



THE COLLEGE OF
HEALTH CARE PROFESSIONS

**2616 South Loop West
Suite 201
Houston, Texas 77054**

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

“The information contained in this supplement is true and correct to the best of my knowledge.”



Eric Bing, CEO

Revised January 2023

ADDENDUM – B Tuition and Fee Schedule

Houston Med Center Campus 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. 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.

Note: After enroll the institution does not charge additional or specialized fees for participation in distance education.

The following are the costs for each program:

		Tuition and Fees	
		Day	Evening
<u>Dental Assistant Certificate Program</u>	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$400.00	\$400.00
	Textbooks/eBooks:	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>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
<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>\$16,950.00</u>	<u>\$14,950.00</u>
	Total Program Cost:	\$17,400.00	\$15,400.00
<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>Other Charges</u>	Transcript Copy:	\$15.00	
<u>Re-Entry Fee</u>		\$100.00	
<u>Repeat Course Fees</u>	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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THE COLLEGE OF HEALTH CARE PROFESSIONS
2616 South Loop West, Suite 201, Houston, Texas 77054

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	Status
LaNetia Edwards	Executive Director	Full-time
Alva Salinas	Director of Admissions	Full-time
Demetris Reese	Admissions Representative	Full-time
Rion Stelly	Admissions Representative	Full-time
Alex Murdock	Admissions Representative	Full-time
Eric Fajardo	Admissions Representative	Full-time
Rodolfo Gonzalez	Regional Director of Financial Aid	Full-time
Stephanie Barrera	Financial Aid Advisor	Full-time
Jennifer Cantu	Financial Aid Advisor	Full-time
LeRida Long	Director of Career Services	Full-time
Natasha Vaughn	Registrar	Full-time
Jazmin Gallo	Receptionist	Full-time

FACULTY

Name	Position/Program	Full/Part	Education/Credentials
Cynara Oliver	MCB/HMAS Program Director	Full-time	Purdue University Global, BS, CPC
Cheryl Gibson	MCB Instructor	Full-time	The College of Health Care Professions, BS, CPC, NRCCS
Ashley Burris	DA Program Director	Full-time	The College of Health Care Professions, AAS, RDA
Tiffany Glynn	DA Instructor	Full-time	Houston Community College, A.S., Lonestar College, A.A., Lonestar College (RDA)
Aishah Williams	MA Instructor	Full-time	The College of Health Care Profession, NRCMA
Yolanda Deason	MA Instructor	Full-time	National Education Center, NRCMA, NR-EKG Tech, NR- Phlebotomy Tech
Mohammed Ahmed	MA Instructor	Part-time	Kharkiv National Medical University (MD), NRCMA
Julia Brister	MA Instructor	Full-time	Chamberlain School of Nursing, BS, LVN, NRCMA
Kristina Pipes	MA Instructor	Part-time	The College of Health Care Profession, NRCMA
Mohanad Alhalboos	MA Instructor	Full-time	Kharkiv National Medical University (MD), NRCMA

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Eric Bing, CEO

ADDENDUM D – Programmatic Start Schedule

Supplement to School Catalog

Houston Med Center Campus

Blended Program Schedule

MEDICAL CODING AND BILLING
MEDICAL ASSISTANT, DENTAL ASSISTANT

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		Dental Assistant Medical Assistant	Medical Coding and Billing
11/28/22	12/23/22	09/01/23	09/15/23
01/17/23	02/10/23	09/29/23	10/13/23
02/13/23	03/10/23	10/27/23	11/10/23
03/13/23	04/07/23	11/22/23	12/08/23
04/10/23	05/05/23	12/22/23	01/12/24
05/08/23	06/02/23	02/09/24	02/23/24
06/05/23	06/30/23	03/08/24	03/22/24
07/10/23	08/04/23	04/05/24	04/19/24
08/07/23	09/01/23	05/03/24	05/17/24
09/05/23	09/29/23	05/31/24	06/14/24
10/02/23	10/27/23	06/28/24	07/12/24
10/30/23	11/22/23	08/02/24	08/16/24
11/27/23	12/22/23	08/30/24	09/13/24
01/16/24	02/09/24	09/27/24	10/11/24
02/12/24	03/08/24	10/25/24	11/08/24

Hybrid/Blended Program Schedule

HEALTH AND MEDICAL ADMINISTRATIVE SERVICES – AAS

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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Eric Bing, CEO

ADDENDUM E – State Specific Credentialing Disclosure
 Supplement to School Catalog **Houston Med Center 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
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, W A, WV, WI, WY