



THE COLLEGE OF
HEALTH CARE PROFESSIONS

1964 SW Military Drive
San Antonio, Texas 78221

**Addenda to
Catalog Volume XXIV**

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.

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San Antonio, Texas 78221

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.)

| 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, 9:00am to 4:00pm Friday. The office is not open on weekends. All business transactions should be handled during business hours.

Education, Externship, and Placement Department Hours:

8:00am to 5:00pm Monday through Thursday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

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 Career Schools and Colleges, Austin, Texas***

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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:

Dental Assistant

Certificate Program Blended
(SSA)

| | |
|----------------------------|---------------------|
| Registration Fee: | \$50.00 |
| Technology Fee: | \$300.00 |
| Textbooks: | Included in tuition |
| Tuition: | <u>\$15,950.00</u> |
| Total Program Cost: | \$16,300.00 |

Health and Medical Administrative Services

Completion Program (Blended)

AAS Degree
(NW online, SSA)

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

Medical Assistant

Certificate Program (Blended)
(SSA)

| | |
|----------------------------|---------------------|
| Registration Fee: | \$50.00 |
| Technology Fee: | \$300.00 |
| Textbooks: | Included in tuition |
| Tuition: | <u>\$16,950.00</u> |
| Total Program Cost: | \$17,300.00 |

Medical Coding and Billing

Certificate Program (Blended)
(SSA)

| | |
|----------------------------|---------------------|
| Registration Fee: | \$50.00 |
| Technology Fee: | \$300.00 |
| Textbooks: | Included in tuition |
| Tuition: | <u>\$16,950.00</u> |
| Total Program Cost: | \$17,300.00 |

Pharmacy Technician**Certificate Program (Blended)**
(SSA)

| | |
|---------------------------|---------------------|
| Registration Fee: | \$50.00 |
| Technology Fee: | \$300.00 |
| Textbooks: | Included in tuition |
| Tuition: | <u>\$15,300.00</u> |
| Total Program Cost | \$15,650.00 |

Other Charges

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

Repeat Course Fees

| | |
|---|-----------------|
| 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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Eric Bing, CEO

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ADDENDUM C- Faculty and Staff

| 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 |

SAN ANTONIO SOUTH CAMPUS

| | |
|--------------------------------|------------------------------------|
| Randy L. Bullis | Campus President |
| Marco Aguinaga | Director of Education |
| Michelle Garcia | Director of Admissions |
| Maria Earls | Director of Career Services |
| Laura Lumsden | Registrar |
| Annette Castaneda | Sr. Financial Aid Director |
| Ivan Ramirez | Admissions Advisor |
| Brenda Villarreal | Admissions Advisor |
| Aurora Molina | Admissions Advisor |
| Brittany Moseley | Admissions Advisor |
| Ernesto Delgado | Admissions Advisor |
| LaDonna Grant | Sr. Financial Aid Advisor |
| Victoria Owens | Financial Aid Advisor |
| Amilcar Ramirez | Career Services Advisor |
| Josephine Chavez | Receptionist |
| Chelsea Keeble | Receptionist |
| Rosalinda Valadez | Receptionist |

Faculty Credentials

Dental Assistant Program

Cristina Garcia, Dental Assistant Program Director – Full Time

Kaplan University-Bachelors of Science in Health Science
 Kaplan College- Dental Assistant Degree
 Registered Dental Assistant

Steve Trim, Dental Assistant Instructor – Full Time

Brightwood College – Associates in Health Information
 Registered Dental Assistant

Evelyn Gillis, Dental Assistant Instructor – Full Time

Alamo Colleges – Associate of Arts Degree
 Registered Dental Assistant

Aneida Cantu, Dental Assistant Instructor – Full Time

Dental Assistant, Dental Assistant Instructor Alamo
Colleges – Certificate Level 1 Dental Assisting
Registered Dental Assistant

Medical Assistant Program

Stephanie Shearin, Medical Assistant Program Director – Full Time

Kaplan University- Associates of Applied Science in Medical Office Management
National Registered Certified Medical Assistant

Dr. Jose Francisco Gomez, Medical Assistant Instructor, - Part Time

School of Medicine, University of Guadalajara Mexico, 1988 Medical Doctor (M.D.)
Specialist in General Surgery

Chad Harris, Medical Assistant Instructor, Full Time

National Registered Certified Medical Assistant

Tiffany Alvarado, Medical Assistant Instructor, – Full Time

National Registered Certified Medical Assistant

Shannon Uresti, Medical Assistant Instructor – Full Time

National Registered Certified Medical Assistant
The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

Ionie Pollard, Module 1 Instructor, Part Time

University of Maryland – Associates Degree General Studies
Troy University – BS Criminal Justice

Medical Coding and Billing Program

Jennifer Alvarado, Medical Coding & Billing Program Director – Full Time

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services
The College of Health Care Professionals – Certificate Medical Coding and Billing
Nationally Registered Certified Coding Specialist

Julieta Nunez, Medical Coding & Billing Instructor – Full Time

Brightwood College – Associate of Applied Science Health Information and Medical Administrative Services
Nationally Registered Certified Coding Specialist

Georgina Silva, Medical Coding & Billing Instructor – Part Time

San Antonio College of Medical and Dental Assistants – Certificate Medical Office Specialist

Pharmacy Technician Program

Benny Crawford, Pharmacy Technician Instructor, Program Lead – Full Time

Community College of the Air Force, RTX, CPht

Alexis Perez, Pharmacy Technician Instructor – Part Time

Southern Careers Institute, RTX, CPht

Latoria Pippin, Pharmacy Technician Instructor, Program Lead – Full Time

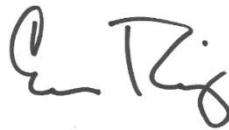
Health and Medical Administrative Services

Chandra Hurt, Program Director

University of Phoenix – Associates Degree in Healthcare Administration
Everest College - Bachelors of Business Administration
Registered Medical Assistant

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Eric Bing, CEO

Revised September 2020

ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog ,

SOUTH SAN ANTONIO CAMPUS

Blended Program Schedule

DENTAL ASSISTANT CERTIFICATE,
 MEDICAL ASSISTANT CERTIFICATE,
 PHARMACY TECHNICIAN CERTIFICATE
 MEDICAL CODING AND BILLING CERTIFICATE

| MODULE START DATE | MODULE END DATE | ESTIMATED GRADUATION DATE (For Corresponding Module Start Date) | |
|----------------------|--------------------|--|----------------------------|
| | | Dental Assistant Medical Assistant Pharmacy Technician | Medical Coding and Billing |
| 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 |
| 11/30/20 | 12/23/20 | 08/27/21 | 09/10/21 |
| 12/07/20* | 01/15/21 | 08/27/21 | 09/10/21 |
| 01/19/21 | 02/12/21 | 09/24/21 | 10/08/21 |
| 02/15/21 | 03/12/21 | 10/22/21 | 11/05/21 |
| 03/15/21 | 04/09/21 | 11/19/21 | 12/10/21 |
| 04/12/21 | 05/07/21 | 12/24/21 | 01/14/22 |
| 05/10/21 | 06/04/21 | 02/11/22 | 02/25/22 |
| 06/07/21 | 07/02/21 | 03/11/22 | 03/25/22 |
| 07/06/21 | 07/30/21 | 04/08/22 | 04/22/22 |
| 08/02/21 | 08/27/21 | 05/06/22 | 05/20/22 |
| 08/30/21 | 09/24/21 | 06/03/22 | 06/17/22 |
| 09/27/21 | 10/22/21 | 07/01/22 | 07/15/22 |
| 10/25/21 | 11/19/21 | 08/05/22 | 08/19/22 |
| 11/29/21 | 12/24/21 | 09/02/22 | 09/16/22 |
| 01/18/22 | 02/11/22 | 09/30/22 | 10/14/22 |

*New start only

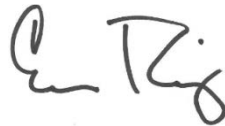
Hybrid/Blended Program

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 |

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