



THE COLLEGE OF
HEALTH CARE PROFESSIONS

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

Catalog Vol XXIX Addenda

Effective September 3, 2024

ADDENDUM A- Holiday Schedule / Hours of Operation

Supplement to School Catalog

2024 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 Programs)	Dec 25, 2023 – Jan 1, 2024	Friday, Jan 5, 2024
Holiday Break (Blended/Hybrid Programs)	Dec 25, 2023 – Jan 15, 2024	n/a
Martin Luther King’s Birthday	Monday, Jan 15, 2024	Friday, Jan 19, 2024
Memorial Day	Monday, May 27, 2024	Friday, May 31, 2024
Summer Break	July 1 – July 5, 2024	n/a
Labor Day	Monday, Sept 2, 2024	Friday, Sept 6, 2024
Thanksgiving Holiday	Nov 28-29, 2024	Friday, Dec 6, 2024
Holiday Break (Residential Programs)	Dec 23, 2024 – Jan 3, 2025	n/a
Holiday Break (Blended/Hybrid Programs)	Dec 23, 2024 – Jan 10, 2025	n/a
Martin Luther King’s Birthday	Monday, Jan 20, 2025	Friday, Jan 24, 2025

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

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Eric Bing, CEO

Revised November 2023

ADDENDUM – B Tuition and Fee Schedule

Addendum to School Catalog

Effective August 1, 2024

A registration fee that 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. 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. 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 may be temporarily blocked from classes.

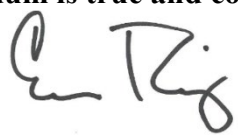
The following are the costs for each program:

	Program Cost
<u>Dental Assistant Certificate Program</u>	<u>Program Cost</u>
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
Total Program Cost:	\$18,400.00
<u>Medical Assistant Certificate Program</u>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
Total Program Cost:	\$18,400.00
<u>Medical Coding and Billing Certificate Program</u>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$17,950.00</u>
Total Program Cost:	\$18,400.00
<u>Limited Medical Radiologic Technologist with Medical Assisting Skills</u>	
Registration Fee:	\$100.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$24,900.00</u>
Total Program Cost:	\$25,400.00
<u>Pharmacy Technician Certificate Program (Blended)</u>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$16,950.00</u>
Total Program Cost	\$17,400.00
<u>Health and Medical Administrative Service AAS Degree Completion Program</u>	
Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$11,300.00</u>
Total Program Cost:	\$11,750.00

<u>Patient Care Multi-skilled Technician Certificate Program</u>	Registration Fee:	\$50.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$2,745.00</u>
	Total Program Cost:	\$2,795.00
<u>Phlebotomy Technician Certificate Program</u>	Registration Fee:	\$50.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$1,150.00</u>
	Total Program Cost:	\$1,200.00
<u>Surgical Technology – AAS Program</u>	Registration Fee:	\$50.00
	Technology Fee:	\$400.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$37,950.00</u>
	Total Program Cost	\$38,400.00
<u>Other Charges</u>	Transcript Copy:	\$15.00
<u>Repeat Course Fees</u>	Non-Term Programs (Cost per course)	\$100.00
	Term Programs	Cost per Credit
<u>Technology Fee</u> includes but is not limited to, the Learning Management System (CANVAS), Chromebook, software, mouse, USB, online E-library, cybersecurity, technology upgrades, servers, campus wireless connectivity and network.		

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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	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
April Boyd	VP of Financial Aid

CAMPUS ADMINISTRATION

Name	Position	Full-time/ Part-time
Mark Garland	Campus President	Full-time
Lakeisa Cumberbatch	Director of Education	Full-time
Lydia Norris	Finance Manager	Full-time
Latika Moore	Director of Career Services	Full-time
Nichole Jackson	Senior Director of Admissions	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
De' Borah LaVeaux Jackson	DA Program Director	Full	Eastern Healthcare College (NRCDA); (RDA)
Marshari Williams	DA Instructor	Full	RDA
Candace Wyatt-Lee	DA Instructor	Full	The United States Department of Labor (RDA)
Lakeisa Cumberbatch	HMAS Program Director	Full	Kaplan College (BSHCM); New England College of Business and Finance (MBA-EC)
Clark Harris	HMAS Lead Instructor	Full	University of Arkansas (BA); University of Arkansas (MA)
Amy Henderson	LMRT Program Director	Full	Midwestern State University (MSRS); R.T.(R); NAHP (NRCMA)
Monique Diaz	LMRT Instructor	Full	The College of Health Care Professions (LMRT)
Grace Singleton	LMRT Instructor	Full	Tulsa Technology Center (AAS); R.T. (R)(RS)
Chance Hurley	LMRT Instructor	Full	The College of Health Care Professions (LMRT)
Brittany Harris	LMRT Instructor	Part	Parker University (R.T.(R)(M)(CT)(ARRT)
Ginell Agnew	MA Program Director	Full	Concordia University (MEd); American Medical Technologist (RMA)
Bria Shannon	MA Instructor	Full	Brightwood College (CCMA)
Jacquelyn Sandles-Jackson	MA Instructor	Part	Sanford Brown College (CCMA)
Martha Morehead	MA Instructor	Full	Concorde College (NRCMA)
Keisha Wilson	MA Instructor	Full	ATI Health Education Center(Diploma); (NRCMA)
Joy Gradney	MA Externship Coordinator	Full	Camelot Career College (Certificate); (NRCMA)
Cleotilde Torres	MA Instructor	Full	Remington College (NRCMA)
Christina Martinez	MA Instructor	Part	Concorde Career Institute (Certificate); (NRCMA)
Lisa Thomas	MCB Interim Program Director/Externship Coordinator	Full	Kaplan University (MS)
Sharon Randolph	MCB Instructor	Full	Texas Women's University (RHIA)
Amy Buckner	MCB Instructor	Part	Concorde Career College
Jeremy Sneed	PT Program Director	Full	Arizona State University (BS)
Sylvia Berrum	PhT Instructor	Full	Everest College (Certificate Pharmacy Technician)
Ashley Sylvester	ST Program Director	Full	Faulkner University (BS); Virginia College (Diploma)
Alison Hooten	ST Instructor	Full	University of Texas at Tyler (BAAS); Paris Junior College (AAS); (CST)

Jennifer Jones	ST Instructor	Full	Bervard Community College (Certificate); Pierce College (AS); (CST)
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Eric Bing, CEO

Revised November 2023

ADDENDUM D – Programmatic Start Schedule

Dallas Campus Supplement to School Catalog

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), PHARMACY TECHNICIAN (PHT)

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

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)
10/30/23	12/24/23	06/30/24
01/16/24	03/10/24	09/01/24
03/11/24	05/05/24	10/27/24
05/06/24	06/30/24	12/22/24
07/08/24	09/01/24	03/09/25
09/03/24	10/27/24	05/04/25
10/28/24	12/22/24	06/29/25
01/13/25	03/09/25	08/31/25

Hybrid Program
SURGICAL TECHNOLOGY AAS DEGREE PROGRAM

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Start Date)
10/30/23	12/24/23	06/29/25
01/16/24	03/10/24	08/31/25
03/11/24	05/05/24	10/26/25
05/06/24	06/30/24	12/21/25
07/08/24	09/01/24	03/15/26
09/03/24	10/27/24	05/10/26
10/28/24	12/22/24	07/05/26
01/13/25	03/09/25	09/06/26
03/10/25	05/04/25	11/01/26

Residential Program Schedule

PHLEBOTOMY TECHNICIAN (PHLEB), PATIENT CARE MULTI-SKILLED TECHNICIAN (PCMT)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		PHLEB	PCMT
05/06/24	05/31/24	08/02/24	09/27/24
06/03/24	06/28/24	08/30/24	10/25/24
07/08/24	08/02/24	09/27/24	11/22/24
08/05/24	08/30/24	10/25/24	12/20/24
09/03/24	09/27/24	11/22/24	02/07/25
09/30/24	10/25/24	12/20/24	03/07/25
10/28/24	11/22/24	02/07/25	04/04/25
11/25/24	12/20/24	03/07/25	05/02/25
01/13/25	02/07/25	04/04/25	05/30/25
02/10/25	03/07/25	05/02/25	06/27/25

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ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

Dallas Campus

Revised April 2024

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
Limited Medical Radiologic Technologist with Medical Assisting Skills	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 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
Pharmacy Technician 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
Phlebotomy Technician 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
Surgical Technology – Associate of Applied Science	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