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THE COLLEGE OF  
HEALTH CARE PROFESSIONS

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

**Catalog Vol XXIX Addenda**

*Revised September 3, 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**

*Addendum to School Catalog*

*Effective August 1, 2024*

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:

	<b>Program Cost</b>
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<b><u>Dental Assistant Certificate Program</u></b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
<b>Total Program Cost:</b>	<b>\$18,400.00</b>
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<b><u>Emergency Medical Technician Certificate Program</u></b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$1,545.00</u>
<b>Total Program Cost:</b>	<b>\$1,995.00</b>
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<b><u>Medical Assistant Certificate Program</u></b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
<b>Total Program Cost:</b>	<b>\$18,400.00</b>
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<b><u>Medical Coding and Billing Certificate Program</u></b>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
<b>Total Program Cost:</b>	<b>\$18,400.00</b>
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**Ophthalmic Assistant Certificate****Program**

Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,850.00</u>
<b>Total Program Cost:</b>	<b>\$17,300.00</b>

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**Patient Care Multi-skilled Technician Certificate Program**

Registration Fee:	\$50.00
Textbooks:	Included in tuition
Tuition:	<u>\$2,745.00</u>
<b>Total Program Cost:</b>	<b>\$2,795.00</b>

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**Phlebotomy Technician Certificate Program**

Registration Fee:	\$50.00
Textbooks:	Included in tuition
Tuition:	<u>\$1,150.00</u>
<b>Total Program Cost:</b>	<b>\$1,200.00</b>

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**Health and Medical Administrative Service AAS Degree Completion Program**

Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$11,300.00</u>
<b>Total Program Cost:</b>	<b>\$11,750.00</b>

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**Other Charges**

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

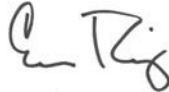
Non-Term Programs (Cost per course):	\$100.00
Term Programs:	Cost per Credit

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**Technology Fee** includes but is not limited to, the Learning Management System (CANVAS), Chromebook, software, mouse, USB, online E-library, cybersecurity, technology upgrades, servers, campus wireless connectivity and network.

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Eric Bing, CEO

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

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**ADDENDUM C Faculty and Staff**  
*Supplement to School Catalog*

<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

**CAMPUS ADMINISTRATION**

Name	Position	Status
LaToya Northington	Campus President	Full-time
Berta Jefferson	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
Christopher Butler	Admission Representative	Full-time
Rodolfo Gonzalez	Regional Director of Financial Aid	Full-time
Mario Alvarez	Master Financial Aid Advisor	Full-time
Noah Tellez	Financial Aid Advisor	Full-time
Janice Green	Financial Aid Advisor	Full-time
Lerida Long	Director of Career Services	Full-time
Veneshia Holmes	Career Services Advisor	Full-time
Lisa Phillips	Career Services Advisor	Full-time
Gayla Grantham	Career Services Advisor	Full-time
Brihana Smith	Externship Coordinator	Full-time
Natasha Vaughn	Registrar	Full-time
Clifford Williams	Administrative Assistant	Full-time
Ashton Guillory	Student Success Coordinator	Full-time

## FACULTY

Name	Position/Program	Full/Part	Education/Credentials
<b>Gonzalez, Darithza</b>	<b>Program Director</b>	Full-time	University of Phoenix, CCAM National Healthcareer Association
Bennet, Anna	MA Instructor	Full-time	Blend College, AMT
Brister, 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
Khan, Amaan	MA Instructor	Part-time	Houston Community College, Career Point
Mohammed, Ahmed	MA Instructor	Full-time	Houston Community College National Association for Health Professions, NRCCS
Monjaraz, Jairo	MA Instructor	Full-time	The College of Healthcare Professions National Association for Health Professions, HRCMA
Pipes, Kristina	MA Instructor	Part-time	The College of Health Care Profession, NRCMA
Smith, Angel	MA Instructor	Full-time	Everest College, CCMA National Healthcareer Association
Williams, Aisha	MA Assistant Program Director	Full-time	The College of Health Care Profession, NRCMA
<b>Ashley Burris</b>	<b>DA Program Director</b>	Full-time	The College of Health Care Professions, AAS, RDA
Daniels, Iris	DA Instructor	Full-time	The College of Health Care Professions Texas Registered Dental Assistant
Richardson, Stephanie	DA Instructor	Full-time	The College of Health Care Professions ( formerly known as Astrodome Career Centers)
Samora, Victoria	DA Instructor	Full-time	The College of Health Care Professions Texas Registered Dental Assistant
<b>Gibson, Cheryl</b>	<b>MCB/HMAS Program Director</b>	Full-time	The College of Health Care Professions, BS, CPC, NRCCS
Byrd, Sherry	MBC Instructor	Full-time	The College of Health Career Professions National Association for Health Professions, NRCCS
Heard, Tanik	MCB Instructor	Part-time	Letourneau University, A.S
<b>Clapp Adam</b>	<b>EMT Program Director</b>	Part-time	Cogswell Polytech College B.S. Grand Canyon Univ. M.S
<b>Graves, Jerri</b>	<b>OA Program Director</b>	Full-time	University of Phoenix, Joint Commission on Allied Health Personnel in Ophthalmology

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**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
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

**Residential Program Schedule**

EMERGENCY MEDICAL TECHNICIAN (EMT), PHLEBOTOMY TECHNICIAN (PHLEB), PATIENT CARE MULTI-SKILLED TECHNICIAN (PCMT)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)		
		PHLEB	EMT	PCMT
04/08/24	05/03/24	06/28/24	08/02/24	08/30/24
05/06/24	05/31/24	08/02/24	08/30/24	09/27/24
06/03/24	06/28/24	08/30/24	09/27/24	10/25/24
07/08/24	08/02/24	09/27/24	10/25/24	11/22/24
08/05/24	08/30/24	10/25/24	11/22/24	12/20/24
09/03/24	09/27/24	11/22/24	12/20/24	02/07/25
09/30/24	10/25/24	12/20/24	02/07/25	03/07/25
10/28/24	11/22/24	02/07/25	03/07/25	04/04/25
11/25/24	12/20/24	03/07/25	04/04/25	05/02/25
01/13/25	02/07/25	04/04/25	05/02/25	05/30/25
02/10/25	03/07/25	05/02/25	05/30/25	06/27/25

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Eric Bing, CEO

*Revised April 2024*



## 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 <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
<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
Phlebotomy 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