



THE COLLEGE OF
HEALTH CARE PROFESSIONS

**6505 Airport Boulevard, Suite 102
Austin, Texas 78752**

Catalog Addenda

Effective July 1, 2014

THE COLLEGE OF HEALTH CARE PROFESSIONS

6505 Airport Blvd., Suite 102, Austin, Texas 78752

(512) 892-2835

Addendum A –2013-14 Holiday Schedule / Hours of Operation

Supplement to School Catalog

(Holidays that are observed on a scheduled class day will require a mandatory Friday make-up day as indicated below. Failure to attend the make-up day will result in an absence for the day which will be counted towards the cumulative absences for attendance.)

Holiday	Date(s) observed	Make-Up Day
Holiday Break	Dec 23, 2013 – Jan 3, 2014	n/a
Martin Luther King's Birthday	January 20, 2014	Friday, Jan 24, 2014
Spring Break	March 10-14, 2014	n/a
Memorial Day	May 26, 2014	Friday, May 30, 2014
Independence Day	July 4, 2014	n/a
Labor Day	September 1, 2014	Friday, Sept 5, 2014
Thanksgiving Holiday	November 27-28, 2014	Friday, Nov 21, 2014
Holiday Break	Dec 24, 2014 – Jan 2, 2015	Friday Dec 19, 2014 Friday Jan 9, 2015

Business Office Hours:

8:00am to 5:00pm, Monday through Thursday and 9:00am to 4:00pm on Friday. The office is not open weekends. All business transactions should be handled during business hours.

Education, Externship, and Placement Departmental Hours:

8:00am to 5:00pm, Monday through Thursday. The office is not open weekends. Instructors are available after 3:00 for remedial work and tutoring by appointment only.

Note* The definition of a clock hour is 50 minutes of instruction during a 60 minute period.
Day students take a 30 minute lunch break.

The College of Health Care Professions is approved and regulated by the Texas Workforce Commission, Career Schools and Veterans Education Section, Austin, Texas.

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



Jon D. Emerald, CEO

Revised July 3, 2013



(AUS) 6505 Airport Blvd., Suite 102 Austin, Texas 78752	(DAL) 8390 LBJ Frwy, Suite 300 Dallas, Texas 75243	(FW) 4248 North Frwy Fort Worth, Texas 76137	(NW)(NW-Online) 240 NW Mall, Houston, Texas 77092	(SA) 4738 NW. Loop 410 San Antonio, Texas 78229	(SW) 8313 Southwest Frwy, Suite 300 Houston, Texas 77074
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ADDENDUM – B Tuition and Fee Schedule
Addendum to School Catalog

Effective date July 1, 2014

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> (NW, SA, SW, AUS, DAL, FW)		<u>Day Program</u>	<u>Evening Program</u>
	Registration Fee:	\$50.00	\$50.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	\$16,950.00	\$15,250.00
	Total Program Cost:	\$17,000.00	\$15,300.00
<u>Diagnostic Medical Sonography AAS Degree Program</u> (NW, AUS, SA, FW)			
	Registration Fee:	\$100.00	
	Textbooks:	Included in tuition	
	Tuition:	\$39,400.00	
	Total Program Cost:	\$39,500.00	
<u>Health Care Management AAS Degree Program</u> (NW online)			
	Registration Fee:	\$50.00	
	Textbooks/eBooks:	Included in tuition	
	Tuition:	\$28,300.00	
	Total Program Cost:	\$28,350.00	
<u>Health Care Management BS Degree Program</u> (NW online)			
	Registration Fee:	\$50.00	
	Textbooks/eBooks:	Included in tuition	
	Tuition:	\$52,600.00	
	Total Program Cost:	\$52,650.00	
<u>Health Information Technology and Management AAS Degree Program</u> (NW online)			
	Registration Fee:	\$50.00	
	Textbooks/eBooks:	Included in tuition	
	Tuition:	\$52,600.00	
	Total Program Cost:	\$52,650.00	
<u>Health Informatics BS Degree Program</u> (NW online)			
	Registration Fee:	\$50.00	
	Textbooks/eBooks:	Included in tuition	
	Tuition:	\$52,450.00	
	Total Program Cost:	\$52,500.00	

<u>Limited Medical Radiologic Technologist Certificate Program</u> (NW, SA, SW, AUS, DAL, FW)		<u>Day Program</u>	<u>Evening Program</u>
	Registration Fee:	\$100.00	\$100.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$24,900.00</u>	<u>\$22,400.00</u>
	Total Program Cost:	\$25,000.00	\$22,500.00
<u>Limited Medical Radiologic Technologist AAS Degree Program</u> (DAL, FW, AUS)	Registration Fee:	\$100.00	
	Textbooks:	Included in tuition	
	Tuition:	<u>\$29,400.00</u>	
	Total Program Cost:	\$29,500.00	
	<u>Massage Therapy Certificate Program</u> (NW, FW)	Registration Fee:	\$100.00
Books/Printed		\$250.00	
Materials:		\$150.00	
Lab Fee:		<u>\$10,000.00</u>	
Tuition:		<u>\$10,500.00</u>	
Total Program Cost:			
<u>Medical Assistant Certificate Program</u> (NW, SA, SW, AUS, DAL, FW)		<u>Day Program</u>	<u>Evening Program</u>
	Registration Fee:	\$50.00	\$50.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,950.00</u>	<u>\$15,250.00</u>
	Total Program Cost:	\$17,000.00	\$15,300.00
<u>Medical Administrative Assistant Certificate Program</u> (NW, SA, SW, AUS, DAL, FW)	Registration Fee:	\$50.00	
	Textbooks:	Included in tuition	
	Tuition:	<u>\$13,150.00</u>	
	Total Program Cost:	\$13,200.00	
	<u>Medical Assistant AAS Degree Program</u> (NW online)	Registration Fee:	\$50.00
Textbooks/eBooks:		Included in tuition	
Tuition		<u>\$28,300.00</u>	
Total Program Cost		\$28,350.00	
<u>Medical Coding and Billing – Health Information Technology Certificate Program</u> (NW, SA, SW, AUS, DAL, FW)			<u>Day Program</u>
	Registration Fee:	\$50.00	\$50.00
	Textbooks:	Included in tuition	Included in tuition
	Tuition:	<u>\$16,950.00</u>	<u>\$15,250.00</u>
	Total Program Cost:	\$17,000.00	\$15,300.00
<u>Medical Office Specialist AAS Degree Program</u> (NW online)	Registration Fee:	\$50.00	
	Textbooks/eBooks:	Included in tuition	
	Tuition	<u>\$28,300.00</u>	
	Total Program Cost	\$28,350.00	
	<u>Personal Fitness Trainer Certificate Program</u> (NW, AUS, FW)	Registration Fee:	\$100.00
Textbooks:		Included in tuition	
Tuition:		<u>\$12,400.00</u>	
Total Program Cost		\$12,500.00	
<u>Radiological Science – Education BS Degree Program</u> (NW online)		Registration Fee:	\$50.00
	Textbooks/eBooks:	Included in tuition	
	Tuition:	<u>\$29,300.00</u>	
	Total Program Cost	\$29,350.00	
	<u>Radiological Science – Management BS Degree Program</u> (NW online)	Registration Fee:	\$50.00
Textbooks/eBooks:		Included in tuition	
Tuition:		<u>\$29,300.00</u>	
Total Program Cost		\$29,350.00	

<u>Radiologic Technology Completion Program</u>		
<u>AAS Degree Program</u>		
(NW online)	Registration Fee:	\$50.00
	Textbooks/eBooks:	Included in tuition
	Tuition:	<u>\$19,450.00</u>
	Total Program Cost	\$19,500.00
<u>Surgical Technology Program- AAS Degree Program</u>		
(NW and SA hybrid program)	Registration Fee:	\$50.00
	Textbooks/eBooks:	Included in tuition
	Tuition:	<u>\$34,950.00</u>
	Total Program Cost:	\$35,000.00
<u>Vocational Nurse Certificate Program</u>		
(NW only)	Registration Fee:	\$100.00
	Textbooks:	Included in tuition
	Tuition	<u>\$29,900.00</u>
	Total Program Cost	\$30,000.00
<u>Other Charges</u>		
	Transcript Copy:	\$5.00
	Late Payment Fee:	\$25.00
<u>Online Program Optional Charges</u>		
	Laptop Computer	\$950.00
	Software	\$150.00

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Jon D. Emerald, CEO

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Addendum C– Faculty and Staff
Supplement to School Catalog

Sara Rambikur.....	Campus President
Jennifer Murillo.....	Director of Education
Amanda Ward.....	Director of Admissions
Cynthia Giddings.....	Admissions Advisor
Venessa Alvarez.....	Admissions Advisor
Stephanie Lopez.....	Admissions Advisor
Kayla Davis-Ives.....	Admissions Advisor
Brent Noel.....	Admissions Advisor
Wendy Kandrin.....	Admissions Advisor
Michelle Swain.....	Admissions Advisor
Steve Stramler.....	Financial Aid Manager
Anne Bourgeois.....	Financial Aid Administrator
Marisol Vasquez.....	Externship Administrator
Lauren Cutrone.....	Director of Career Services
Stephanie Gatica.....	Placement Coordinator
Lisa Marie Gibson.....	Registrar
Denise Garcia.....	Receptionist
Jessica Medel.....	Receptionist

FACULTY

Cynthia Flores.....Dental Assisting Instructor/Program Director

- CBM Education Center, Dental Assistant Certificate
- Certified in Dental Radiology, Texas Department of Radiation Health and Safety
- Registered Dental Assistant

Jacqueline Rafanan*.....Dental Assisting Instructor

- Allied Health Careers, Dental Assistant Certificate
- Certified in Dental Radiology, Texas Department of Radiation Health and Safety
- Registered Dental Assistant

Jamie Pearcy*.....Dental Assisting Instructor

- John A Logan College, Carterville IL, Dental Assistant Certificate
- Lakeland College, Mattoon IL, Associates Degree Dental Hygiene
- Registered Dental Assistant

Anne Llano-Koob, B.S. RDMS.....Diagnostic Medical Ultrasonography Program Director/Instructor

- Texas A&M, Bachelors of Science
- Galveston College/UTMB, Associate Degree
- Austin Community College, Certificate
- American Registry Diagnostic Medical Sonographers ABD/OB-GYN

Wendy Brummitt, AAS, RDMS.....Diagnostic Medical Sonography Instructor

- Virginia College, Associates in Applied Science Diagnostic Medical Sonography
- American Registry Diagnostic Medical Sonographers ABD/OB-GYN

Carl Whitley.....Medical Assisting, CPR, A&P Instructor

- Bachelor of Science in Biopharmaceutics, University of Texas-Austin
- Certified Tissue Bank Specialist

Erik Pauly*.....Medical Assistant Instructor

- Everest Institute, Diploma Medical Assistant

Kimberly Wilcox.....Medical Assistant Instructor

- Ross Career, Oak Park MI, Medical Assistant Certificate
- Certified Medical Assistant (AAMA)

Ashley Babineaux.....Medical Coding and Billing-Health Information Technology Instructor

- Virginia College of Austin, Medical Billing and Coding Diploma

Amanda Hernandez*.....Medical Coding and Billing-Health Information Technology Instructor

- Virginia College of Austin, Medical Billing and Coding Diploma

Marilyn Miller, R.T. (R).....Limited Medical Radiology Program Director/Instructor

- Associate in Applied Science - Radiologic Technology, University of Texas, Brownsville
- American Registry of Radiologic Technologists
- Certified Medical Radiologic Technologist, Texas Department of Health

Charlotte Swenson, R.T. (R)(T).....Degree Radiology Program Director/ Instructor

- Bachelors in Health Care Administration, Pan World University
- Associates in Applied Sciences in Radiology Technology, Austin Community College
- Certificate in Radiation Therapy, Shivers School of Radiation Therapy

Theodore A. Anderson, B.Sc. R.T.(R)*..... Limited Medical Radiology Program Instructor

- University of Regina, Saskatchewan, BSc Chemistry, BSc Physics
- Fayetteville Tech CC, Fayetteville, NC, Associates in Radiography
- American Registry of Radiologic Technologists

Megan Williams*..... Limited Medical Radiology Program Instructor

- LMRT Certificate, The Academy of Health Care Professions - Austin
- Texas LMRT License

Danny Pitts*..... Limited Medical Radiology Program Instructor

- LMRT Certificate, The Academy of Health Care Professions - Austin
- Texas LMRT License

Mike Anderson.....Personal Fitness Trainer Program Director/ Instructor

- International Fitness Association, Certified Aerobic Instructor and Personal Trainer

Alyce Kelly*.....Personal Fitness Trainer Program Instructor

- Bachelor of Science, Kinesiology. University of Texas

**Indicates Part time employee.*

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Jon D. Emerald, CEO

Revised March 5, 2014

ADDENDUM D – 2014 Programmatic Start Schedule

Supplement to School Catalog,

AUSTIN CAMPUS

Day Schedule

DENTAL ASSISTANT

MEDICAL ASSISTANT

MEDICAL CODING AND BILLING-HEALTH INFORMATION TECHNOLOGY

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
01-13-14	02-13-14	09-18-14
02-17-14	03-27-14	10-23-14
03-31-14	05-01-14	11-26-14
05-05-14	06-05-14	01-09-15
06-09-14	07-10-14	02-12-15
07-14-14	08-14-14	03-26-15
08-18-14	09-18-14	04-30-15
09-22-14	10-23-14	06-04-15
10-27-14	11-26-14	07-09-15
12-01-14	01-09-15	08-13-15
01-12-15	02-12-15	09-17-15

Evening Schedule

DENTAL ASSISTANT

MEDICAL ASSISTANT

MEDICAL CODING AND BILLING-HEALTH INFORMATION TECHNOLOGY

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
12-11-13	02-13-14	01-09-15
02-17-14	04-15-14	03-03-15
04-16-14	06-05-14	04-30-15
06-09-14	07-29-14	06-23-15
07-30-14	09-18-14	08-13-15
09-22-14	11-11-14	10-06-15
11-12-14	01-09-15	11-25-15
01-12-15	03-03-15	01-26-16

Hybrid Program

DIAGNOSTIC MEDICAL SONOGRAPHY - AAS DEGREE PROGRAM

SEMESTER START DATE	SEMESTER END DATE	ESTIMATED GRADUATION DATE (For Corresponding Semester Start Date)
07-07-14	10-24-14	07-01-16
10-27-14	03-06-15	10-21-16
03-09-15	07-02-15	03-03-17

Day Schedule
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST
 Certificate Program

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
01-13-14	02-13-14	02-20-15
02-17-14	03-27-14	04-03-15
03-31-14	05-01-14	05-08-15
05-05-14	06-05-14	06-12-15
06-09-14	07-10-14	07-17-15
07-14-14	08-14-14	08-21-15
08-18-14	09-18-14	09-25-15
09-22-14	10-23-14	10-30-15
10-27-14	11-26-14	12-04-15
12-01-14	01-09-15	01-15-16
01-12-15	02-12-15	02-19-16

Evening Schedule
LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST
 Certificate Program

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
12-11-13	02-13-14	06-19-15
02-17-14	04-15-14	08-13-15
04-16-14	06-05-14	10-02-15
06-09-14	07-29-14	11-25-15
07-30-14	09-18-14	01-22-16
09-22-14	11-11-14	03-24-16
11-12-14	01-09-15	05-13-16
01-12-15	03-03-15	07-08-16

LIMITED MEDICAL RADIOLOGIC TECHNOLOGIST
 AAS Degree Program

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
11-05-12	02-22-13	03-28-14
03-18-13	06-28-13	07-18-14
07-08-13	10-25-13	11-07-14
11-04-13	02-28-14	03-13-15
03-17-14	06-27-14	07-10-15

Day Schedule
MEDICAL ADMINISTRATIVE ASSISTANT

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
03-31-14	05-01-14	10-23-14
05-05-14	06-05-14	11-26-14
06-09-14	07-10-14	01-09-15
07-14-14	08-14-14	02-12-15
08-18-14	09-18-14	03-26-15
09-22-14	10-23-14	04-30-15
10-27-14	11-26-14	06-04-15
12-01-14	01-09-15	07-09-15
01-12-15	02-12-15	08-13-15

Day Schedule
PERSONAL FITNESS TRAINER CERTIFICATE PROGRAM

MODULE START DATE	MODULE END DATE	ESTIMATED GRADUATION DATE (For Corresponding Module Start Date)
01-13-14	02-13-14	08-14-14
02-17-14	03-27-14	09-18-14
03-31-14	05-01-14	10-23-14
05-05-14	06-05-14	11-26-14
06-09-14	07-10-14	01-09-15
07-14-14	08-14-14	02-12-15
08-18-14	09-18-14	03-26-15
09-22-14	10-23-14	04-30-15
10-27-14	11-26-14	06-04-15
12-01-14	01-09-15	07-09-15
01-12-15	02-12-15	08-13-15
02-16-15	03-26-15	09-17-15

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Jon D. Emerald, CEO

Revised May 22, 2014