been instituted for LMRT and blended delivery programs starting after 01/01/2020.

Dental Assistant Certificate Program		
	Registration Fee:	$50.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$16,950.00
	Total Program Cost:	**$17,300.00**
Cardiovascular Sonography AAS Degree Program		
	Registration Fee:	$100.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	**$42,400.00**
	Total Program Cost:	**$42,800.00**
Diagnostic Medical Sonography AAS Degree Program		
	Registration Fee:	$100.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$42,400.00
	Total Program Cost:	**$42,800.00**
Health and Medical Administrative Services AAS Degree Completion Program		
	Registration Fee	$50.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$11,300.00
	Total Program Cost:	**$11,650.00**
Limited Medical Radiologic Technologist Certificate Program with Medical Assisting Skills		
	Registration Fee:	$100.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$24,900.00
	Total Program Cost:	**$25,300.00**
Medical Assistant Certificate Program		
	Registration Fee:	$50.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition

| | Tuition: | $16,950.00 |
| | **Total Program Cost:** | **$17,300.00** |

Medical Coding and Billing
Certificate Program

	Registration Fee:	$50.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$16,900.00
	Total Program Cost:	**$17,250.00**

Pharmacy Technician Certificate Program

	Registration Fee:	$50.00
	Technology Fee:	$300.00
	Textbooks:	Included in tuition
	Tuition:	$16,950.00
	Total Program Cost:	**$17,300.00**

Other Charges

	Transcript Copy:	$5.00
	Late Payment Fee:	$25.00

Repeat Course Fees

Certificate Program (First repeated course)	$100.00
Certificate Program (Any additional repeated course(s))	$250.00
AAS and BS Degree Programs	Cost per Credit

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Eric Bing, CEO

ADDENDUM C - Faculty and Staff

Supplement to School Catalog   Revised 10/15/2021

CORPORATE	
Eric Bing	Chancellor / Chief Executive Officer
Laura Bledsoe	Chief Operations Officer
J.P. Schippert	Chief Financial Officer
Steve Horn	Chief Marketing Officer
Joanitt Montano	Provost / Senior VP of Academics
Bill Kohlhoff	Senior VP of Accreditation and Compliance
Bobbi Rabine	VP of Admissions
Ian Avington	VP of Career Services
April Boyd	VP of Financial Aid

ADMINISTRATION		
Name	**Position**	**Full / Part-time**
David Beckford	Campus President	Full-time
Kelli Metivier	Director of Education	Full-time
Marianne Paredes	Assistant Director of Education	Full-time
Charne Scurfield	Student Services Success Advisor	Full-time
Kim Allen	Director of Career Services	Full-time
Jane Lam	Senior Director of Financial Aid	Full-time
Angie Garza	Director of Admissions	Full-time
Juan Angel	Career Services Advisor	Full-time
Charles Carr	Career Services Advisor	Full-time
Roneisha Ridley	Career Services Advisor	Full-time
Whitnee Silva	Career Services Advisor	Full-time
Sherrita Montgomery	Admissions Advisor	Full-time
Sierra Reyes	Admissions Advisor	Full-time
Michael Murphy	Senior Admissions Advisor	Full-time
Brittany Boyd	Senior Admissions Advisor	Full-time
Open	Admissions Advisor	Full-time
Marisela Mueller	Admissions Advisor	Full-time
Efrain Rodriguez	Admissions Advisor	Full-time
Madalynn Sealey	Admissions Advisor	Full-time
Tanaka Rifenburgh	Receptionist	Full-time
Camille Garcia	Receptionist	Full-time
Laura Rodriguez	Financial Aid Advisor	Full-time
Lily Perez	Senior Financial Aid Advisor	Full-time
Adelina Munoz	Senior Financial Aid Advisor	Full-time
Nichole Wright	Financial Aid Advisor	Full-time
Lynn Martin	Registrar	Full-time
Shawanna Fouts	Assistant Registrar	Full-time
Open	Externship Coordinator	Full-time
Laura Tanner	Externship Administrator	Full-time
Annie Koonce	Externship Administrator/Site Developer	Full-time

FACULTY

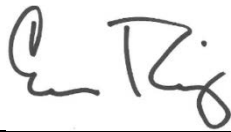| Name	Position/Program	Full/Part	Education/Credentials
Deb Crossland	Program Director, CVS	Full	Dallas Baptist University, BA Kinesiology; Nebraska Methodist College of Nursing and Allied Health, AAS-Cardiovascular Sonography; ARDMS-RVT, RDCS, CPR
Natalie Taylor	Faculty, CVS	Full	Sanford Brown, AAS-Cardiovascular Technology, Cameron University, General Studies-Biology, BLS Provider, RCS, RVS
Julie Britain	Faculty, CVS	Full	Bachelor of Science Radiation Science Technology, Associate Degree of Applied Science Echocardiography Technology, BSc, RDCS, RCS
Lynne Turner	Program Director, DA	Full	Bryan Institute, Diploma, RDA
Francisco Torres	Faculty, DA	Part	Tarrant County College, AAS, Gary Job Corps Center, Diploma, RDA
Sandy Wendling	Faculty, DA	Full	Indiana School of Dentistry, Expanded Duties Program, RDA, CPR
Nikkita Johnson	Faculty, DA	Full	JBSA Fort Sam Houston – Military Training, RDA
Tikka Kemallee	Faculty, DMS	Part	University of Toledo, BS, Ultrasound Diagnostic School, diploma, RDMS, RVT, PS
Athena Haas	Program Director, DMS	Full	El Centro College, AAS, Texas Women's University, Bachelor of Applied Science, Health Studies, RDMS, RVT
Aaron Halle	Faculty, DMS	Full	University of St. Thomas Opus College of Business, MBA, Gustavus Adolphus College, BA, College of St. Catherines-St. Catherine University, AAS, RDMS, RVT
Veronica Stephen	Faculty, DMS	Full	Odessa College, Associate in Applied Science Radiologic Technology, RDMS (AB BR OB/GYN), RVT (VT), CPR
Alyssa Lewis	Program Director, LMRT	Full	The College of Health Care Professions, Diploma, LMRT, Mississippi Valley State, Bachelor of Education, LMRT Certificate, CPR
David Erickson	Faculty, LMRT	Full	Austin Community College, Associate of Applied Science Radiology, RT(R)(VI)
Jennifer McElroy	Faculty, LMRT	Full	The College of Health Care Professions, Diploma, LMRT Certification, DOT and NON-DOT Drug Screen Certified, DOT and NON-DOT Breath Alcohol Test Certified, NON DOT Hair Collect Certified , Pulmonary Function and Fit Testing Certified, CPR
Brandon Collins	Faculty, LMRT; Externship Coordinator	Full	The College of Health Care Professions, Diploma, LMRT, ATI Career Training Center, Associate Degree in Graphic Design, Medical Radiologic Technologist – Limited Certification, CPR
Samantha Allred	Faculty, LMRT	Full	Austin Community College, AAS, Radiology, Midwestern State University, BS, Radiologic Sciences, RT, ARRT, CPR
Amy Gant	Faculty, LMRT	Full	Midwestern State University, BS in Radiologic Sciences, Tyler Junior College, Associate in Radiologic Sciences, R.T. (R)

Name	Title	Status	Education
Marianne Paredes	Program Director, MA	Full	Kaplan University, B.S. – Health Sciences, National Education Center, Medical Assistant Diploma, RMA
Laura Tanner	Faculty, Mod 1, Externship Administrator	Full	TCU, BS – Physical Education, Wellness Skills, Inc, Diploma, LMT, MTI
Michole Ewing	Faculty, MA	Full	Detroit Business Institute, Diploma, Medical Assistant, CCMA, CET, CPT, BLS Instructor, CPT
Sheila White	Faculty, MA	Full	Almeda University, AA, Extended Health Education, LVN, Ultrasound Diagnostics, Diploma, MA, NRCMA
Olga Castano	Faculty, MA	Part	Everest College, Diploma, Medical Assistant, NRCMA, CPR
DeJoyce Courtney	Faculty, MA	Full	National Institute of Technology, Diploma, Medical Assistant, NRCMA
Jheri Clark	HMAS Program Director/Faculty, MA	Full	Tyler Junior College, A.A. - English, B.S. in Technical Communication, Arlington Medical Institute, Medical Assistant Certificate, NRCMA
Jerrie Butler	Faculty, MA	Full	Education America, Medical Assistant Diploma, NRCMA
Erin Glazener	Faculty, MA	Full	American Medical Technologists, RMA
Open	Faculty, MA; Externship Coordinator		
Vickey Smith	Program Director, MCB	Full	TCU, Administrative Medical Specialist Certificate, NRCCS
Charlie Reynolds	Faculty, MCB	Part	Glendale Community College, AAS, St. Joseph's Hospital & Medical Center, diploma, NA, CMOM, CMC
Robbye Penrod	Faculty, MCB	Full	Tarleton State University, Master Accounting, Master Business Administration, Bachelor of Business Management, NRCMA, PCP
Alexis Perez	Program Director PH	Full	Southern Careers Institute, RTX, CPhT
Matthew Sanchez	Faculty, PH	Full	Tarrant Count College, AAS, CVS OJT, CPhT

DISTANCE EDUCATION GENERAL EDUCATION FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Lagault, Elizabeth	Gen Ed/Hybrid/Algebra	Part Time	M.S, Salem State College (Education): B.S Salem State College (Education)
Matlock, Marla	Gen Ed/ Hybrid/ A & P, Medical Terminology	Part Time	M.S., Univ. of Texas Medical Branch (Nursing Education); B.S., Univ. of Texas Medical Branch (Nursing)
Meyer, Phyllis	Gen Ed/ Hybrid/English	Part Time	M.A., Loyola University (Mass Communication); B.A., University of New Orleans (Social Studies Education)

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Eric Bing, CEO

ADDENDUM D – Fort Worth Campus Programmatic Start Schedule
Supplement to School Catalog

Hybrid Program
DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM
CARDIOVASCULAR SONOGRAPHY - AAS DEGREE PROGRAM

SEMESTER START DATE	SEMESTER END DATE	ESTIMATED GRADUATION DATE (For Corresponding Semester Start Date)	
		CVS	DMS
08/30/21	12/23/21	09/01/23	09/01/23
01/18/22	05/06/22	12/22/23	12/22/23
05/09/22*	09/02/22		
09/06/22	12/23/2	08/30/24	08/30/24
01/17/23	05/05/23	12/20/24	12/20/24

* Semester start date, no new enrollments

Blended Program Schedule
DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB),
MEDICAL ASSISTANT (MA), and LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL
ASSISTING SKILLS (LMRT-MAS), PHARMACY TECHNICIAN (PHT)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)		
		DA, MA, PHT	MCB	LMRT- MAS
11/29/21	12/23/21	09/02/22	09/16/22	02/24/23
01/18/22	02/11/22	09/30/22	10/14/22	03/24/23
02/14/22	03/11/22	10/28/22	11/11/22	04/21/23
03/14/22	04/08/22	11/23/22	12/09/22	05/19/23
04/11/22	05/06/22	12/23/22	01/13/23	06/16/23
05/09/22	06/03/22	02/10/23	02/24/23	07/21/23
06/06/22	07/01/22	03/10/23	03/24/23	08/18/23
07/11/22	08/05/22	04/07/23	04/21/23	09/15/23
08/08/22	09/02/22	05/05/23	05/19/23	10/13/23
09/06/22	09/30/22	06/02/23	06/16/23	11/10/23
10/03/22	10/28/22	06/30/23	07/14/23	12/08/23
10/31/22	11/23/22	08/04/23	08/18/23	01/26/24
11/28/22	12/23/22	09/01/23	09/15/23	02/23/24
01/17/23	02/10/23	09/29/23	10/13/23	03/22/24
02/13/23	03/10/23	10/27/23	11/10/23	04/19/24

Hybrid/Blended Program Schedule
HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
10/25/21	01/07/22	07/10/22
01/18/22	03/13/22	09/04/22
03/14/22	05/08/22	10/30/22
05/09/22	07/03/22	12/24/22
07/11/22	09/04/22	03/12/23
09/06/22	10/30/22	05/07/23
10/31/22	12/24/22	07/09/23
01/17/23	03/12/23	09/03/23

*New start only

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Eric Bing, CEO

Revised December 8, 2021