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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 XXIII**

*Effective October 13, 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 make-up day will result in an absence for the day which will be counted towards the cumulative absences for attendance.)**

<b>Holiday</b>	<b>Date(s) observed</b>	<b>Make-Up Day</b>
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 <sup>th</sup> 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 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

## ADDENDUM – B Tuition and Fee Schedule

### Addendum to School Catalog

Effective date September 14, 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:


*\*Effective 11/1/2019 a Technology Fee has been instituted for blended delivery programs starting after 01/01/2020.*

<b><u>Dental Assistant Certificate Program</u></b> <b>(Blended Delivery)</b>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,950.00</u>
	<b>Total Program Cost:</b>	<b>\$17,300.00</b>
<b><u>Limited Medical Radiologic Technologist Certificate Program</u></b>	Registration Fee:	\$100.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$24,900.00</u>
	<b>Total Program Cost:</b>	<b>\$25,300.00</b>
<b><u>Massage Therapy Certificate Program</u></b>	Registration Fee:	\$50.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$11,250.00</u>
	<b>Total Program Cost</b>	<b>\$11,300.00</b>
<b><u>Medical Assistant Certificate Program</u></b> <b>(Blended Delivery)</b>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,950.00</u>
	<b>Total Program Cost:</b>	<b>\$17,300.00</b>
<b><u>Medical Coding and Billing Certificate Program (Blended)</u></b> <b>(Blended Delivery)</b>	Registration Fee:	\$50.00
	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,900.00</u>
	<b>Total Program Cost:</b>	<b>\$17,250.00</b>

<b><u>Rehabilitation Therapy Technician</u></b>		
<b><u>Certificate Program</u></b>	Registration Fee:	\$50.00
<b>(Blended Delivery)</b>	Technology Fee:	\$300.00
	Textbooks:	Included in tuition
	Tuition:	\$16,950.00
	<b>Total Program Cost:</b>	<b>\$17,300.00</b>
<b><u>Other Charges</u></b>		
	Transcript Copy:	\$5.00
	Late Payment Fee:	\$25.00
<b><u>Repeat Course Fees</u></b>		
	Certificate Program (First repeated course)	\$100.00
	Certificate Program (Any additional repeated course(s))	\$250.00
	AAS and BS Degree Programs	Cost per Credit

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**Addendum C – Faculty and Staff**

*Addendum to School Catalog*

**CORPORATE STAFF**

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

**ADMINISTRATIVE STAFF**

Syed Kazmi	Campus President
Ryan Daily	Director of Admissions
Cheryl Dunlap	Director of Education
Amber Tallent	Assistant Director of Education
Rodolfo Gonzalez	Director of Financial Aid
Belinda Balsano	Senior Financial Aid Advisor
Evangalina Olivas	Financial Aid Advisor
Janice Green	Financial Aid Advisor
Lourdes Nieves	Financial Aid Advisor
Mayra Morales	Registrar
Frederick Richards	Director of Career Services
LeRida Long	Career Services Advisor
Nicolas Turner	Career Services Advisor
Kierra Adams	Placement Coordinator
Shelton Cheeks	Assistant Director of Admissions
Francia Richard	Master Admissions Advisor
Jose Delgado	Admissions Advisor
Chelsea Ackers	Admissions Advisor
Justin Peterson	Admissions Advisor
Brandy Arnold	Admissions Advisor
Roslyn York	Admissions Advisor
Yusheka Garner	Admissions Advisor
Mirna Silvestre	Receptionist
Vanessa Gutierrez	Receptionist

## FACULTY

Name	Position	Full-time/ Part-time	Degrees, Registries, Certifications, and Licenses
<b>Darithza Gonzalez</b>	<b>MA Program Director</b>	<b>Full-time</b>	<b>University of Phoenix, BS, CCMA</b>
Cheryl Lacey-Donovan	MA Instructor/ Extern Coordinator	Full-time	Houston Community College, RMA, CPT, NRHA
Melissa Tobin	Medical Assistant Instructor	Part-time	Pima Medical Institute , AAS, ASCP, NRCMA
Leslie Escobar	Medical Assistant Instructor	Part-time	Texas School of Business, NRCMA
Carlena Roberts	Medical Assistant Instructor	Full-time	Academy of Health Care Professions, CMA
Dr. Sonal Shah	Medical Assistant Instructor	Part-time	Maharaja Sayajirao University, ARMA
Kyjunta Hillis	Medical Assistant Instructor	Part-time	University of Texas, BS, LVN, NRCMA
Dr. Gerald Hawkins	Module 1 Instructor	Full-time	Kansas City University of Medicine and Biosciences, DO
Matthew Spradlin	Medical Assistant Instructor	Part-time	College of Health Career Professions, Certificate NRCMA
Anna Bennette	Medical Assistant Instructor	Part-time	Concordia University, RMA, CMA
<b>Gertrude Roland</b>	<b>DA Program Director</b>	<b>Full-time</b>	<b>Astrodome Dental Career Center, RDA, NRDA</b>
Ashley Burris	DA Instructor	Full-time	Astrodome Dental Career Center, RDA
Kimekia Tezano	DA Instructor	Part-Time	Bryman College, RDA
<b>Dedra Rubio</b>	<b>LMRT Program Director</b>	<b>Full-time</b>	<b>University of Texas Medical Branch, BSRT (R)(M)(CT)</b>
Patrice Washington	LMRT Instructor	Full-time	Grand Canyon University, Coastal Bend College, RT(R)
Mary Ann Bargas	LMRT Instructor	Full-time	Lamar Institute of Technology, RT (R)(CT)
Christopher Alexander	LMRT Instructor	Full-time	US Army Military Medical Training Campus, Certificate ARRT, RT (R)
Viet Nguyen	LMRT Instructor	Full-time	South Dakota State University, RT (R)
<b>Kelly Marie Hale-Brown</b>	<b>RTT Program Director</b>	<b>Full-Time</b>	<b>Marymount University, PT, DPT, CSRS, LSVT-BIG</b>
<b>Joseph Soulamon</b>	<b>Massage Therapy Program Director</b>	<b>Full-time</b>	<b>Morehouse University B.A., New Life Institute, LMT MTI</b>
Kyle Rios	Massage Therapy Instructor	Part-time	MTI Business College, Licensed MT, Licensed MT Instructor
Patrick Jarvis	Massage Therapy Instructor	Full-time	National Institute of Technology, LMT LMTI
Cheryl Gibson	MCB Instructor	Full-time	American Intercontinental College, CPC, NRCCS
Tiffany Jones	MCB Instructor/Extern Coordinator	Full-time	Remington College, RMA,MCOA, NCP
Tricia Canales	MCB Instructor	Part-time	The College of Health Care Professionals, NRCCS

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**ADDENDUM D – 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)  
REHABILITATION THERAPY TECHNICIAN (RTT)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)		
		DA, MA, RTT	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	
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

**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)
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



**Residential Day Schedule**  
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
		Limited Medical Radiologic Technologist
09/21/20	10/23/20	10/29/21
10/26/20	12/04/20	12/10/21
12/07/20*	01/15/21	
01/19/21*	02/19/21	
02/22/21*	03/26/21	
03/29/21*	04/30/21	
05/03/21*	06/04/21	
06/07/21*	07/09/21	
07/12/21*	08/13/21	

\*no new starts

**Residential Evening Schedule**  
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
		Limited Medical Radiologic Technologist
09/21/20	11/10/20	03/25/22
11/11/20*	01/15/21	
01/19/21*	03/09/21	
03/10/21*	04/30/21	
05/03/21*	06/22/21	
06/23/21*	08/13/21	
08/16/21*	10/05/21	
10/06/21*	12/03/21	

\*no new starts

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*Revised September 14, 2020*