



THE COLLEGE OF
HEALTH CARE PROFESSIONS

**6330 East Highway 290, Suite 180
Austin, Texas 78723**

Catalog Vol XXIV Addenda

Effective January 4, 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 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

THE COLLEGE OF HEALTH CARE PROFESSIONS 6330 East Highway 290, Ste 180 Austin, TX 78723 (512) 617-5700

2021 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 which will be counted towards the cumulative absences for attendance.)

Holiday	Date(s) observed	Make-Up Day
Labor day	Sept 7, 2020	Friday, Sept 11, 2020
Thanksgiving Week Break	Nov 23-27, 2020	n/a
Holiday Break (Residential Programs)	Dec 24, 2020 – Jan 1, 2021	Friday, Dec 18, 2020
Holiday Break (Blended Programs)	Dec 24, 2020 – Jan 18, 2021	Friday, Dec 18, 2020
Martin Luther King's Birthday	Jan 18, 2021	Friday, Jan 22, 2021
Memorial Day	May 31, 2021	Friday, June 4, 2021
4 th of July	July 5, 2021	Friday, July 9, 2021
Labor day	Sept 6, 2021	Friday, Sept 10, 2021
Thanksgiving Week Break	Nov 22-26, 2021	n/a
Holiday Break (Residential 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	Jan 17, 2022	Friday, Jan 21, 2022

Business Office Hours:

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

Education, Externship, and Placement Departmental Hours:

8:00am to 5:00pm, Monday through Thursday. The office is not open weekends. Instructors are available after 3:00 for remedial work and tutoring by appointment only.

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“The information contained in this supplement is true and correct to the best of my knowledge.”



Eric Bing, CEO

Revised September 2020



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Austin, TX 78723 (512) 617-5700

ADDENDUM B - Tuition and Fee Schedule

Addendum to School Catalog

Effective date September 10, 2020

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:

<u>Dental Assistant Certificate Program</u> (AUS)		<u>Day Program</u>
	Registration Fee:	\$50.00
	Technology Fee:	300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,950.00</u>
	Total Program Cost:	\$17,300.00
<u>Diagnostic Medical Sonography AAS Degree Program</u> (AUS)	Registration Fee:	\$100.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$42,400.00</u>
	Total Program Cost:	\$42,500.00
	<u>Limited Medical Radiologic Technologist Certificate Program</u> (AUS)	Registration Fee:
Technology Fee:		\$300.00
Textbooks:		Included in tuition
Tuition:		<u>\$25,900.00</u>
Total Program Cost:		\$26,300.00
<u>Medical Assistant Certificate Program</u> (AUS)	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,500.00</u>
	Total Program Cost:	\$16,850.00
<u>Medical Coding and Billing Certificate Program</u> (AUS)	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition

	Tuition:	<u>\$16,900.00</u>
	Total Program Cost:	\$17,250.00
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<u>Surgical Technology – AAS Program (AUS)</u>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$37,950.00</u>
	Total Program Cost	\$38,300.00
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<u>Other Charges</u>	Transcript Copy:	\$5.00
	Late Payment Fee:	\$25.00
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<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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<u>Re-Entry Fee</u>		\$100.00

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Eric Bing, CEO

THE COLLEGE OF HEALTH CARE PROFESSIONS
 6330 East Highway 290, Ste 180, Austin Texas 78723

ADDENDUM C – Staff and Faculty

Supplement to School Catalog

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
Sylwia Trzesniowska	Assistant VP of Financial Aid

AUSTIN CAMPUS

Sara Rambikur.....	Campus President
George “Chip” Daiy.....	Director of Education
Sandra Granados.....	Assistant Director of Education
Kelly DeMars.....	Senior Director of Admissions
Ambrosia Mmonu.....	Assistant Director of Admissions
Venessa Caples.....	Master Admissions Advisor
Christin Barkus.....	Senior Admissions Advisor
Jonathan Cedeno.....	Senior Admissions Advisor
Amanda Williams.....	Admissions Advisor
Yanni Arango.....	Admissions Advisor
Anna Marie Shaw.....	Director of Financial Aid
Tonya Birdwell.....	Senior Financial Aid Administrator
Erica Reyna.....	Financial Aid Administrator
Marissa Johnson.....	Financial Aid Administrator
Elizabeth Averette.....	Financial Aid Administrator
Lauren Cutrone.....	Senior Director of Career Services
Deann Brown.....	Career Services Advisor

LaRita Turner.....Senior Career Services Advisor
Christi Kempf.....Career Services Advisor
Jeremy Sapp..... Registrar
LaVita Kerley..... Receptionist
Peggy Walthers.....Receptionist

FACULTY

Jacqueline Jackson, RDA.....Dental Assistant Program Director
 Allied Health Careers, Dental Assistant Certificate
 Registered Dental Assistant

Casandra Reyes, RDA.....Dental Assistant Instructor
 Registered Dental Assistant

Zera James, RDA.....Dental Assistant Instructor
 Huston Tillotson University, Bachelor Degree in Education
 The Academy of Health Care Professions, Dental Assistant Certificate
 Registered Dental Assistant

Sandra Granados, B.A.A.S., RDMS ABD, OB/GYN, P, RVT... Interim Diagnostic Medical Sonography Program Director
 Texas State University, Bachelor of Fine Arts and Science, Education
 St. Phillips College, Associate of Applied Arts and Sciences, Diagnostic Medical Sonography

Cassandra Perkins, AAS, RDMS (AB, OB/GYN, BR), RVT....Diagnostic Medical Sonography, Clinical Coordinator/Instructor
 Austin Community College, Diagnostic Medical Sonography

Christi Sharp, AAS, RDMS, AB, OB/GYN, Breast, NE.....Diagnostic Medical Sonography Instructor
 Midland College, Associate of Applied Science, Diagnostic Medical Sonography

Latasha Lindsey, AAS, RDMS ABD, RVTDiagnostic Medical Sonography Instructor
 Virginia College, Associate of Applied Science

Carl Whitley, B.S., R.Ph.Mod 1 Instructor
 University of Texas-Austin, Bachelor of Science
 Certified Tissue Bank Specialist

Winnona Lopez-Yanson, MLT.....Mod 1 Instructor
 Medical Laboratory Technician, U.S. Army
 Combat Medic, U.S. Army
 CPR Certified

Bethany Shirley, AAS, CPC, CCMA..... Medical Assistant Program Director
 Virginia College, Associates of Applied Science
 American Academy of Professional Coders, Certified Professional Coder
 National Health Career Association, Certified Clinical Medical Assistant

Clarence McLean, CCMA.....Medical Assistant Externship Coordinator
 Austin Community College, Associate of Applied Sciences

Nikelle Rouse, NRCMA.....MA Instructor
 Career Advancement Center, Certificate Medical Assistant

Celeste Bucher, AAS, CCMA, CPT..... Medical Assistant Instructor
McKinley College, Associate of Applied Science
Delta Junior College, Diploma in Medical Assistant
Certified Medical Assistant
Certified Phlebotomy Technician
BLS Instructor

Shentel Price, NRCMA..... Medical Assistant Instructor
Everest Institute, Certificate Medical Assistant

Susan Allen.....Medical Assistant Instructor
St. Phillips College, Vocational Nursing
AMT Registered Medical Assistant

Kevin Ramirez.....Medical Assistant Instructor
National Education Center, Certificate Medical Assistant

Kathie Kohout, ASB, CPC, RMA..... Medical Coding and Billing Program Director
Careercom Junior Business College, Associate of Specialized Business of Medical Assistant

Glenn Powell*.....Medical Coding and Billing Instructor
Virginia College, Medical Billing & Coding
American Academy of Professional Coders, ICD-10-CM

Drew Sadler, LMRT.....Limited Medical Radiologic Technologist Program Director
College of Health Care Professions, LMRT Certificate Program

Jaime Mills, R.T. (R).....Limited Medical Radiology Externship Coordinator
Austin Community College, Associate of Applied Science, Diagnostic Medical Imaging - Radiology
Midwestern State University, Bachelor of Science, Radiologic Science
ARRT, MRT

Cynthia Colman, RTRMR, MRT.....Limited Medical Radiologic Technologist Instructor
College of Dupage, Associate of Applied Science, Radiologic Technology

Katy Jimenez, LMRT.....Limited Medical Radiologic Technologist Instructor
College of Health Care Professions, Bachelor of Science, Health Care Management
College of Health Care Professions, LMRT Certificate Program

Megan Williams, BS, R.T. (R)..... Limited Medical Radiology Program Instructor
The College of Health Care Professions, Bachelor of Science in Radiologic Science Management
Pima Institute, Associate in Applied Sciences
The Academy of Health Care Professions – Austin, LMRT Certificate

Jill Carlton, R.T. (R)..... Limited Medical Radiology Program Instructor
Advocate IMMC School of Radiologic Technology, Diploma
Chicago School of Massage Therapy, Diploma

Tammy Santarelli, AAS, AST, CST.....Program Director Surgical Technology
Concorde Career College, Associates of Applied Science Surgical Technology
Rolla Technical Center, Certified Surgical Technologist

Jamie Dennis CST, AAS..... Surgical Technologist Instructor
Virginia College, Associates of Applied Science

Victoria Lopez, AAS, CST.....Surgical Technology Instructor

The College of Health Care Professions, Associates of Applied Science Surgical Technology

Tanya Nichols-Herd, AAS, NCCT.....Surgical Technology Instructor
Virginia College, Associate of Applied Science, Surgical Technology

Marina Kajans, AAS, CST.....Surgical Technology Preceptor
The College of Health Care Professions, Associates of Applied Science Surgical Technology

**Indicates Part time employee.*

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Eric Bing, CEO

Revised November 14, 2018

ADDENDUM D – Austin Campus Programmatic Start Schedule

Supplement to School Catalog,

Blended Program Schedule

MEDICAL ASSISTANT CERTIFICATE (MA), DENTAL ASSISTANT (DA)
 MEDICAL CODING AND BILLING CERTIFICATE (MCB), LIMITED MEDICAL RADIOLOGIC
 TECHNOLOGIST WITH MA SKILLS (LMRT-MAS)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)		
		DA, MA	MCB	LMRT- MAS
08/31/20	09/25/20	06/04/21	06/18/21	
09/28/20	10/23/20	07/02/21	07/09/21	12/23/21
10/26/20	11/20/20	07/30/21	08/13/21	02/11/22
12/07/20	01/15/21	08/27/21	09/10/21	03/11/22
01/19/21	02/12/21	09/24/21	10/08/21	03/25/22
02/15/21	03/12/21	10/22/21	11/05/21	04/22/22
03/15/21	04/09/21	11/19/21	12/10/21	05/20/22
04/12/21	05/07/21	12/24/21	01/14/22	06/17/22
05/10/21	06/04/21	02/11/22	02/25/22	07/22/22
06/07/21	07/02/21	03/11/22	03/25/22	08/19/22
07/06/21	07/30/21	04/08/22	04/22/22	09/16/22
08/02/21	08/27/21	05/06/22	05/20/22	10/14/22
08/30/21	09/24/21	06/03/22	06/17/22	11/11/22
09/27/21	10/22/21	07/01/22	07/15/22	12/09/22
10/25/21	11/19/21	08/05/22	08/19/22	01/20/23
11/29/21	12/24/21	09/02/22	09/16/22	02/24/23
01/18/22	02/11/22	09/30/22	10/14/22	03/24/23

Hybrid Program

DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM

SEMESTER START DATE	SEMESTER END DATE	ESTIMATED GRADUATION DATE (For Corresponding Semester Start Date)
07/06/20	10/23/20	07/08/22
10/26/20	03/12/21	10/28/22
03/15/21	07/02/21	03/10/23
07/06/21	10/22/21	07/01/23
11/01/21	03/11/22	10/27/23
03/14/22	07/08/22	03/08/24

Hybrid Program
SURGICAL TECHNOLOGY AAS DEGREE PROGRAM

SEMESTER START	SEMESTER END DATE	ESTIMATED GRADUATION DATE (For Corresponding Start Date)
08/31/20	10/23/20	05/06/22
10/26/20	01/08/21	07/08/22
01/19/21	03/12/21	09/02/22
03/15/21	05/07/21	10/28/22
05/10/21	07/09/21	01/06/23
07/06/21	08/27/21	03/10/23
08/30/21	10/22/21	05/05/23
10/25/21	01/07/22	07/07/23
01/18/22	03/11/22	09/01/23

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Revised September 2020

Important Information Regarding Surgical Technology - Associate of Applied Science Degree Program

On March 22, 2019, the College of Health Care Professions (“CHCP”) received approval from its accreditor, the Accreditation Bureau of Health Education Schools (“ABHES”), to offer the Surgical Technology - Associate of Applied Science Degree Program at CHCP’s Austin campus.

ABHES has advised CHCP that it is approved to add this new program within its existing grant of institutional accreditation and it has stated that the program “meets the ABHES programmatic initial accreditation requirements.”

Although CHCP has received initial approval under ABHES’ accreditation standards for Surgical Technology programs, the program is subject to continuing review according to ABHES standards and procedures.

This means, among other things, that the Surgical Technology program will be subject to an on-site evaluation to be conducted when the program’s students reach the clinical phase of the program. At that time, CHCP will be required to demonstrate that it continues to meet all ABHES requirements for Surgical Technology programs in order to complete the accreditation review of the program.

For you, the student, it is important that CHCP successfully complete the accreditation review of the Surgical Technology program at some point during your period of enrollment. CHCP must complete the ABHES accreditation review during your period of enrollment to make certain you can take the Certified Surgical Technologist exam (“CST exam”) following your graduation.

Surgical Technologist program graduates who pass the CST exam receive certification through the National Board of Surgical Technology and Surgical Assisting (“NBSTSA”). This certification is highly sought-after by health care providers who hire Surgical Technologists in general. In addition, the State of Texas requires all Surgical Technologists receive NBSTSA certification in order to work in state licensed hospitals. Therefore, your ability to obtain certification can greatly impact your ability to find future employment as a Surgical Technologist.

The normal time frame for completing the ABHES accreditation review is less than two years. At this time, CHCP is progressing normally through the process as required by ABHES. CHCP has successfully completed this process at other campus locations in Texas. However, CHCP cannot predict or guarantee that it will be able to complete the process with ABHES within any specific timeframe.

If you have any questions or concerns about this notice and what it means for you, please contact Jennifer Torres at (512) 617-5700.

I have read and fully understand the notice above regarding the accreditation status of the Surgical Technology program and its impact on my ability to sit for the CST exam.

Additional Austin Campus Specific Scholarships and Grants

Central Texas Community Workforce Development Scholarship

Available to new enrollees intending to pursue their Medical Assistant education at The College of Health Care Professions Austin Campus.

Eligibility:

- Must be a first-time enrollee in a program at The College of Health Care Professions.
- Must meet all current admissions requirements at The College of Health Care Professions and be accepted for admission.
- Must enroll in the Medical Assistant Certificate program.
- Must reside in 11-county area of Central Texas (Bastrop, Blanco, Burnet, Caldwell, Fayette, Gonzales, Hays, Lee, Llano, Travis, or Williamson counties).
- Must be from an underserved community and demonstrate financial need.
- Must complete the “CHCP Workforce Development Scholarship” application form and submit with required essay.
- Must maintain a cumulative GPA of 2.0 and be continuously enrolled; withdrawing from school will result in ineligibility.
- Must be a U.S. Citizen or permanent resident.

Other Terms and Conditions:

- All application materials and proof of eligibility must be provided on or before the time of start. If all of the application materials and proof of eligibility are not provided to The College of Health Care Professions on or before the time of start, the student is not eligible for the CHCP Central Texas Workforce Development Scholarship and will be responsible for the total cost of tuition and fees.
- The CHCP Central Texas Workforce Development Scholarship cannot be used in conjunction with any other CHCP discounts or scholarships. It is non-transferable, non-refundable, and has no cash value.
- CHCP scholarship funding is limited and if exhausted, students may not be awarded the scholarship.

Additional Information:

- A copy of the CHCP Workforce Development Scholarship application and requirements may be obtained at: <http://www.chcp.edu/tuition-financial-aid/scholarships-grants>