



THE COLLEGE OF
HEALTH CARE PROFESSIONS

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

Catalog Vol XXVII Addenda

Revised January 13, 2023

ADDENDUM A- Holiday Schedule / Hours of Operation

Supplement to School Catalog

2023 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 23, 2022 – Jan 2, 2023	Friday, Jan 6, 2023
Holiday Break (Blended/Hybrid Programs)	Dec 26, 2022 – Jan 16, 2023	n/a
Martin Luther King’s Birthday	Monday, Jan 16, 2023	Friday, Jan 20, 2023
Memorial Day	Monday, May 29, 2023	Friday, June 2, 2023
Summer Break	July 3 – July 7, 2023	n/a
Labor Day	Monday, Sept 4, 2023	Friday, Sept 8, 2023
Thanksgiving Holiday	Nov 23-24, 2023	Friday, Nov 17, 2023
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

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 January 2023

ADDENDUM – B Tuition and Fee Schedule

Addendum to School Catalog

Effective date January 6, 2023

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:

		Day	Evening
<u>Dental Assistant Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$400.00	\$400.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,650.00</u>	<u>\$14,650.00</u>
	Total Program Cost:	\$17,100.00	\$15,100.00
<u>Medical Assistant Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$400.00	\$400.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,350.00</u>	<u>\$14,350.00</u>
	Total Program Cost:	\$16,800.00	\$14,800.00
<u>Medical Coding and Billing Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$400.00	\$400.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,900.00</u>	<u>\$14,900.00</u>
	Total Program Cost:	\$17,350.00	\$15,350.00
<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	

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

Registration Fee:	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$11,300.00</u>
Total Program Cost:	\$11,750.00

Other Charges

Transcript Copy:	\$15.00
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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	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
Jim Michel	Campus President	Full-time
Erin James	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 (RDA)
Marshari Williams	DA Instructor	Full	RDA
Condola Wilder	DA Instructor	Part	High-Tech Institute (RDA)
Tresia Anderson	HMAS Program Director	Full	Devry (BSTM)
Amy Gant	LMRT Program Director	Full	Midwestern State University (MSRS); R.T.(R); NAHP (NRCMA)
Vikki Lewis	LMRT Instructor	Full	Tyler Junior College (AAS); R.T.(R)(CT)
Grace Singleton	LMRT Instructor	Full	Tulsa Technology Center (AAS); R.T. (R)(RS)
Wendy Williams	LMRT Instructor	Full	Baptist Health School of Radiography; R.T. (R)
LaMonica Turner	MA Program Director	Full	National University (BSPH); Mountain View College (CMA)
Ginell Agnew	MA/Mod I Instructor	Full	Concordia University (MEd); American Medical Technologist (RMA)
Modina Leta	MA Instructor	Full	Quinbaugh Valley Community College (AS); Barton School of Medical Assistant (CMA)
Martha Morehead	MA Instructor	Full	Concorde College (NRCMA)
Natalie Araiza-Gonzalez	Mod I/MA Instructor	Full	Sanford-Brown (RMA)
April Alligood	MA Instructor	Part	Ultrasound Diagnostic School (RMA)
Amina Marshall	MA Instructor	Full	Kaplan College; NAHP (CMA)
Lisa Thomas	MCB Instructor/Externship Coordinator	Full	Kaplan University (MS)
Sharon Randolph	MCB Instructor	Full	Texas Women's University (RHIA)
Amy Buckner	MCB Instructor	Part	Concorde Career College

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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)

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

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)
10/31/22	12/24/22	07/09/23
01/17/23	03/12/23	09/03/23
03/13/23	05/07/23	10/29/23
05/08/23	07/02/23	12/24/23
07/10/23	09/03/23	03/10/24
09/05/23	10/29/23	05/05/24
10/30/23	12/24/23	06/30/24
01/16/24	03/10/24	09/01/24

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ADDENDUM E – State Specific Credentialing Disclosure
Supplement to School Catalog
Dallas Campus
Revised May 2022

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
