



THE COLLEGE OF
HEALTH CARE PROFESSIONS

1964 SW Military Drive
San Antonio, Texas 78221

**Addenda to
Catalog Volume XXVII**

Effective January 13, 2023

The College of Health Care Professions
1964 SW Military Drive
San Antonio, Texas 78221

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, 9:00am 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 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>Day Program</u>	<u>Evening Program</u>
<u>Dental Assistant</u>		
<u>Certificate Program Blended</u>		
(SSA)		
	Registration Fee:	\$50.00
	Technology Fee:	\$400.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$15,950.00</u>
	Total Program Cost:	\$16,400.00
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<u>Health and Medical Administrative Services</u>		
<u>Completion Program (Blended)</u>		
<u>AAS Degree</u>		
(NW online, SSA)		
	Registration Fee:	\$50.00
	Technology Fee:	\$400.00
	Textbooks/eBooks:	Included in tuition
	Tuition:	<u>\$11,300.00</u>
	Total Program Cost:	\$11,750.00
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<u>Medical Assistant</u>		
<u>Certificate Program (Blended)</u>		
(SSA)		
	Registration Fee:	\$50.00
	Technology Fee:	\$400.00
	Textbooks:	Included in tuition
	Tuition:	<u>\$16,950.00</u>
	Total Program Cost:	\$17,400.00
<hr/>		
<u>Medical Coding and Billing</u>		
<u>Certificate Program (Blended)</u>		
(SSA)		
	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>Pharmacy Technician</u>			
<u>Certificate Program (Blended)</u>			
(SSA)	Registration Fee:	\$50.00	\$50.00
	Technology Fee:	\$400.00	\$400.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	\$16,950.00	\$14,950.00
	Total Program Cost	\$17,400.00	\$15,400.00
<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

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ADDENDUM C– Faculty and Staff

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

SAN ANTONIO SOUTH CAMPUS

Randy L. Bullis.....	SA Market Campus President
Rosina Perez.....	Campus President
Cristina Garcia.....	Director of Education
Michelle Garcia.....	Senior Director of Admissions
Maria Earls.....	Director of Career Services
Laura Lumsden.....	Registrar
La Donna Grant.....	Assistant Director of Financial Aid
Ivan Ramirez.....	Master Admissions Advisor
Brenda Villarreal.....	Admissions Advisor
Ernesto Delgado.....	Admissions Advisor
Yvette Cortez.....	Admissions Advisor
Josephine Chavez.....	Financial Aid Advisor
Brandi Kindred.....	Financial Aid Advisor
Gino Villalobos.....	Career Services Advisor
Sefer Toledo.....	Career Services Advisor
Victoria Smith.....	Receptionist
Rosalinda Valadez.....	Receptionist

Faculty Credentials

Dental Assistant Program

Evelyn Gillis, Dental Assistant Program Director – Full Time

Huntington Institute – Dental Assistant Certificate
 Alamo Colleges – Associate of Arts Degree
 Registered Dental Assistant

Steve Trim, Dental Assistant Instructor – Full Time

USAF – Dental Assistant Certificate
 Brightwood College – Associates in Health Information
 Registered Dental Assistant

Aida Enriquez, Dental Assistant Instructor – Full Time

Alamo Colleges – Associate Degree in Dental Assisting
 Registered Dental Assistant

Medical Assistant Program

Shannon Uresti, Medical Assisting Program Director – Full Time

Career Point College – Medical Assistant Certificate

National Registered Certified Medical Assistant

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

Tiffany Caldera, Medical Assistant Instructor/Clinic Coordinator, – Full Time

Career Point College – Medical Assistant Certificate

National Registered Certified Medical Assistant

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

Lynn Arroyo-Armstrong, Medical Assistant Instructor – Full Time

Texas Careers Institute – Medical Assistant Certificate

National Registered Certified Medical Assistant

Elizabeth Frayre, Medical Assistant Instructor – Full Time

National Institute of Technology – Medical Assistant Certificate

National Registered Certified Medical Assistant

Charmaine Webster, Medical Assistant Instructor – Full Time

The College of Health Care Professions – Medical Assistant Certificate

National Registered Certified Medical Assistant

Dr. Jose Francisco Gomez, Medical Assistant Instructor, - Part Time

School of Medicine, University of Guadalajara Mexico, 1988 Medical Doctor (M.D.)

Specialist in General Surgery

Medical Coding and Billing Program

Sonia Vargas, Medical Coding & Billing Program Director – Full Time

The College of Health Care Professions – Associate of Applied Science Health and Medical Administrative Services

Career Point College– Medical Assistant Diploma

Pharmacy Technician Program

Benny Crawford, Pharmacy Technician Instructor, Program Lead – Full Time

Community College of the Air Force, RTX, CPht

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – PTCB

Certified Pharmacy Technician – NHA

NPTA Certification – Sterile Compounding, Non-Sterile Compounding, and Handling of Hazardous Drugs

Michelle Henry, Pharmacy Technician Instructor – Full Time

San Antonio College – Pharmacy Technician Certificate

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – NHA

Gloria Garcia, Pharmacy Technician Instructor – Part Time

San Antonio College – Associate Degree in Criminal Justice

Registered Pharmacy Technician – Texas State Board of Pharmacy

Certified Pharmacy Technician – NHA

Health and Medical Administrative Services

Maria Isabel Montelongo, Program Director

Texas Tech Lubbock – Bachelors Political Science

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Eric Bing, CEO

Revised January 2023

ADDENDUM D – Programmatic Start Schedule

South San Antonio Campus Supplement to School Catalog

Blended Program Schedule

DENTAL ASSISTANT CERTIFICATE, MEDICAL ASSISTANT CERTIFICATE,
PHARMACY TECHNICIAN CERTIFICATE, MEDICAL CODING AND BILLING CERTIFICATE

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)	
		Dental Assistant Medical Assistant Pharmacy Technician	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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ADDENDUM E – State Specific Credentialing Disclosure

Supplement to School Catalog

South San Antonio 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, 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