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THE COLLEGE OF  
HEALTH CARE PROFESSIONS

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**7322 Southwest Freeway, Suite 110  
Houston, Texas 77074**

**Addenda to  
Catalog Volume XXIX**

*Effective September 3, 2024*

**The College of Health Care Professions**  
7322 Southwest Freeway, Suite 110, Houston, Texas 77074

## 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 7:00pm, 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 Department Hours:**

8:00am to 7:00pm Monday through Thursday, 8:00am to 4:00pm, Friday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

#### **Placement Department 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.

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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.

The following are the costs for each program:

	Program Cost
<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>
<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>
<b><u>Health and Medical Administrative Service AAS Degree Completion Program</u></b>	
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>
<b><u>Limited Medical Radiologic Technologist with Medical Assisting Skills Certificate Program</u></b>	
Registration Fee:	\$100.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$24,900.00</u>
<b>Total Program Cost:</b>	<b>\$25,400.00</b>
<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>
<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>
<b><u>Pharmacy Technician Certificate Program</u></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>

<b><u>Patient Care Multi-skilled Technician Certificate Program</u></b>		
	Registration Fee:	\$50.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$2,745.00</u>
	<b>Total Program Cost:</b>	<b>\$2,795.00</b>
<b><u>Phlebotomy Technician Certificate Program</u></b>		
	Registration Fee:	\$50.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$1,150.00</u>
	<b>Total Program Cost:</b>	<b>\$1,200.00</b>
<b><u>Rehabilitation Therapy Technician 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>
<b><u>Other Charges</u></b>		
	Transcript Copy:	\$15.00
<b><u>Repeat Course Fees</u></b>		
	Non-Term Programs (Cost per course)	\$100.00
	Term Programs	Cost per Credit

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Eric Bing, CEO

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**Addendum C – Faculty and Staff**

*Addendum to School Catalog – July 11, 2024*

**CORPORATE STAFF**

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

**ADMINISTRATIVE STAFF**

Dr. James Cox	Campus President
Sheryl James	Director of Education
Andre Anyabena	Assistant Director of Education
Roxanne Garza	Assistant Director of Financial Aid
Jocelyn Perez	Financial Aid Advisor
Reyna Salazar	Financial Aid Advisor
Stephanie Hope	Registrar
Traci Buhl	Director of Career Services
Vi Diep	Career Services Advisor
Donald Green	Career Services Advisor
Veronica Jimenez	Career Services Advisor
Krystle Ramos	Career Services Advisor
Brittany Boyd	Director of Admissions
Martina Hannah	Senior Admissions Advisor
Cynthia Hernandez	Admissions Advisor
Jennifer Johnson	Senior Admissions Advisor
Natasha Johnson	Senior Admissions Advisor
Nubari Looma	Admissions Advisor
Zipporah Moore	Admissions Advisor
Roshanda Perkins	Senior Admissions Advisor
Anisha Reed	Senior Admissions Advisor
Jessica Montanez	Continuing Education Coordinator
Francia Richard	Student Success Coordinator
Diane Greenwood	Administrative Assistant
Yanely Urbina	Receptionist

## FACULTY

Name	Position	Full-time/ Part-time	Degrees, Registries, Certifications, and Licenses
Andre Anyabena	MA Program Director	Full-time	Ashford University, Clinton, IA, M.H.A.
Cheryl Lacey-Donovan	MA Instructor/ Extern Coordinator	Full-time	Houston Community College, RMA, CPT, NRHA
Beulah Freeland	MA Instructor	Full-time	The College of Health Care Professionals, NRCMA
Carlena Roberts	MA Instructor	Full-time	The College of Health Care Professionals, AS, NRCMA
Dr. Sonal Shah	MA Instructor	Full-time	Maharaja Sayajirao University, ARMA
Tricia Canales	MA Instructor	Full-time	The College of Health Care Professionals, NRCCS
Jason Kirkpatrick	MA Instructor	Full-time	US Army Medical Specialist, RMA
Charlene King	MA Instructor	Full-time	Everest Institute, RMA
Donisha Stepter	MA Instructor	Full-time	RMA, Eastern College of Health, New Orleans, LA
Dorothy Prejean	MA Instructor	Full-time	NRCMA, Associates of Applied Science Business Management, HCC Houston, Texas
Gertrude Roland	DA Program Director	Full-time	Astrodome Dental Career Center, RDA, NRDA
Jessika Johnson	DA Instructor	Full-time	Ohio Institute of Health Careers, Columbus, OH, RDA
Marjorie Ruffin	DA Instructor	Full-Time	Kaplan University, BDA
Shawntyl Payne	DA Instructor	Full-time	Everest Institute, RDA
Dedra Rubio	LMRT Program Director	Full-time	University of Texas Medical Branch, BSRT (R)(M)(CT)
Kelsey Odell	LMRT Instructor	Full-time	Fortis College RT (R )
Andrea Rodriguez	LMRT Instructor	Full-time	Bergen Community College RT (R )
Rachael Duran	LMRT Instructor	Full-time	Pima Community College RT(R )
Marsha Williams	LMRT Instructor	Full-time	Tyler Junio College RT (R )
Brooks Jackson	LMRT Instructor	Full-time	Virginia Highlands Community College RT (R )
Steve Nitzsche	LMRT Extern Coordinator	Full-time	Memorial Hermann School of Radiography RT(R )(CT)
Christopher Alexander	LMRT Instructor	Full-time	US Army Military Medical Training Campus, Certificate RT (R)
Stephanie Hope	Registrar	Full-time	University of Houston, BA
Andre Anyabena	HMAS Program Director	Full-time	Ashford University, Clinton, IA, M.H.A.
Alisa Thomas	HMAS Instructor	Full-Time	Texas Southern University, B.S. Health Administration, M.Ed. Counseling, Professional Careers Institute, CMA
Jay-Cheree Burns	RTT Program Director	Full-time	Marymount University, BS
Victoria Wilson	RTT Instructor	Full-time	Tulane University Master of Professional Studies in Health and Wellness Management, University of New Orleans, BS
Sally Al-Assar	RTT Instructor	Full-time	Yeditepe University, Istanbul, Turkey, MSc
Tobias Swackerd	EMT Program Director	Full-time	MPH, National University, US Navy Corpsman, NREMT - B
Gerardo Ramirez	PhT Program Director	Full-time	Houston Community College, AAS, R-CPhT, CHW
Amakia Gibson	PhT Instructor	Full-Time	Lipscomb University, Nashville, TN, PharmD, CPhT
Sherita Flowers	MCB Program Director	Full-Time	Strayer University, BA, CPC, CPB
Diana Dooley	MCB Instructor	Full-time	University of Texas at Austin, BFA, CRCR

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Eric Bing, CEO

## ADDENDUM D – Houston-SW Programmatic Start Schedule

*Supplement to School Catalog*

### **Blended Program Schedule**

DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB), MEDICAL ASSISTANT (MA), LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL ASSISTING SKILLS (LMRT-MAS), PHARMACY TECHNICIAN (PHT), REHABILITATION THERAPY TECHNICIAN (RTT)

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

### **Hybrid/Blended Program**

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES AAS DEGREE COMPLETION PROGRAM

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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*Revised April 2024*



**THE COLLEGE OF HEALTH CARE PROFESSIONS**

**ADDENDUM E – State Specific Credentialing Disclosure**

Supplement to School Catalog

**Houston Southwest Campus**

Revised April 2024

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
Emergency Medical 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
Limited Medical Radiologic Technologist with Medical Assisting Skills	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 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
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
Rehabilitation Therapy Technician	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