



THE COLLEGE OF
HEALTH CARE PROFESSIONS

**8585 N. Stemmons Freeway
Suite N300
Dallas, Texas 75247**

Catalog Vol XXIII Addenda

Revised September 15, 2020

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

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:

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 September 2020

ADDENDUM – B Tuition and Fee Schedule

Addendum to School Catalog

Effective date November 1, 2019

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 blended delivery programs starting after 01/01/2020.*

<u>Dental Assistant Certificate Program</u>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,650.00</u>
	Total Program Cost:	\$17,000.00
<u>Massage Therapy Certificate Program</u>	Registration Fee:	\$50.00
	Books/Printed Materials:	Included in tuition
	Lab Fee:	Included in tuition
	Tuition:	<u>\$11,250.00</u>
	Total Program Cost:	\$11,300.00
<u>Medical Assistant Certificate Program</u>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,350.00</u>
	Total Program Cost:	\$16,700.00
<u>Medical Coding and Billing Certificate Program</u>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,900.00</u>
	Total Program Cost:	\$17,250.00
<u>Limited Medical Radiologic Technologist with Medical Assisting Skills</u>	Registration Fee:	\$100.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$24,900.00</u>
	Total Program Cost:	\$25,300.00

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

Registration Fee:	\$50.00
Technology Fee:	\$300.00
Textbooks:	Included in tuition
Tuition:	<u>\$11,300.00</u>
Total Program Cost:	\$11,650.00

Other Charges

Transcript Copy:	\$5.00
Late Payment Fee:	\$25.00

Re-Entry Fee

\$100.00

Repeat Course Fees

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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Eric Bing, CEO

THE COLLEGE OF HEALTH CARE PROFESSIONS
8585 N. Stemmons Frwy, Suite N300, Dallas, Texas 75247

ADDENDUM C Faculty and Staff

Supplement to School Catalog

CORPORATE	
Eric Bing	Chief Executive Officer
Laura Bledsoe	Chief Operations Officer
J.P. Schippert	Chief Financial Officer
Steve Horn	Chief Marketing Officer
Joannit Montano	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

CAMPUS ADMINISTRATION

Name	Position	Full-time/ Part-time
Jim Michel	Campus President	Full-time
Terra Frost	Director of Education	Full-time
Roger Wilcox	Finance Manager	Full-time
Athenai Gussenhoven	Director of Career Services	Full-time
Kenneth Evans	Registrar	Full-time
Nichole Jackson	Senior Director of Admissions	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Nicola Myers	LMRT Program Director	Full	Houston Community College (ARRT, MRT)
LaMonica Turner	MA Program Director	Full	National University (BSPH) Mountain View College(CMA)
Beatrice Montelongo	MCB Program Director	Full	Texas Careers (CBCS)
De' Borah LaVeaux Jackson	DA Program Director	Full	Eastern Healthcare College (RDA)
Amy Edwards	MA Instructor/ Extern Coordinator	Full	Devry (BSHA)
Shawna Ridley	HMAS Program Director / MOD I Night Instructor	Part	Amberton University (MBA)
Sharon Randolph	MCB Instructor	Part	Texas Women's University (RHIA)
Catalya Yarbrough	MOD 1 Day Instructor	Part	Tarrant Community College (ASN)
Loren Vaughan	MT Instructor	Part	Texas Department of Licensing and Regulations (LMT)
Vikki Lewis	LMRT Instructor	Part	Tyler Junior College (AAS)
Ginell Agnew	MA Instructor	Full	Concordia University(MEd) American Medical Technologist(RMA)
Chantel Miller	MA Instructor	Part	ATI Training Center(NRCMA)
Modina Leta	MA Instructor	Full	Quinbaugh Valley Community College (AS) Barton School of Medical Assistant(CMA)
Lisa Thomas	MA Instructor	Part	Kaplan University (MS)
Dr. Tracy Brown-Dorsey	MA Instructor	Part	Trinity College of Natural Health (ND, Natural Medicine (Board Certified))
Helena Vanegas	MA Instructor	Part	NCCT Medical Assistant Certification
Marcia Gaston	LMRT Instructor	Part	ECPI College of Technology (AAS)
Arlyne Franklin	MA Instructor	Part	NAHP Certified CMA

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Eric Bing, CEO

ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog

DALLAS CAMPUS

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)

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	11/19/21
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
11/30/20	12/23/20	08/27/21	09/10/21	03/11/22
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	04/08/22
02/15/21	03/12/21	10/22/21	11/05/21	05/06/22
03/15/21	04/09/21	11/19/21	12/10/21	06/03/22
04/12/21	05/07/21	12/24/21	01/14/22	07/01/22
05/10/21	06/04/21	02/11/22	02/25/22	08/05/22
06/07/21	07/02/21	03/11/22	03/25/22	09/02/22
07/06/21	07/30/21	04/08/22	04/22/22	09/30/22
08/02/21	08/27/21	05/06/22	05/20/22	10/28/22
08/30/21	09/24/21	06/03/22	06/17/22	11/23/22
09/27/21	10/22/21	07/01/22	07/15/22	12/23/22
10/25/21	11/19/21	08/05/22	08/19/22	02/10/23
11/29/21	12/24/21	09/02/22	09/16/22	03/10/23
01/18/22	02/11/22	09/30/22	10/14/22	04/07/23

*New start only

Hybrid/Blended Program Schedule

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
08/31/20	10/25/20	05/09/21
10/26/20	12/23/20	07/03/21
01/19/21	03/14/21	08/27/21
03/15/21	05/09/21	10/22/21
05/10/21	07/03/21	12/24/21
07/06/21	08/27/21	03/13/22
08/30/21	10/22/21	05/08/22
10/25/21	01/07/22	07/10/22
01/18/22	03/13/22	09/04/22

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A handwritten signature in black ink, appearing to read "Eric Bing". The signature is written in a cursive style with a large initial "E" and "B".

Eric Bing, CEO

Revised September 10, 2020