



THE COLLEGE OF
HEALTH CARE PROFESSIONS

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

Catalog Vol XXVI Addenda

Revised August 11, 2022

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 is 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.

ADDENDUM A- Holiday Schedule / Hours of Operation

Supplement to School Catalog

2022 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 / 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:

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 April 2022

ADDENDUM – B Tuition and Fee Schedule

Houston Med Center Campus Addendum to School Catalog

Effective date August 11, 2022

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:

		Tuition and Fees	
		Day	Evening
<u>Dental Assistant Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$300.00	\$300.00
	Textbooks/eBooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,950.00</u>	<u>\$14,950.00</u>
	Total Program Cost:	\$17,300.00	\$15,300.00
<u>Medical Assistant Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$300.00	\$300.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,950.00</u>	<u>\$14,950.00</u>
	Total Program Cost:	\$17,300.00	\$15,300.00
<u>Medical Coding and Billing Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$300.00	\$300.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,950.00</u>	<u>\$14,950.00</u>
	Total Program Cost:	\$17,300.00	\$15,300.00
<u>Health and Medical Administrative Service AAS Degree Completion Program</u>	Registration Fee:	\$50.00	
	Technology Fee:	\$300.00	
	Textbooks:	Included in tuition	
	Tuition:	<u>\$11,300.00</u>	
	Total Program Cost:	\$11,650.00	
<u>Other Charges</u>			
	Transcript Copy:	\$5.00	
	Late Payment Fee:	\$25.00	
<u>Re-Entry Fee</u>			
<u>Repeat Course Fees</u>			
	Certificate Program (First repeated course)		\$100.00
	Certificate Program (Any additional repeated course(s))		\$250.00
	AAS Degree Programs		Cost per Credit

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THE COLLEGE OF HEALTH CARE PROFESSIONS
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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
Bobbi Rabine	VP of Admissions
April Boyd	VP of Financial Aid

CAMPUS ADMINISTRATION

Name	Position	Status
LaNetia Edwards	Executive Director	Full-time
Seantenia Lynch	Director of Education	Full-time
Alva Salinas	Director of Admissions	Full-time
Demetris Reese	Admissions Representative	Full-time
Alain Noel	Admissions Representative	Full-time
Rion Stelly	Admissions Representative	Full-time
Rodolfo Gonzalez	Regional Director of Financial Aid	Full-time
Jason Cook	Financial Aid Advisor	Full-time
Jennifer Cantu	Financial Aid Advisor	Full-time
LeRida Long	Director of Career Services	Full-time
Miaya Hodges	Career Services Representative	Full-time
Natasha Vaughn	Registrar	Full-time
Jazmin Gallo	Receptionist	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Seantenia Lynch	Director of Education	Full-time	Grantham University MHA, Cleveland State University BSHS, CCMA
Cynara Oliver	MCB/HMAS Program Director	Full-time	Purdue University Global, BS, CPC
Cheryl Gibson	MCB Instructor	Full-time	The College of Health Care Professions, BS, CPC, NRCCS
Ashley Burris	DA Program Director	Full-time	The College of Health Care Professions, AAS, RDA
Tiffany Glynn	DA Instructor	Full-time	Houston Community College, A.S., Lonestar College, A.A., Lonestar College (RDA)
Shantel Carter	MA Program Director	Full-time	Lone Star Community College, AAS, NCCMA
Yolanda Deason	MA Instructor	Full-time	National Education Center, NRCMA, NR-EKG Tech, NR-Phlebotomy Tech
Mohammed Ahmed	MA Instructor	Part-time	Kharkiv National Medical University (MD), NRCMA
Julia Brister	MA Instructor	Full-time	Chamberlain School of Nursing, BS, LVN, NRCMA
Kristina Pipes	MA Instructor	Part-time	The College of Health Care Profession, NRCMA
Mohanad Alhalboos	MA Instructor	Full-time	Kharkiv National Medical University (MD), NRCMA
O’Nedra Moffett	Externship Coordinator	Full-time	Texas School of Business MA Diploma; AMT RMA

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Eric Bing, CEO

ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog

Houston Med Center Campus

Blended Program Schedule
 MEDICAL CODING AND BILLING
 MEDICAL ASSISTANT, DENTAL ASSISTANT

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		Dental Assistant Medical Assistant	Medical Coding and Billing
11/29/21	12/23/21	09/02/22	09/16/22
01/18/22	02/11/22	09/30/22	10/14/22
02/14/22	03/11/22	10/28/22	11/11/22
03/14/22	04/08/22	11/23/22	12/09/22
04/11/22	05/06/22	12/23/22	01/13/23
05/09/22	06/03/22	02/10/23	02/24/23
06/06/22	07/01/22	03/10/23	03/24/23
07/11/22	08/05/22	04/07/23	04/21/23
08/08/22	09/02/22	05/05/23	05/19/23
09/06/22	09/30/22	06/02/23	06/16/23
10/03/22	10/28/22	06/30/23	07/14/23
10/31/22	11/23/22	08/04/23	08/18/23
11/28/22	12/23/22	09/01/23	09/15/23
01/17/23	02/10/23	09/29/23	10/13/23
02/13/23	03/10/23	10/27/23	11/10/23

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

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ADDENDUM E – State Specific Credentialing Disclosure
Supplement to School Catalog **Houston Med Center 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 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