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THE COLLEGE OF
HEALTH CARE PROFESSIONS

**7322 Southwest Freeway, Suite 110
Houston, Texas 77074**

**Addenda to
Catalog Volume XXVII**

Effective January 13, 2023

The College of Health Care Professions
7322 Southwest Freeway, Suite 110, Houston, Texas 77074

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 7:00pm, 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 Department Hours:

8:00am to 7:00pm Monday through Thursday, 8:00am to 4:00pm, Friday. The office is not open weekends. Instructors are available after 2:30pm for remedial and tutoring by appointment only.

Placement Department 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.

*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 (Blended Delivery)</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 (Blended Delivery)</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 with Medical Assisting Skills Certificate Program (Blended Delivery)</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 (Blended Delivery)</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 (Blended Delivery)</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>Rehabilitation Therapy Technician</u>		
<u>Certificate Program</u>	Registration Fee:	\$50.00
(Blended Delivery)	Technology Fee:	\$400.00
	Textbooks:	Included in tuition
	Tuition:	\$16,950.00
	Total Program Cost:	\$17,400.00
<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 and BS Degree Programs	Cost per Credit

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Eric Bing, CEO

The College of Health Care Professions
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Addendum C – Faculty and Staff

Addendum to School Catalog

CORPORATE STAFF

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

ADMINISTRATIVE STAFF

Dr. James Cox	Campus President
George Broussard	Director of Admissions
Sheryl James	Director of Education
Dr. Shaterri Bush	Assistant Director of Education
Rodolfo Gonzalez	Director of Financial Aid
Takiyah Howard	Senior Financial Aid Advisor
Janice Green	Financial Aid Advisor
Mario Alvarez	Financial Aid Advisor
Candace Crumpton	Financial Aid Advisor
Stephanie Hope	Registrar
Traci Buhl	Director of Career Services
Kierra Adams	Senior Career Services Advisor
Alisa Thomas	Career Services Advisor
Sandra Moore	Career Services Advisor
Shelton Cheeks	Assistant Director of Admissions
Yusheka Garner	Master Admissions Advisor
Brandi Rhodes	Master Admissions Advisor
Peter Perez	Master Admissions Advisor
Brandy Arnold	Senior Admissions Advisor
Roslyn York	Senior Admissions Advisor
Daion Butler	Admissions Advisor
Justin Peterson	Admissions Advisor
Francia Richard	Student Success Coordinator
Reyna Garcia	Receptionist
Noah Tellez	Receptionist

FACULTY

Name	Position	Full-time/ Part-time	Degrees, Registries, Certifications, and Licenses
Darithza Gonzalez	MA Program Director	Full-time	University of Phoenix, BS, CCMA
Cheryl Lacey-Donovan	MA Instructor/ Extern Coordinator	Full-time	Houston Community College, RMA, CPT, NRHA
Beulah Freeland	Medical Assistant Instructor	Full-time	The College of Health Care Professionals, NRCMA
Leslie Escobar	Medical Assistant Instructor	Full-time	Texas School of Business, NRCMA
Carlena Roberts	Medical Assistant Instructor	Full-time	The College of Health Care Professionals, AS, NRCMA
Dr. Sonal Shah	Medical Assistant Instructor	Full-time	Maharaja Sayajirao University, ARMA
Eva Hernandez	Medical Assistant Instructor	Full-time	Texas School of Business, NRCMA
Matthew Spradlin	Medical Assistant Associate Program Director	Full-time	The College of Health Career Professions, AS, NRCMA
MySheria Moore	Medical Assistant Instructor	Full-time	Concordia University, RMA, CMA
Trey Allen	Medical Assistant Instructor	Full-time	PIMA Medical Institute, NRCMA
Jamika Watie	Medical Assistant Instructor	Part-time	Metropolitan State University of Denver, BS, CMA
Queundra Tillman	Medical Assistant Instructor	Part-time	Sanford Brown Medical College, CMA
Tricia Canales	Medical Assistant Instructor	Full-time	The College of Health Care Professionals, NRCCS
Gertrude Roland	DA Program Director	Full-time	Astrodome Dental Career Center, RDA, NRDA
Iris Daniels	DA Instructor	Full-time	CHCP, RDA
Marjorie Ruffin	DA Instructor	Full-Time	Kaplan University, BDA
Shawntyl Payne	DA Instructor	Full-time	Everest Institute, RDA
Dedra Rubio	LMRT Program Director	Full-time	University of Texas Medical Branch, BSRT (R)(M)(CT)
Kelsey Odell	LMRT Instructor	Full-time	Fortis College RT (R)
Andrea Rodriguez	LMRT Instructor	Full-time	Bergen Community College RT (R)
Rachael Duran	LMRT Instructor	Full-time	Pima Community College RT(R)
Marsha Williams	LMRT Instructor	Full-time	Tyler Junio College RT (R)
Brooks Jackson	LMRT Instructor	Full-time	Virginia Highlands Community College RT (R)
Steve Nitzsche	LMRT Extern Coordinator	Full-time	Memorial Hermann School of Radiography RT(R)(CT)
Christopher Alexander	LMRT Instructor	Full-time	US Army Military Medical Training Campus, Certificate RT (R)
Stephanie Hope	Registrar	Full-time	University of Houston, BA
Dr. Shatterri Bush	HMASS Program Director	Full-time	Walden University, Phd.
Arlen Lawson	RTT Program Director	Full-time	UMASS, BS
Victoria McDowell	RTT Instructor	Full-time	University of New Orleans, PSY
Verlesa Rogers	MCB Program Director	Full-time	Grand Canyon University, MSHI, CBCS
Lady Harden	MCB Instructor	Full-time	University of Phoenix, MSHA, CRCs-I,

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Revised June 2022

ADDENDUM D – Houston-SW Programmatic Start Schedule

Supplement to School Catalog

Blended Program Schedule

DENTAL ASSISTANT (DA), MEDICAL CODING AND BILLING (MCB), MEDICAL ASSISTANT (MA), LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST WITH MEDICAL ASSISTING SKILLS (LMRT-MAS) REHABILITATION THERAPY TECHNICIAN (RTT)

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)		
		DA, MA, RTT	MCB	LMRTMAS
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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Revised January 2023

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ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

Houston Southwest 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
Rehabilitation Therapy Technician	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