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THE COLLEGE OF
HEALTH CARE PROFESSIONS

**Fort Worth Campus
4248 North Freeway
Fort Worth, Texas 76137**

Catalog XXVII Addenda

Effective 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:

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.

Education, Externship, and Placement Department Hours:

8:00am to 5:00pm Monday through Thursday. The office is not open on 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:

<u>Dental Assistant Certificate Program</u>	<u>Day Program</u>	<u>Evening Program</u>
Registration Fee:	\$50.00	\$50.00
Technology Fee:	\$400.00	\$400.00
Textbooks:	Included in tuition	Included in tuition
Tuition:	<u>\$16,950.00</u>	<u>\$14,950.00</u>
Total Program Cost:	\$17,400.00	\$15,400.00
<u>Cardiovascular Sonography AAS Degree Program</u>	Registration Fee: \$100.00	
	Technology Fee: \$400.00	
	Textbooks: Included in tuition	
	Tuition: <u>\$42,400.00</u>	
	Total Program Cost: \$42,900.00	
<u>Diagnostic Medical Sonography AAS Degree Program</u>	Registration Fee: \$100.00	
	Technology Fee: \$400.00	
	Textbooks: Included in tuition	
	Tuition: <u>\$42,400.00</u>	
	Total Program Cost: \$42,900.00	
<u>Health and Medical Administrative Services 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>Limited Medical Radiologic Technologist Certificate Program 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>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>\$16,950.00</u>	<u>\$14,950.00</u>
	Total Program Cost: \$17,400.00	\$15,400.00

Medical Coding and Billing**Certificate Program**

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

Ophthalmology Assistant AAS Degree Completion Program

Registration Fee	\$50.00
Technology Fee:	\$400.00
Textbooks:	Included in tuition
Tuition:	<u>\$35,650.00</u>
Total Program Cost:	\$36,100.00

Pharmacy Technician Certificate Program

Registration Fee:	\$50.00	\$50.00
Technology Fee:	\$400.00	\$400.00
Textbooks:	Included in tuition	Included in tuition
Tuition:	<u>\$16,950.00</u>	<u>\$14,950.00</u>
Total Program Cost:	\$17,400.00	\$15,400.00

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 and BS Degree Programs	Cost per Credit

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Eric Bing, CEO

THE COLLEGE OF HEALTH CARE PROFESSIONS

4248 North Freeway, Fort Worth, Texas 76137**ADDENDUM C - Faculty and Staff***Supplement to School Catalog Revised 08/22/2022*

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

ADMINISTRATION		
Name	Position	Full / Part-time
John AndersEn	Campus President	Full-time
Kelli Metivier	Director of Education	Full-time
Alyssa Lewis	Assistant Director of Education	Full-time
Kim Allen	Director of Career Services	Full-time
Juan Angel	Assistant Director of Career Services/ Student Services Coordinator	Full-time
Kim Epperson	Regional Director of Financial Aid	Full-time
Adelina Munoz	Assistant Director of Financial Aid	Full-time
Christin Barkus	Director of Admissions	Full-time
Brittany Boyd	Assistant Director of Admissions	Full-time
Open	Career Services Advisor	Full-time
Roneisha Ridley	Career Services Advisor	Full-time
Gloria Fuller	Career Services Advisor	Full-time
Katherine Maciel	Admissions Advisor	Full-time
Sandy Rangel	Master Admissions Advisor	Full-time
Sean Graham	Senior Admissions Advisor	Full-time
Georgina Lyles	Senior Admissions Advisor	Full-time
Open	Admissions Advisor	Full-time
Marisela Mueller	Master Admissions Advisor	Full-time
Elisa Gonzalez	Admissions Advisor	Full-time
Tanaka Rifenburg	Receptionist/ Administrative Assistant	Full-time
Kate Nunn	Receptionist	Full-time
Laura Rodriguez	Senior Financial Aid Advisor	Full-time
Erika Rios	Financial Aid Advisor	Full-time
Andrew Heideman	Financial Aid Advisor	Full-time
Lynn Martin	Corporate Registrar	Full-time
Laura Tanner	Externship Administrator	Full-time
Annie Koonce	Externship Administrator/Site Developer	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Athena Haas	Program Director, Sonography	Full	Master of Learning Technologies, The Ohio State University, El Centro College, AAS, Texas Women's University, Bachelor of Applied Science, Health Studies, RDMS, RVT
Aaron Halle	Faculty, Clinical Coordinator, DMS/HMAS Program Director	Full	University of St. Thomas Opus College of Business, MBA, Gustavus Adolphus College, BA, College of St. Catherine-St. Catherine University, AAS, RDMS, RVT
Veronica Stephen	Faculty, Clinical Coordinator, DMS	Full	Odessa College, Associate in Applied Science Radiologic Technology, RDMS (AB BR OB/GYN), RVT (VT), CPR
Tikka Kemallee	Faculty, DMS	Part	University of Toledo, BS, Ultrasound Diagnostic School, diploma, RDMS, RVT, PS
Natalie Taylor	Faculty, Clinical Coordinator, Cardiac Concentration Coordinator, CVS	Full	Sanford Brown, AAS-Cardiovascular Technology, Cameron University, General Studies-Biology, BLS Provider, RCS, RVS
Brandy Roberts Coleman	Faculty, Clinical Coordinator, CVS	Full	Education/Credentials: Hill College, Associates of Applied Science Echocardiography, RCS, RVS
Lynne Turner	Program Director, Dental Assistant	Full	Health and Medical Administrative Services Associate of Applied Science Degree, Bryan Institute, Diploma, RDA, CPR Instructor
Francisco Torres	Faculty, DA	Full	Tarrant County College, AAS, Gary Job Corps Center, Diploma, RDA, CPR Instructor
Sandy Wendling	Faculty, DA	Full	Indiana School of Dentistry, Expanded Duties Program, RDA, CPR Instructor
Nikkita Johnson	Faculty, DA	Full	JBSA Fort Sam Houston – Military Training, RDA, CPR Instructor
Samantha Allred	Program Director, LMRT	Full	Austin Community College, Associate of Applied Science in Diagnostic Medical Imaging, Midwestern State University, Bachelor of Science in Radiologic Sciences, Midwestern State University, Master of Science in Radiologic Sciences, R.T.(R)(ARRT), CPR
Taylor Brooks	Faculty, LMRT	Full	Weatherford College, Associate of Applied Science in Radiology, R.T.(R)(ARRT)
Allison Evans	Faculty, LMRT	Full	The College of Health Care Professions, Limited Medical Radiologic Technologist Certification, The College of Health Care Professions, Associate of Applied Science, Medical Radiologic Tech – Limited Certificate
Kari Cashion	Faculty, LMRT	Full	North Central Texas College, Associates of Applied Science in Radiology, R.T.(R)(ARRT)

Jennifer McElroy	Faculty, Externship Coordinator, LMRT	Full	The College of Health Care Professions, Limited Medical Radiologic Technologist Certification, DOT and NON-DOT Drug Screen Certified, DOT and NON-DOT Breath Alcohol Test Certified, NON DOT Hair Collect Certified , Pulmonary Function and Fit Testing Certified, Medical Radiologic Tech – Limited Certificate, CPR
Brandon Collins	Faculty, LMRT	Full	The College of Health Care Professions, Limited Medical Radiologic Technologist Certification, ATI Career Training Center, Associate Degree in Graphic Design, Medical Radiologic Technologist – Limited Certificate, CPR
Laura Tanner	Faculty, Mod 1, Externship Administrator	Full	TCU, BS – Physical Education, Wellness Skills, Inc, Diploma, LMT, MTI
Jheri Clark	Program Director, Medical Assistant	Full	University of Houston-Downtown, B.S. in Technical Communication; Tyler Junior College, A.A. in English; Arlington Medical Institute, Medical Assistant Diploma; NRCMA, American Heart Association, BLS / Heartsaver Instructor
Lisha Daniels	Faculty, MA	Full	Arlington Medical Institute-MA Diploma, RMA; American Heart Association, BLS / Heartsaver Instructor
Olga Castano	Faculty, MA	Part	Everest College, Diploma, Medical Assistant, NRCMA, CPR, American Heart Association, BLS / Heartsaver Instructor
DeJoyce Courtney	Faculty, MA	Full	National Institute of Technology, Diploma, Medical Assistant, NRCMA, American Heart Association, BLS / Heartsaver Instructor
Diva Mapezi-Evans	Faculty, MA	Full	Purdue Global University, B.S.-Early Childhood Education; Western Career College, Medical Assistant Certificate, NRCMA; American Heart Association, BLS / Heartsaver Instructor, CPT (Certified Phlebotomy Technician), CET (Certified EKG Technician), ACLS and PALS instructor certifications
Iqra Baig	Faculty, MA	Full	Kaplan College, Medical Assistant Diploma, MAC
Jerrie Butler	Faculty, Externship Coordinator, MA	Full	Education America, Medical Assistant Diploma, NRCMA, American Heart Association, BLS / Heartsaver Instructor
Erin Glazener	Faculty, MA	Full	American Medical Technologists, RMA, American Heart Association, BLS / Heartsaver Instructor
Ambere Sabo	Faculty, MA	Full	Kaplan College, Diploma, Medical Assistant, NRCMA
Vickey Smith	Program Director, Medical Coding and Billing	Full	TCU, Administrative Medical Specialist Certificate, NRCCS
Sharon Brown	Program Director, Medical Coding and Billing	Full	Ashford University, Bachelor of Science, Cameron College, Associate in Applied Sciences, NRCCS, CMA/CCA, CMA, RT, RDA, NCT
Charlie Reynolds	Faculty, MCB	Full	Glendale Community College, AAS, St. Joseph’s Hospital & Medical Center, diploma, NA, CMOM, CMC, NRCMA
Stacy Caldwell	Faculty, OA	Full	Tarrant County College, AA

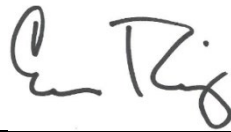
Whitney Holcomb	Program Director, Pharmacy Technician	Full	Lamar University, Bachelor of Science in University Studies, CPhT, Ph.T.R.
Shatoya Blackmon	Faculty, PhT	Full	Everest College, Diploma, Pharmacy Technician, Ph.T.R.
Cynthia Parsee	Faculty, PhT	Full	Midwestern State University, Bachelor of Arts in Sociology, CPhT, Ph.T.R.

DISTANCE EDUCATION GENERAL EDUCATION FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Lagault, Elizabeth	Gen Ed/Hybrid/Algebra	Part Time	M.S, Salem State College (Education); B.S Salem State College (Education)
Matlock, Marla	Gen Ed/ Hybrid/ A & P, Medical Terminology	Part Time	M.S., Univ. of Texas Medical Branch (Nursing Education); B.S., Univ. of Texas Medical Branch (Nursing)
Meyer, Phyllis	Gen Ed/ Hybrid/English	Part Time	M.A., Loyola University (Mass Communication); B.A., University of New Orleans (Social Studies Education)

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THE COLLEGE OF HEALTH CARE PROFESSIONS

ADDENDUM D – Fort Worth Campus Programmatic Start Schedule

Supplement to School Catalog

Hybrid Program

DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM

CARDIOVASCULAR SONOGRAPHY - AAS DEGREE PROGRAM

SEMESTER START DATE	SEMESTER END DATE	ESTIMATED GRADUATION DATE (For Corresponding Semester Start Date)	
		CVS	DMS
09/06/22	12/24/22	09/01/24	09/01/24
01/17/23	05/07/23	12/22/24	12/22/24
05/08/23*	09/03/23	-	-
09/05/23	12/24/23	08/31/25	08/31/25
01/16/24	05/05/24	12/21/25	12/21/25

* Semester start date, no new enrollments

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
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 Schedule
 HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS
 OPHTHALMOLOGY ASSISTANT - AAS

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		HMAS	Ophthalmology Asst
10/31/22	12/24/22	07/09/23	06/30/24
01/17/23	03/12/23	09/03/23	09/01/24
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	-

*New start only

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Revised December 2022

THE COLLEGE OF HEALTH CARE PROFESSIONS

ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

Fort Worth Campus

Revised August 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
Cardiovascular Sonography - Associate of Applied Science	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
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
Diagnostic Medical Sonography – 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
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
Ophthalmology Assistant - 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
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