

**Community Based
Education & Development**



CATALOG

2017

01/01/17 through 12/31/17

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WELCOME TO CBD COLLEGE

Welcome to CBD! If you are interested in building a career in a growing field with a bright future, you've come to the right place. At CBD College, students gain the knowledge and skills needed to work in industries with a wide range of opportunities and specialties. Guided by a professional and dedicated staff, students enroll in a challenging and comprehensive curriculum that suits their individual needs. But the best part of CBD is the sense of community. Friendships develop beyond the classroom among students and staff, and CBD continues to provide cultural and career guidance for a promising future.

As you read this catalog, you will find features that make our school exceptional among educational and training institutions. We believe that our instructional methods, the pleasant learning environment, and expertise of our staff are second to none in our field. We also firmly believe that every student can and will achieve.

This catalog will provide you with information about the programs offered at CBD College as well as many of the policies and procedures of the institution. Please consider us your partners as you pursue success in your classes and in the workplace.

The statements and terms set forth in this catalog are to be considered as part of a student's Enrollment Agreement. In the event there is a conflict of terminology or meaning, the statement and terms in this catalog shall supersede all other documents and/or verbal agreements.

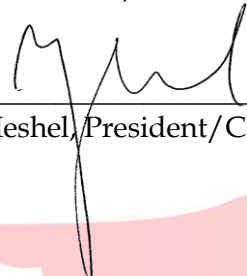
The catalog is updated annually and provided to prospective students prior to enrollment electronically or in person upon request. The catalog is available on the College's website for download by any interested person.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov,
toll-free telephone number (888) 370-7589, (916) 431-6959 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

All information in the contents of this school catalog is current and is so certified as true by the President/CEO.



Alan Heshel, President/CEO

BPPE APPROVAL DISCLOSURE STATEMENT

CBD College is a private non-profit public benefit institution incorporated under section 501c § (3) of the Internal Revenue Code. The College is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Prospective enrollees are required to visit CBD College to discuss personal educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

INSTITUTIONAL ACCREDITATION

CBD College is institutionally accredited by and accepts the responsibility to maintain the principles of quality continuing education and the integrity of the following accrediting institution:

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N.
Falls Church, VA 22043
Tel (703) 917-9503 Fax (703) 917-4109

APPROVALS

CBD College is approved by the **California State Approving Agency for Veterans Education (CSAAVE)** to accept veteran's benefits to train Veterans & eligible persons.

CBD College is approved by the **Regional Training Vendor for the South Bay Workforce Investment Board (SBWIB)** to accept and administer Workforce Investment Act (WIA) benefits.

PROGRAMMATIC ACCREDITATIONS

The Associate of Applied Science in Diagnostic Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19 N., Suite 158,
Clearwater, FL 33763
Tel (727) 210-2350 Fax (727) 210-2354
www.caahep.org

The Associate of Applied Science in Occupational Therapy Assistant program is accredited by:

Accreditation Council for Occupational Therapy Education (ACOTE)

4720 Montgomery Lane, Suite 200
Bethesda, MD 20814
Tel (301) 652-6611 Fax (301) 652-7711
www.aota.org

The Associate of Applied Science in Physical Therapist Assistant program is accredited by:

Commission on Accreditation in Physical Therapy Education (CAPTE)

1111 North Fairfax Street
Alexandria, VA 22314
Tel (703) 684-2782 Fax (703) 684-7343
www.capteonline.org

PARTNERSHIPS

CBD College is recognized as a volunteer group for student's community involvement by the following organizations:

- American Red Cross
- Los Angeles Children's Hospital
- Alexandria House (a transitional residence for single women and women with children)
- Be the Match (Bone Marrow Registry)
- Los Angeles Regional Food Bank

MISSION

The Mission of CBD College is to provide educational opportunities, leading to careers or career advancement, in an open and supportive environment that encourages a lifelong quest for knowledge.

The Institutional Goals are to provide quality educational programs that can be completed in a relatively short time period and provide students the tools necessary for immediate and productive employment.

COLLEGE HISTORY/STATEMENT OF OWNERSHIP

Community Based Education and Development, Inc., doing business as CBD College, was established in 1982. Since then, CBD College has grown to be one of Los Angeles' best resources for vocational training and career advising for students of all nationalities, interests, and means. As the CBD College became more structured, professional staff grew, and in 1994 CBD College received Course Approval from the State of California. CBD College was established in May 1996 as a California nonprofit corporation (501(c)(3)) to provide vocational education and training. Board of Directors are: Alan Heshel, President; Jonathan P. Datz, Esq., Board Member; Alexander Dusovich, MD, Board Member; Polina Tsikman, CPA, Board Member; Vladimir Ferkelman, Board Member.

In order to validate the professional competence of our program and to help assure the effectiveness of its courses, CBD College sought and received National Accreditation from the Accrediting Council for Continuing Education and Training (ACCET) in 1997.

In addition to ACCET accreditation, in April 2010, CBD College received a programmatic accreditation of its Surgical Technology Program by the Accrediting Bureau of Health Education Schools (ABHES) to allow students to take the National Exam and become licensed, increasing chances to find better positions.

Although the institution remained in good standing with ACCET for 18 years, CBD College sought and on August 3, 2015 received Institutional Accreditation through ABHES. The change of accrediting body was necessary due to a number of reasons, primarily related to the fact that CBD is uniquely health career oriented and, as such, is better suited to be accredited by a body that works exclusively with health education schools.

CONSUMER INFORMATION

The institutional delivery for all CBD College programs is residential. CBD College does not offer Distance Education. All courses, excluding clinical/externship courses, are taught at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010.

CBD College does not offer English language services, including instruction such as English as a Second Language (ESL). All instruction occurs in English. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of a state-authorized high school proficiency exam. English language proficiency is documented by:

1. The admissions interview and the entrance exam
2. Receipt of prior education documentation as stated in the admission policy

CBD College does not have a pending petition in bankruptcy, did not operate as a debtor in possession, has never filed a petition within the preceding five years or has had a petition of bankruptcy filed against it within the preceding five years in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Institutional Consumer Information is available on the website: www.cbd.edu/consumerinformation.

SCHOOL RIGHTS

The College reserves the right to add or withdraw any course or program, or to make changes to policies, procedure, instructional staff, equipment, curriculum, tuition fees, class/break schedules, regulations or any published agreement, as conditions warrant.

CBD College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or profession requirements.

When ongoing federal, state or professional changes take place that affect students currently in attendance, the college is required to make the appropriate changes.

No changes will be made without the consent of the student and, if necessary, the prior approval of ABHES.

LOCATION AND FACILITIES

CBD College is located in the heart of Los Angeles at 3699 Wilshire Blvd, Fourth Floor, Los Angeles, California 90010. www.cbd.edu.

Housed in a modern, air-conditioned facility, the College is accessible to disabled students. Reasonable accommodations will be made for students with special needs to enable them equal access to admissions and learning opportunities. A student with a disability who needs academic accommodations is encouraged to contact the School Administrator.

The 50,000 square foot facility consists of labs and lecture rooms, administrative offices, a job search lab/student resource library, and student lounge. Class sizes for lecture do not exceed in general 30 students per instructor. For those programs that utilize higher than 30 per instructor ratio, additional assistance may be provided. Class sizes for labs generally do not exceed 10-20 students per instructor (based on program requirements).

To provide quality training and enhance classroom learning, the College maintains industry-related technology, including individual Tablets, and industry standard equipped program specific labs. Students receive hands-on experiences and training in our programs. The laboratories contain workstations simulating real work environments that students will encounter in the professional setting.

Students have access to a current job search lab/resource library to supplement their learning experience. Students are encouraged to increase their knowledge through use of these facilities. The College complies with federal, state, and local laws, regulations and ordinances. These include requirements for fire safety, building safety, and health regulations.

INTERNATIONAL STUDENT

This school is authorized under federal law to enroll nonimmigrant alien students. International students must meet the same admissions standards as all other students (please refer to the Admissions Policy). Student applying to SEVP-certified schools and requiring the school's sponsorship for international student visa status must meet the additional requirements below:

- Provide a copy of valid passport;
- Documentary evidence of financial support in the amount indicated on the SEVIS form I-20MN; and
- Documentation of English language proficiency (please refer to English Language Proficiency Policy)

The Certificate of Eligibility for Non-Immigrant (M-1) Student Status – For Vocational Students (I-20MN) is issued to students when they are accepted by the school. Applicants use the I-20MN to apply for the M-1 nonimmigrant student visa and are responsible for any associated fees (e.g., SEVIS fee). Please contact the CBD College's Designated School Official (DSO) for additional information about studying in the United States or with questions about the above requirements (213-427-2200, international-student@cbd.edu).

ADMISSIONS

REQUIREMENTS

To be admitted to CBD College, the applicant must:

- Be at least 17 years of age.
- Have earned a high school diploma or its equivalent¹, or completed Associate, Bachelor's or Master's Degree.
- Have an interview with an Admissions Representative.
- Meet with the Interview Team, if applying to AAS Degree programs.
- Provide essay/questionnaire, if applying to AAS Degree programs.
- Present valid government picture ID.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test and Wonderlic Advanced Skills Test (WAST), if applying to AAS Degree programs.

CBD College does not admit Ability-To-Benefit applicants.

PROCEDURES

Students who are at minimum 17 years of age may be accepted and enrolled if they have earned a high school diploma or its equivalent, or if they have successfully completed their education in a foreign country where that education is recognized as being equivalent to a U.S. high school diploma or above². Students must provide a proof of graduation (see admission requirements above).

To begin their college experience, applicants must complete an Admission Packet (*Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the board of the program you are applying for, as to your eligibility to apply for Board examination*), have a personal interview with an Admissions Representative and meet Admissions Requirements. Health screenings, immunizations, and current BLS CPR certification are required prior to placement into clinical externship. Drug and alcohol testing are required by some clinical externship sites prior to placement into site. All applicants must successfully pass the Wonderlic Scholastic Level Examination (SLE) Test. Applicants to Associate Degree programs must also take and successfully pass the Wonderlic Advanced Skills Test (WAST). All enrolled students must attend the orientation session(s) designated for the program.

The school reserves the right to deny enrollment based on candidate test scores, prior criminal record, failure of the candidate to meet admissions requirements, or to comply with any applicable local, state or federal laws, statutes or regulations and, when appropriate, based on the decision of the Interview Team.

Acceptance and Matriculation rates are maintained by the Director of Admissions and are made available upon request.

PROGRAM	SLE SCORE	WAST SCORE
Pharmacy Technician (PhT)	12	N/A
Medical Assistant (MA)	13	N/A
Surgical Technology (ST)	14	N/A
Dental Assistant (DA)	14	N/A
AAS in Diagnostic Medical Sonography (DMS AAS)	15	Language 1300 Math 1300
AAS in Physical Therapist Assistant (PTA AAS)	16	
AAS in Occupational Therapy Assistant (OTA AAS)	16	

¹ The following are the equivalent of a high school diploma: (1) GED; (2) A state certificate received by a student after the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; (3) an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree; (4) For a person who is seeking enrollment in an educational program that leads to at least an associate degree or its equivalent and who has not completed high school but who excelled academically in high school, documentation that the student excelled academically in high school and has met the formalized, written policies of the institution for admitting such students.

² Evaluations that certify equivalency to US education must be submitted within seven (7) calendar days after program start date.

If the number of applicants is higher than the number of seats available for the program, students are placed on a waiting list based on the highest total score.

The applicant may take each of the Wonderlic SLE and WAST tests required for admission to a program up to three (3) times initially. If the applicant does not achieve a passing score on the required tests after three (3) attempts, the applicant must wait three (3) months before retaking the failed test(s). After the three (3) month waiting period, the applicant may take the failed Wonderlic SLE and WAST test(s) up to three (3) more times.

If the applicant does not achieve a passing score after these three (3) attempts, the applicant must wait one (1) calendar year before retaking all of the Wonderlic SLE and WAST tests required for admission to the program. The applicant will be allowed to take each of the Wonderlic SLE and WAST tests up to three (3) times after the one (1) calendar year waiting period. If the applicant does not achieve a passing score on each of the required test(s) after these three (3) attempts, the applicant will not be able to take the Wonderlic SLE and WAST tests again for admission to a program at the college.

Applicants will also be admitted to the Associate Degree programs without taking the WAST tests administered at the college if they present to the college a transcript of record showing completion of a baccalaureate degree or higher at an accredited school.

Associate Degree Applicants

- To be eligible for admission to the Associate Degree programs, an applicant must first meet the minimum admission policies, as described above in this catalog.
- In addition to meeting the minimum admission policies, each applicant must meet with members of the Interview Team consisting of: the Dean of Education, Director of Admissions, Program Director or designate and, when possible, the School President. The members of the Interview Team will use a Candidate Interview Form and award points for the applicant's responses to the questionnaire and in the interview.
- Members of the Interview Team will also award points for the applicant's scores on the WONDERLIC SLE and WAST examinations. The interviewer will combine these points with the points awarded for the questionnaire and interview into a total score. Based on the total score, the applicant will be ranked among the other applicants who are applying for admission to the program with the current cohort. The applicants who have met the minimum admission requirements for an associate degree program and who have the highest number of combined points awarded for the questionnaire, interview, and examination scores will be accepted for admission to the current cohort. Should an opening occur, the applicant who has the next highest number of combined points may be accepted for admission. If there are more than the required number of individuals qualified for admission in a given cohort, those who are not admitted to the current cohort will be considered for admission into a subsequent cohort.

In addition to the general admissions standards described above, all programs require candidates to have particular physical and cognitive tasks in order to meet the technical standards of the profession:

- Sufficient motor functions to perform basic life support, transfer and position patients, position and operate health care equipment, and the capability to manipulate multiple objects simultaneously.
- Sufficient sensory and observation abilities in order to differentiate subtle variations in color, shape, and texture, observe patients from a distance or close at hand, hear audio and see visual alarms, and read various forms of documentation.
- Applicants must be able to perform the essential functions of the profession and meet the standards of the curriculum.

BACKGROUND CHECKS

The background check is initiated upon the start of the program. Students of CBD College are advised that hospitals and outpatient clinics typically require that students submit to background checks and receive appropriate clearance before they will be permitted to participate in clinical rotations at those institutions. Students who do not receive appropriate clearance may be unable to fulfill their academic requirements at CBD College, and therefore may not be able to complete their educational program. If you know of anything in your background check that may prevent you from taking the licensure/certification exam, we advise you to inform an admissions representative prior to enrolling in any program of study.

Any felony or certain misdemeanor convictions may prevent the student from being accepted by clinical sites, as well as obtaining certification/licensure upon graduation, which may prevent the student from obtaining gainful employment.

Note: If you have been convicted, found guilty of, or pled nolo contendere to any crime (felony or misdemeanor), other than a speeding or parking violation, you MUST seek clarification from the prospective board(s) (ARDMS at www.ardms.org, NPTE at <https://www.fsbt.org> and CLE <http://www.ptbc.ca.gov>, NBCOT at <http://www.nbcot.org/>) as to your eligibility to apply for Board examination. Students who wish to sit for the CCI examination must seek clarification from CCI at www.cci-online.org.

DOCUMENTED DISABILITIES

CBD College complies with ADA Standards to provide overall program accessibility throughout its campus for persons with disabilities. If a student is aware of or suspects there is a reason that may interfere with his/her ability to complete program requirements, for which the student requires an accommodation from the school, he/she should contact the Dean of Education or Chief Operating Officer at least six weeks before the program begins and must provide appropriate documentation from a licensed healthcare provider. Accommodations are not provided retroactively. Appropriate actions are facilitated by timely requests. Reasonable requests for appropriate accommodations in the didactic/theory portion of the program will be attempted and all requests will be held in confidence. CBD College is unable to provide accommodations that would result in a fundamental alteration of the school's program.

TRANSFER STUDENTS; EVALUATION OF TRANSFER CREDIT

The institution reserves the right to deny or accept transfer of credits at its sole discretion. Students previously enrolled in any college accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may submit their records to CBD College for review. CBD College evaluates prior coursework for credit for general education and non-core coursework. In order to be eligible for transfer credit consideration, students must have taken and passed all General Education courses offered in Module #1. 100% of core coursework must be completed at the College.³

CBD College will evaluate prior credit for students receiving VA benefits, grant credit as appropriate, notify the student of the evaluation, and adjust the program hours accordingly.

The acceptance of any credits may affect the amount of financial aid eligibility at CBD College. Therefore, all students requesting transfer of credit are encouraged to meet with a Financial Aid representative to be advised on how their particular transfer of credit request may affect their eligibility.

If the credits are granted, the tuition will be prorated and reduced based on the number of transferable credits granted. The cost of textbooks may be reduced based on the approval of transfer credits. CBD College does not charge any fees for the review of or granting of transfer of credits.

Students requesting to have their previously earned credits reviewed must provide officially sealed transcripts and course outlines to their admissions representative prior to the start date. The admissions representative will submit the documents to the Dean of Education, who will review and provide a written result of the review to the admissions representative. The student must have a minimum passing grade of C or higher on all credits to be reviewed. **Any late submission will not be accepted and no credit(s) will be given.**

Credit Transfer "IN" Requirements (With exception of OTA and PTA Programs):

- GE Course and non-Core objectives and clock hours of course(s) transferred must be similar to what CBD College offers.
- GE Science Courses transferred must have been completed within the last 5 years⁴, and non-science general education credit must have been completed in the last 10 years. CBD accepts no credits from achievement tests, challenge examinations or experiential learning.

³ Special consideration will be given for unique circumstances upon review of transcripts, petition by the prospective student and meeting between Program Director, Director of Admissions, Dean of Education and COO (min 50% of the program has to be completed at CBD College). Students will be asked to test out.

⁴ Special consideration will be given to students who have completed GE Science Courses within the last 10 years based on their use of or reference to select sciences in their professional background. Students will be asked to test out.

- Course transferred must have been successfully completed with at least a “C”.
- Credit transfer request must be submitted prior to the cancellation date.

Credit Transfer “IN” Procedure:

Student will complete the Transfer Credit Form provided by the Admissions Department and submit it with the following documentation:

- Transcripts in an officially sealed envelope (transcripts must describe the courses taken, with grades achieved and actual number of hours completed by category-theory/lab/clinical).
- School catalog or similar document containing the course description, objectives and hours required for the course by category (theory/lab/clinical).

Transcripts will be evaluated upon receipt in an official sealed envelope from the accredited college the student is transferring from. The student will be advised of the school’s decision within five business days.

Transcripts must be accompanied by the course descriptions, course syllabus and the actual number of hours completed by category (theory and clinical).

The documentation must be submitted to the admissions department prior to the start date. No fees will be charged for testing, evaluation or granting transfer of credit.

Transfer students will be evaluated qualitatively only on the work completed while at the College.

All students must successfully complete 100% of the Core program at CBD College in order to be eligible to receive a diploma/AAS degree from CBD College (please see footnote on previous page).

If a student is denied credits based on his/her transcript/course description(s) and/or exam, a written appeal can be made to the Chief Operating Officer (COO) within five calendar days of being notified of the denial, outlining circumstances for reconsideration. The student will receive a written decision to the appeal within ten calendar days. The COO’s decision is final.

Advanced placement. CBD College does not provide credit based on achievement tests, challenge examinations, or experiential learning.

Credit Transfer” OUT” Procedure:

If a student chooses to transfer to another school, CBD College will provide an official transcript, syllabi and/or course outlines upon the student’s request, which must be filed at the front desk. All required document(s) will be provided by the College within five business days.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CBD College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CBD College to determine if your credits, degree, diploma or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreements with any other college or university.

READMITTED STUDENTS (Into diploma programs MA, PhT, ST & DA)

To be considered for re-entry, former students must provide a detailed written explanation to the Dean of Education of the conditions that caused the original withdrawal or termination and demonstrate how those conditions have been resolved so that they can successfully continue the program of study. Applicants reentering the program will need to complete the full admissions process and will be evaluated by an instructor and/or Program Director to

assess retained skills. Only one re-entry request will be considered and may be allowed. A final decision will be made by a Re-Enrollment Committee consisting of the Chief Operating Officer, Dean of Education and Program Director.

Readmission Requirements:

- Have a cumulative overall GPA of at least 2.0 in the theory courses;
- Meet Admissions requirements

Readmission Procedure:

- Provide a detailed written explanation to the Dean of Education explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Complete the admissions process;
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills;
- Be approved by Re-Enrollment Committee

Students who have been approved for readmission by the Re-Enrollment Committee will be readmitted on a space available basis. Readmitted students will be evaluated qualitatively only on the work completed while at the College.

The maximum time frame will be reduced for transfer/readmitted students based upon the remaining length of the program in which they enroll. Tuition will be pro-rated based on the length of the program. Each student will need to meet with Financial Aid to determine Title IV aid eligibility, as eligibility may be reduced based on transfer credit.

READMITTED STUDENTS (Into AAS programs PTA, OTA, & DMS)

Readmission Requirements:

- CBD courses with a GPA of at least 2.0 (75%) will be accepted towards readmission. Any courses below a 2.0 (75%, "C") from the prior admission will need to be retaken. A student applying and accepted for readmission will join the next cohort during the course/Module in which they failed the course.
- Have a "pass" grade in all prior clinical education courses.

Readmission Procedure:

- Provide a detailed written explanation to the Dean of Education explaining the conditions that caused the original withdrawal or termination, and how those conditions have been resolved so that a student can reliably and successfully continue the program of study;
- Complete the entire application process including meeting with an admissions officer, student finance, the Program Director, etc.
- Retake and pass the entrance examination at the acceptable score.
- Be evaluated by an instructor and/or Program Director to assess retained theory and clinical/lab skills and pass the re-entry examinations described below.
- Only one re-entry request per student will be considered for all programs.

PTA program Re-entry Competency testing:

Re-admission to the PTA Program requires competency testing to assess retained theory and clinical/lab skills for all Module II, III or IV PTA courses that were passed during the first admission. Competency may be demonstrated in one of three ways: Course Retake, Course Audit, or Independent Study, as described below. Students applying for readmission should begin the process 60 to 90 days prior to the Module start date.

Course Retake	Register and pay to re-take a course. The earned grade for a retake course is recorded in the student's academic record.
Course Audit	Fully participating in all lectures, labs, assignments, quizzes and exams to earn a 75% or higher cumulative grade. CBD College does not charge readmitted students to audit a course and no grade is recorded.
Independent Study	Self-study the course materials to prepare and sit for a cumulative written, and when appropriate, skills final examination. This option allows multiple attempts to demonstrate competency with a score of 75% or higher.

FINANCIAL INFORMATION

PROGRAM TUITION AND FEES

Program	Tuition	Registration Fee*	CPR	Background Check	Books/ Handouts	Uniforms/ Tools/Badge/ Other fees	STRF*	TOTAL
Dental Assistant (DA)	\$14,490.00	\$75.00	\$60.00	\$50.00	\$310.00	\$335.00	\$0.00	\$15,320.00** ♦
Medical Assistant (MA)	\$14,490.00	\$75.00	\$60.00	\$50.00	\$525.00	\$120.00	\$0.00	\$15,320.00** ♦
Pharmacy Technician (PhT)	\$11,736.00	\$75.00	\$60.00	\$50.00	\$257.00	\$80.00	\$0.00	\$12,258.00**♦
Surgical Technology (ST)	\$24,472.00	\$75.00	\$60.00	\$50.00	\$565.00	\$390.00	\$0.00	\$25,612.00**
ST Year 1	\$14,490.00	\$75.00	\$60.00	\$50.00	\$565.00	\$80.00	\$0.00	\$15,320.00♦
ST Year 2	\$9,982.00	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00	N/A	\$10,292.00
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	\$38,250.00	\$75.00	\$60.00	\$50.00	\$1,358.00	\$200.00	\$0.00	\$39,993.00**
DMS AAS Year 1	\$15,300.00	\$75.00	\$0.00	\$50.00	\$1,358.00	\$120.00	\$0.00	\$16,903.00♦
DMS AAS Year 2	\$15,300.00	\$0.00	\$60.00	\$0.00	\$0.00	\$80.00	N/A	\$15,440.00
DMS AAS Year 3	\$7,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$7,650.00
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	\$47,505.90	\$75.00	\$60.00	\$50.00	\$1,953.10	\$350.00	\$0.00	\$49,994.00**
OTA AAS Year 1	\$22,916.40	\$75.00	\$60.00	\$50.00	\$1,953.10	\$350.00	\$0.00	\$25,404.50♦
OTA AAS Year 2	\$24,589.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$24,589.50
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	\$47,502.00	\$75.00	\$60.00	\$50.00	\$1,875.00	\$383.00	\$0.00	\$49,945.00**
PTA AAS Year 1	\$23,803.20	\$75.00	\$60.00	\$50.00	\$1,875.00	\$383.00	\$0.00	\$26,246.20♦
PTA AAS Year 2	\$23,698.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$23,698.80

*Non-refundable. *STRF = \$0.00 for every \$1,000 rounded to the nearest \$1,000 **Estimated schedule of total charges for the entire program and ♦the current period of attendance (which is same for DA, MA & PhT programs).

Additional Fees, as applicable: Official Transcript \$5.00, Return Check Fee \$25.00

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TUITION AND SCHOLARSHIP POLICY

Tuition is charged in accordance with the program in which you are enrolled. The school is currently approved to offer federal financial aid. For those who qualify, Pell Grants, Cal Grants or other forms of federal financial aid may be available to cover the cost of tuition, fees and materials. If students do not qualify for federal grants, they may be able to secure other options. To learn more, contact our Financial Aid Officers.

Currently the College does not offer a formal scholarship program. However, institutional personnel are familiar with public funding sources and their requirements. Financial Aid personnel will provide this information to students interested in financial assistance.

PAYMENT PLANS

CBD College accepts **CREDIT CARDS** (except AmEx), **CHECKS** or **MONEY ORDERS payable to CBD COLLEGE** as the methods of student payment.

Tuition payments should be made in person at the Finance Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$25 fee. If tuition payments by check are returned more than once for non-sufficient funds during enrollment, all future payments must be paid by money order. Payment of tuition as listed on the Schedule of Payments is due and payable either on the first

day of every month or at the mid-point of the first financial year, mid-point of the program, and mid-point of the second financial year. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. The school will make any efforts to collect the money due while the student is at school. If no payment is received thirty (30) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student will be subsequently withdrawn.

The College will not provide grade or attendance reports or transcripts for students who have not made any payments. The College will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current.

FEDERAL AND STATE STUDENT AID GENERAL INFORMATION

The U.S. Department of Education/California Student Aid Commission sponsor the following major student financial aid programs approved for Community Based Education & Development / CBD College for which you may apply to determine your eligibility:

- Federal Pell Grants
- Federal Work Study
- Federal Supplemental Education Opportunity Grant
- Cal Grant B
- Cal Grant C
- Subsidized Loans
- Unsubsidized Loans
- Parent PLUS Loan

The School is approved to accept and administer benefits through the California Veterans Administration (CalVet) and the Workforce Investment Act (WIA).

To apply for Federal Financial Aid, students must create an FSA ID at www.fsaaid.ed.gov and submit the Free Application for Federal Student Aid by visiting www.fafsa.gov. To apply for federal loans, please visit www.studentloans.gov. For more information on VA educational benefits visit: www.cbd.edu/vabenefits.

The Federal Institutional Code for CBD College is 032503.

The following programs are available at CBD College for those who qualify.

Federal Pell Grants - are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. There is a lifetime limit of 600% eligibility for these grants. The grant amount is determined based on financial need and is calculated based on EFC (This number results from the financial information you provide in your FAFSA).

Federal Supplemental Education Opportunity Grant - awarded to undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.

Federal Work Study - provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.

Direct Subsidized Loans - awarded to undergraduate students who have financial need; U.S. Department of Education generally pays interest while student is in school and during certain other periods. Please visit www.StudentAid.gov/interest for the latest information on interest rates. Borrowers may not receive this type of loan for more than 150% of the length of their program of study; the U.S. Department of Education may stop paying interest if the student who received Direct Subsidized Loans for the maximum period continues enrollment.

Direct Unsubsidized Loans - Financial need is not required; borrower is fully responsible for paying the interest regardless of the loan status. The Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan. Please visit www.StudentAid.gov/interest for the latest information on interest rates.

Direct PLUS Loans - For parents of dependent undergraduate students; borrower is responsible for all interest; financial need is not required. Please visit www.StudentAid.gov/interest for the latest information on interest rates.

Cal Grant B and C - are administered by the California Student Aid Commission (CSAC). These state grants are

available for eligible California residents. For more information, please visit www.csac.ca.gov.

Private Educational Loans - In case students are not eligible for free or lower-cost Title IV federal or state aid, students have the option of applying for private education loan in place of, or in addition to federal and state aid. Students are strongly encouraged to pursue the availability of free or lower-cost financial aid with the school's financial aid office. Students are encouraged to review each lender's terms and conditions before selecting a lender. All students considering borrowing student loans need to understand the differences between federal student loans and private student loans. The Borrowers must review and compare the terms, interest rates, associated fees and repayment options before accepting the loan. The terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

Students should contact the financial aid office to discuss their options.

To receive aid from federal programs the student must:

- Demonstrate financial need
- Have a high school diploma or General Education Development (GED) certificate or state recognized equivalent
- Be enrolled as a regular student in an eligible program
- Be a U. S. citizen or eligible noncitizen
- Have a valid Social Security Number
- Maintain satisfactory academic progress
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any college or institution
- Register with the Selective Service (males between ages 18-26)
- Provide required documentation for the verification process and determination of dependency status
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs
- Not have exceeded the Lifetime Eligibility Limit (LEU) for Federal Pell Grant

The students must reapply and renew the FAFSA every year by the announced deadline. The student's circumstances will be evaluated every year for continued eligibility.

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis at any given midpoint/payment period, and at the end of the program. Please refer to CBD College's SAP Policy for more details.

There are two disbursements for payments of tuition and fees per academic year. The first Grant and Loan disbursements are made on or after 30 days of school attendance. The second disbursements are made on or after the midpoint of the program of study.

The student's loan/grants proceeds will be applied to the student's account for tuition and fees. Any remaining proceeds will be paid to the student or to parents by check, if parents qualify or for a Direct PLUS loan.

STUDENT LOAN COUNSELING

Prior to first disbursement of federal loans, all first time borrowers of a Federal Direct Loan will be required to complete Entrance Counseling, which will provide comprehensive information on the terms and conditions of the loans and of the borrower's responsibilities.

All students will be required to complete Exit Counseling before they graduate or withdraw. Exit Counseling will help students calculate anticipated monthly repayment amount, choose repayment plan options and will provide other important information.

Students who will borrow Direct Loans will be required to repay the loans plus the interest regardless of the loan status. If a student withdraws, a refund calculation will be completed and funds will be returned to federal programs in the order required by USDE. The interest rates for federal student loans are determined by federal law. The interest rate varies depending on the loan type and (for most types of federal student loans) the first disbursement date of the loan. To calculate a sample loan repayment schedule, please refer to the following link.

<https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator>

All Federal Student Aid Information is being reported to the National Student Loan Data System (NSLDS) and is accessible by guarantee agencies, lenders and schools determined to be authorized users of the data system. The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants so that recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data by visiting www.nsls.ed.gov.

BOOKS

The cost of all books and supplies are included in the total program price. All students have an option to opt-out of an arrangement that includes the cost of books and supplies in the total program. Should s/he choose this option s/he will be required to provide a proof of purchase of ALL books and supplies by the cancellation date as noted in my Enrollment Agreement. Should they choose not to opt out, students will receive all applicable books and supplies no later than 7th day of the payment period.

CANCELLATION/REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first session or the seventh (7) calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; you have the right to receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: CBD College, Admissions Office, 3699 Wilshire Blvd, Fourth Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.
6. Cancellations due to denial of an applicant: If an applicant is denied enrollment by the institution, or if a prospective international student has his/her visa application denied, a full refund of all tuition and fees paid will be made to the applicant.
7. Cancellations due to program cancellation: If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
8. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a registration or administration fee not to exceed \$75.00.
9. Cancellation after the start of class: The policy for students who cancel after the start of the class are stated in the foregoing No. 1 of this section.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60% or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal, or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 consecutive calendar days, or failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

RETURN OF TITLE IV FUNDS POLICY

Federal regulations (34CFR668.22) specify how CBD College must determine the amount of Title IV program assistance that the student earns if he or she withdraws from school. The Title IV programs CBD College participates in that are covered by this law are: Federal Pell Grants, Direct Loans, PLUS Loans, Federal Work Study and Federal Supplemental Education Opportunity Grants (FSEOG).

When a student withdraws during his/her payment period, the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on his/her behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the payment period, the student earns 30% of the assistance originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, CBD College must get the student's permission (or parent's permission in the case of a PLUS Loan) before it can disburse them. The student may choose to decline some or all of the loan funds so that additional debt is not incurred. CBD College may automatically use all or a portion of the post-withdrawal disbursement (including loan funds, if acceptable by the student) for tuition and fees.

For all other school charges, CBD College needs the permission of the student to use the post-withdrawal disbursement. If the student (or parent in the case of a PLUS Loan) does not give permission and there are additional post withdrawal funds, the student will be offered the funds. However, it may be in the student's best

interest to allow the school to keep the funds to reduce the student debt at the school. CBD College must also get the student's permission (or the parent's permission in the case of a PLUS Loan) before it can disburse directly to the student any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to the student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before the student withdraws, the student will not receive any FDLF funds that he/she would have received had enrollment continued past the 30th day.

If the student receives (or CBD College or parent on the student's behalf) excess Title IV program funds that must be returned, CBD College must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

CBD College must return this amount even if it did not keep this amount of the student's Title IV program funds.

If CBD College is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or parent for a PLUS Loan) repays in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with CBD College or the Department of Education to return the unearned grant funds.

The Title IV funds are returned in the following order:

1. Unsubsidized Federal Stafford Loans	4. Federal Pell Grants
2. Subsidized Federal Stafford Loans	5. FSEOG (Federal Supplemental Educational Opportunity Grant)
3. Federal PLUS Loans	6. Other Funds

The requirements for Title IV program funds when the student withdraws are separate from any refund policy of CBD College. Therefore, the student may still owe funds to CBD College to cover unpaid institutional charges. If the student does not already know what CBD College's refund policy is, the student can ask the Financial Aid department for a copy. Examples indicating how Title IV refunds and institutional refunds work are available from the Financial Aid Department. The Financial Aid Department can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243), TTY users may call (800) 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

DETERMINATION OF THE WITHDRAWAL DATE

The student's withdrawal date is the date that the student provided to the institution, in writing or orally, of his or her intent to withdraw. If the student dropped without notifying the institution, or did not return from an approved leave of absence, the withdrawal date is the last date of academic attendance as determined by the institution's attendance records.

NOTE: A student who is on an approved leave of absence retains in-school status for purposes of Title IV loans. However, the student should be aware that, if he or she does not return from an approved leave of absence, some or all of the grace period of the loan could have been used up, as the withdrawal date is set retroactively to his or her last date of attendance.

ACADEMIC REGULATIONS / RETENTION

CBD College supports a regularized system for monitoring academic and professional aspects of individual student performance. Although professional aspects are not separate from such academic indicators as grade

averages, the latter are monitored by a centralized system that is designed to ensure that exceptionally strong or weak performance will be noticed and will receive timely recognition and attention.

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to special counseling services when required through the Student Affairs department. All efforts will be made to provide a supportive environment to assist each student in maintaining and continuing the program.

CBD College retention, progression and dismissal policies are composed of requirements outlined below.

STUDENT CONDUCT

Students are expected to follow all the policies and regulations of CBD College and to conduct themselves within the bounds of acceptable behavior at all times. Any infraction of College rules and regulations, including improper or unruly behavior, may result in probation, suspension, and/or termination.

ACADEMIC DISHONESTY

Any student who engages in academic dishonesty, including, but not limited to, plagiarizing another person's work; cheating on an examination or assignment; distributing copies of examinations, assignments, or answer sheets to other students; passing off another's work as one's own; and/or aiding one or more other students in committing the same or similar acts of academic dishonesty will be given a grade of zero for the exam or assignment in which the infraction occurred. If a student commits a second (2nd) act of academic dishonesty, he or she will be dismissed from the college. All acts of academic dishonesty will be recorded on a Notice of Deficiency form and placed in the student's permanent academic file. A student may appeal his/her dismissal from the college for academic dishonesty. The appeal must be made in writing to the Dean of Education.

ATTENDANCE

To maintain satisfactory attendance, students may not be absent for more than 10% of hours in any given Module. Attendance will be monitored on a continuous basis and calculated every module. Students not meeting 90% of attendance during any given module, excluding clinical/externship courses (see clinical attendance below), must make up missed hours within two (2) weeks, or before the end of the course/module, whichever occurs first. If missed hours are not made up the student will be placed on attendance probation for no more than 30 days. Students on probation must make up missed hours and maintain 90% attendance during their probation period or they will be dropped from the program.

Students who have been absent from classes for fourteen (14) consecutive calendar days will also be dropped from the training program. Special consideration will be given to students with extenuating circumstances such as illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Dean of Education and/or COO.

TARDINESS/EARLY DEPARTURES

CBD College considers a student late or an early departure if he/she arrives after a class starts or leaves before the end of the class.

Students arriving late for classes or leaving the classroom early will receive a tardy in their records. Students returning back from breaks late will also be considered late and receive a tardy. Three (3) tardies or early departures in a month will be counted as one absence.

MAKE-UP WORK

Make-up hours must be completed in order to advance to the next Module. Non made-up time may result in termination from the program.

Students are responsible for all work missed as a result of an absence. Make-up work will be scheduled and arranged between the student and the instructor, and should be completed within two (2) weeks, or before the end of the course/module, whichever occurs first.

Any student who has been absent is required to meet with the theory instructor to obtain the written assignment to be completed at school, after class hours.

ATTENDANCE PROBATION

Students not meeting attendance guidelines will be notified in writing and receive an attendance advising when placed on probation by the Program Director. Students will also be informed of the steps necessary to be removed from probationary status.

Students will be placed on probation for violation of any disposition regarding CBD's attendance policy, including, but not limited to the following:

- **Excessive tardiness;**
- **Absences in theory courses exceeding 10% of the hours offered in any given Module;**
- **No show/no call in case of an absence.**

The student will remain on probation for a period of no more than 30 days. The student will be required to be in attendance for a minimum of 90% of total scheduled class time while on probation.

Students in non-compliance with the probation policy will be at risk of termination from the program.

By the end of the probation period, the student's attendance will be reassessed by the Program Director, who will verify whether or not the student has complied with the conditions of probation. In a positive case, the student will be off probation and may be allowed to proceed with the course of studies. In case of a negative determination, the student will be terminated from the program.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Dean of Education.

A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (14 consecutive calendar days) consistent with the institution's consecutive absence policy, he or she will be dropped.

The written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must sign and date the leave of absence request. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

If the student is a Title IV loan recipient, the College will provide an explanation to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A leave of absence may not exceed 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

The College does not assess the student any additional charges as a result of the leave of absence.

Jury Duty/Court Appearances

Jury duty is a civic obligation that CBD College recognizes as an individual's responsibility to serve when summoned; however, students called to serve should work with officials to defer service until graduation whenever possible.

Students should present their summons or subpoena to the Program Director as soon as possible. Program faculty will work with students to complete any course material missed, if necessary.

Military Leave

CBD College acknowledges the responsibility of men and women to fulfill military service. This policy applies to military absence resulting from service in the United States Armed Forces or in a National Guard or Reserve Unit.

Students should notify the Program Director of their military status upon acceptance into the program.

Students who are called to active duty will be guaranteed reenrollment into the program. Re-enrollment will be coordinated on a case by case basis with input from the Dean of Education to ensure academic success.

WITHDRAWAL

Students who wish to withdraw from their training program should contact the Dean of Education. Regardless of the circumstances of withdrawal or the date of notification to the College, the official withdrawal date is the last date on which a student attended classes. Both refunds and final grade determinations are based upon last date of official class attendance.

CLINICAL/EXTERNSHIP EXPECTATIONS

DRUG SCREENING

CBD does not require a drug screening at this time; however, every student must be aware that almost every clinical/externship site requires a drug screening test before starting a clinical experience at their clinic/facility. Exemption: Surgical Technology program requires all students to take a drug screening test prior to beginning of clinical rotation. The drug screening is to be completed during the module directly preceding the clinical/externship portion of the program by the student at any clinic of their choice. The cost is the responsibility of the individual student. The results are to be returned to the Clinical Coordinator in preparation for clinical experience. The decision to move forward in case of Positive drug screening is up to each individual clinic. Students may retake a drug screening test if there is enough time before a start of clinical experience. Positive drug screening may prevent a student from going to clinical site, which will result in removal from the program.

PHYSICAL EXAMINATION FORM

All students enrolled in Surgical Technology, Diagnostic Medical Sonography, Physical Therapy Assistant and Occupational Therapy Assistant programs are required to complete and submit the CBD College Physical Examination Form, **duly completed by a physician**, before starting a clinical experience at their clinic/facility. The physician will examine the student and determine whether he/she holds the capability to perform the expected tasks related to the program of study. This form will need to be completed by the midterm of the module directly preceding the clinical rotation/externship. An incomplete form will prevent the student from progressing to the Clinical Education portion of the program and may eliminate them from the program.

These records will be kept in a student's file in the locked cabinets of the clinical or program coordinator.

This form also serves as evidence that the student has documentation of the required immunizations for MMR, Varicella, Hepatitis B, and Tdap. Students non-immunized may not be accepted by the healthcare facilities for their rotations and therefore will be at risk of not completing all the requirements for graduation.

The physical examination form must also attest that the student has been negatively tested for TB, or has a clear CXR, in case of a positive TB Exam.

Each applicant is responsible for the cost of his/her physical examination. The Background check fee is included in the tuition.

Flu shots

Students may be required by the clinical sites to which they have been assigned, to get a flu shot. If a student refuses, other options are solely up to the specific clinic. Failure to comply with an externship/clinical site's Flu prevention policy may place a student at risk of not completing all necessary graduation requirements.

PROGRAMMATIC CLINICAL ATTENDANCE

Clinical attendance schedule may vary and the students can be assigned to the weekend and/or evening rotations.

DIAGNOSTIC MEDICAL SONOGRAPHY

Absences

CBD College requires excellent attendance in the clinical setting so that students can get the most from their clinical rotations.

Students are required to attend all clinical work schedules and assignments and adhere to the standards of the practice of Diagnostic Medical Sonography.

Students who miss a clinical assignment are at risk of not meeting their clinical objectives as required. Therefore, clinical absences should only be for emergencies or illnesses that require a student to stay at home, i.e., infectious or communicable diseases that are verified with their instructor. A physician's release is required to return to clinical following three (3) or more consecutive days of absence due to illness/injury.

Commitment and dedication to your clinical experiences are required in order for you to gain the knowledge needed to become competent in the real life work setting for the Diagnostic Medical Sonographer. Excessive absences will result in Clinical Probation or Dismissal from the Diagnostic Medical Sonography Program.

No more than a total of 1 (one) clinical absence per Module is permitted in the Diagnostic Medical Sonography program.

Students who have not completed all clinical hours will not meet the graduation requirements. Clinical absences will be monitored and enforced according to the following procedures: Students are to notify their clinical instructor at least 1 (one) hour before start of clinical assignment. No call or no show may result in probation or risk of termination.

The clinical instructor will verbally advise the student who misses one (1) clinical day.

Student must complete 100% of clinical hours to be considered eligible for graduation.

Tardiness

The clinical instructor sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The Clinical Coordinator will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies, or will be subject to termination.

Making Up Missed Clinical Hours

Any student who has exceeded 1 (one) clinical absence per Module must make up the time prior to the end of the module.

All make-up time will be scheduled by the Clinical Coordinator as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the Clinical Coordinator.

Excess time spent in the department without the direct approval of the Clinical Coordinator will not be credited to the students' hours.

In case of a communicable disease, students who exceed 1 (one) clinical absence per Module may be given an incomplete grade and allowed to make-up their time, at the discretion of the Program Director and Clinical Coordinator.

No student will be permitted to take the board exam until all scheduled hours are completed.

OCCUPATIONAL THERAPY ASSISTANT

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty and fieldwork supervisors consider attendance important because learning rarely takes place if a student is absent, regardless of the reason. Therefore, to satisfactorily complete the performance expectations of the occupational therapy assistant program, the following policies must be adhered to:

Fieldwork

- Students are expected to be present for all clinical experiences.
- If a student is unable to attend, he/she is to phone the facility at least 1 hour ahead of start time and speak with the clinical instructor. The student will also notify the Academic Fieldwork Coordinator (AFWC) at CBD College of the absence and reason.
- Fieldwork attendance will be maintained by the fieldwork educator and reported to the AFWC. Changes in the clinical schedule, including make-up days, must be coordinated and approved by the AFWC, Center Clinical Coordinator of Education (CCCE) or Fieldwork Educator (FWEd).
- Students failing to comply with attendance requirements may be recommended for dismissal from the program.
- Any absence from fieldwork education will need to be made up.
- A release from a physician will be required to return to fieldwork following three (3) or more consecutive days of absence due to illness/injury.
- Children may not attend fieldwork with the parent.
- Students who have not completed all clinical hours will not meet the graduation requirements.
- **LEVEL II FIELDWORK (IIA & IIB):** Level II Fieldwork consists of two full-time eight-week rotations in order to meet ACOTE Standard C.1.13 requirement of a minimum of 16 weeks of fieldwork placement as well as variability of clinical experience. If extraneous or unusual circumstances should arise, the fieldwork may be completed on a part-time basis as long as it is at least 50% of a full time equivalent at that site. In addition, the student can complete the Level II fieldwork in a minimum of one setting if it is reflective of more than one practice area, or a maximum of three different settings.

Tardiness

The AFWC sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The AFWC will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies, or will be subject to termination.

Making Up Missed Clinical Hours

Any student who has exceeded their sick time must make up the time prior to the end of the module.

All make-up time will be scheduled by the AFWC as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the AFWC.

Excess time spent in the department without the direct approval of the AFWC will not be credited to the students' hours.

In case of a communicable disease, students may be given an incomplete grade and allowed to make up their time, at the discretion of the Program Director and AFWC.

No student will be permitted to take the board exam until all scheduled hours are completed.

PHYSICAL THERAPIST ASSISTANT

Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. The faculty and clinical instructors consider attendance important because learning rarely takes place if a student is absent, regardless of the reason. Therefore, to satisfactorily complete the performance expectations of the physical therapist assistant program, the following policies must be adhered to:

Clinical

- Students are expected to be present for all clinical experiences.
- If a student is unable to attend, he/she is to phone the facility at least 1 hour ahead of start time and speak with the Clinical Instructor. The student will also notify the Director of Clinical Education (DCE) at CBD College of the absence and reason.
- Clinical attendance will be maintained by the clinical instructor and reported to the DCE. Changes in the clinical schedule, including make-up days, must be coordinated and approved by the DCE, Center Coordinator of Clinical Education (CCCE) or Clinical Instructor (CI).
- Students failing to comply with attendance requirements may be recommended for dismissal from the program.
- A release from a physician will be required to return to clinical following three (3) or more consecutive days of absence due to illness/injury.
- Children may not attend clinical with the parent.
- Student must complete 100% of clinical hours to be considered eligible for graduation.

Tardiness

The clinical instructor sets the time of arrival to the clinical site. Students are expected to arrive 15 minutes early to any assigned clinical area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical schedule.

The DCE will advise the student who is tardy for the second time to a clinical rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies, or will be subject to termination.

Making Up Missed Clinical Hours

All missed Clinical hours must be made up prior to the end of the module.

All make-up time will be scheduled by the DCE as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical needs of the department as determined by the DCE.

Excess time spent in the department without the direct approval of the DCE will not be credited to the students' hours.

In case of a communicable disease, students may be given an incomplete grade and allowed to make up their time, at the discretion of the Program Director and DCE.

No student will be permitted to take the board exam until all scheduled hours are completed.

DENTAL ASSISTANT, MEDICAL ASSISTANT, PHARMACY TECHNICIAN & SURGICAL TECHNOLOGY

Absences

CBD College requires excellent attendance in the clinical/externship setting so that students can get the most from their clinical/externship rotations.

Students are required to attend all clinical/externship work schedules and assignments and adhere to the standards of the profession. Students who miss a clinical/externship assignment are at risk of not meeting their

clinical/externship objectives. Therefore, clinical/externship absences should only be for emergencies or illnesses that require a student to stay at home, i.e., infectious or communicable diseases that are verified with their Clinical Coordinator or Program Director.

Commitment and dedication to your clinical/externship experiences are required in order for you to gain the knowledge needed to become competent in the real life work setting. Excessive absences will result in Clinical Probation or Dismissal from the program.

Clinical/externship absences will be monitored and enforced according to the following procedure:

- Students are to notify their Clinical Coordinator or Program Director at least 1 hour before start of clinical/externship assignment. No call or no show may result in probation or risk of termination.
- The Clinical Coordinator or Program Director will advise the student who misses one (1) clinical/externship day.
- Student must complete 100% of clinical/externship hours to be considered eligible for graduation

Tardiness

The clinical instructor/site supervisor sets the time of arrival to the clinical/externship site. Students are expected to arrive 15 minutes early to any assigned clinical/externship area. A student is considered tardy if he/she arrives 15 minutes after the assigned clinical/externship schedule.

The Clinical Coordinator or Program Director will advise the student who is tardy for the second time to a clinical/externship rotation.

The third tardy will result in the student being placed on probation. During the probation period, the student will not be allowed to have any further tardies, or will be subject to termination.

Making Up Missed Clinical/Externship Hours

Any student must make up any clinical/externship missed time.

All make-up time will be scheduled by the Clinical Coordinator or Program Director as soon as possible and before the end of the module. Approval of make-up time will be scheduled at the discretion and clinical/externship needs of the department as determined by the Clinical Coordinator or Program Director.

Excess time spent in the department without the direct approval of the Clinical Coordinator or Program Director will not be credited to the students' hours.

In case of a communicable disease, students who exceed their sick time may be given an incomplete and allowed to make up their time, at the discretion of the Program Director and Clinical Coordinator.

No Surgical Technology student will be permitted to take the board exam until all scheduled hours are completed.

SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis every module, at any given midpoint/payment period, and at the end of the program. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe by which a student must complete his or her program. SAP evaluations for financial aid eligibility are conducted at the end of each payment period.

To be eligible to meet satisfactory academic progress, a student must attend at least 90% of the scheduled didactic class hours on a cumulative basis during each evaluation period.

Satisfactory academic progress requirements apply to all students whether or not the student is receiving title IV funding.

GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT		GRADE	DESCRIPTION	POINT
DA, MA, PhT	DMS AAS, OTA AAS, PTA AAS, ST			
90 - 100	90 - 100	A	Excellent	4.0
80 - 89	80 - 89	B	Good	3.0
70 - 79	75 - 79	C	Satisfactory	2.0
60 - 69	60 - 74	D	Unsatisfactory	0.0
0 - 59	0 - 59	F	Fail	0.0
		I	Incomplete	0.0
		W	Withdrawal	**

**No grade points are awarded for "Withdrawal"

Quantitative Component

Satisfactory Academic Progress is evaluated at Midpoints (one half of an academic year, which aligns with payment periods).

Program Name	Program Clock Hours	Midpoint I (clock hours)	Midpoint II (clock hours)	Midpoint III (clock hours)	Midpoint IV (clock hours)
DA	900	451	N/A	N/A	N/A
MA	920	461	N/A	N/A	N/A
PhT	720	361	N/A	N/A	N/A
ST	1520	451	901	1211	N/A
DMS	2250	451	901	1351	1801
OTA	1874	453	905	1390	N/A
PTA	1820	457	913	1367	N/A

The student is required to make quantitative progress toward program completion.

Program Breakdown by Academic Year

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Dental Assistant (DA)	900 hours / 40 weeks	N/A	N/A
Medical Assistant (MA)	920 hours / 41 weeks	N/A	N/A
Pharmacy Technician (PhT)	720 hours / 36 weeks	N/A	N/A
Surgical Technology (ST)	900 hours / 45 weeks	620 hours / 16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	900 hours / 45 weeks	900 hours / 30 weeks	450 hours / 11 weeks
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	904 hours / 48 weeks	970 hours / 34 weeks	N/A
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	912 hours / 48 weeks	908 hours / 33 weeks	N/A

Academic year is defined by CBD College as 900 clock hours. CBD College offers only "full-time" programs.

Qualitative Component

A student must pass all modules or courses with a minimum grade as follows, based on a scale of 0 -100%:

- 70% for the Pharmacy Technician and Medical Assistant programs
- 75% for the Surgical Technology, Associate of Applied Science in Physical Therapist Assistant, Associate of Applied Science in Occupational Therapy Assistant & Associate of Applied Science in Diagnostic Medical Sonography programs

Progress is monitored on a monthly/module basis. Students who fail to maintain at least the minimum cumulative GPA (CGPA) will be notified in person during advising sessions. Tutorial assistance will be provided for students experiencing academic difficulties.

Incomplete Grade

A grade of "I" is assigned when hours or course work are not completed by scheduled completion date. This grade is removed and a letter grade is assigned when course requirements are met.

Course Repeat

A student may repeat a course(s) that he/she has failed only once. This applies only to core courses in DMS, OTA, and PTA, and all courses in the ST programs, as MA and PhT are based on the cumulative grade for the Module. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of the cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students' academic progress in terms of the maximum time frame. General Education courses in the DMS, OTA and PTA programs CANNOT be repeated. By failing one course, the student fails the module and will have to repeat all courses if admitted back to the program through the selection process.

Withdrawal Grade

Students who withdraw from the program will receive a grade of "W" in each course enrolled in at the time of withdrawal. All withdrawal grades are considered to be not successfully completed, and negatively impact satisfactory academic progress.

Transfer Credit

CBD College documents transfer credit for hours accepted towards program completion noted with a "Credit" on a transcript. Transfer credit is not included in the cumulative GPA.

Remedial Courses, Proficiency Credits, Non-Credit Courses, and Non-Punitive Grades

CBD College does not offer proficiency credits, or non-credit courses, but offers non-punitive (pass/fail) grades, and remedial courses for CBD students.

MAXIMUM TIME FRAME

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36-week Pharmacy Technician program
- Maximum 61.5 weeks for the 41-week Medical Assistant program
- Maximum 91.5 weeks for the 61-week Surgical Technology program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography program

The maximum time frame is to be divided into increments, during which a minimum percentage of work is to be completed. The increment is not to be more than one half of an academic year, which aligns with payment periods.

Students may retake portions of the program only if they will fall within the 1.5 times the normal completion time, students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped from the CGPA and the highest grade will be used to calculate the GPA.

TRANSFER AND READMITTED STUDENTS

Transfer students from outside of CBD College will be evaluated only on the work completed while at CBD College. Readmitted students will be admitted to the same status as at the time of withdrawal or drop.

The maximum time frame is reduced for transfer and readmitted students, based upon the remaining length of the program in which they enroll. For example, a student transfers in or has completed 12 of a 36-week program, therefore must complete 24 weeks at the time of enrollment, and the maximum time frame is 24 weeks x 150% or 36 weeks.

EVALUATION/PROGRESSION POLICY

Student evaluations consist of monitoring student progress in theory, campus laboratory and clinical hospital rotations on a continuing basis, and assessing students on the attainment of the objectives listed in the course syllabus. Students will also be evaluated according to their attendance patterns, behavior at clinical sites and job readiness. The course syllabus handed to the student upon beginning each course indicates the percentage that each of these factors represents on the final course grades. The student must successfully complete a Module to be able to progress to the following one. The final grade of the Module is composed by an arithmetic average of all the course grades obtained during the Module. Failure in achieving the minimum pass score at the end of the Module may result in repetition of the Module (excluding PTA program) or termination from the program.

Student scores are continuously monitored. Students failing any of the theory exams in the program are required to meet with the Program Director, who will develop a plan ("plan for improvement") indicating the areas needing improvement and the steps to be followed, allowing them, if applicable, to retake the failed exam (see retake policy for more details).

SATISFACTORY ACADEMIC PROGRESS (SAP) ADVISING

If a student fails to maintain the required satisfactory academic progress (SAP) at the end of any given module, he/she will be placed on SAP advising for the duration of the next module. The student is eligible for financial aid during his/her SAP advising period. The student must attain the required GPA or minimum passing grade, satisfy the quantitative component of SAP and remain eligible to graduate within the maximum timeframe (150%) allowed.

In a positive case, the student will be removed from SAP advising, and may be allowed to proceed with the course of studies. In case of a negative determination, the student will be terminated from the program.

FINANCIAL AID WARNING

Students who fail to meet SAP standards at the end of each payment period will be placed on Financial Aid Warning and notified accordingly. Warning status lasts for one payment period only, during which the student may continue to receive Title IV funds. Students who meet the College's SAP standards by the end of the warning period will be removed from Financial Aid Warning status. Students who fail to make satisfactory progress by the end the warning period will be placed on Financial Aid Probation and will be notified accordingly.

FINANCIAL AID PROBATION

For the payment period following the payment period during which a student was on Financial Aid Warning, the College will place students, who failed to make satisfactory academic progress during the warning period, on Financial Aid Probation and disburse Title IV funds only if- 1) the student appeals the determination; and 2) the College determines that the student should be able to meet the College's SAP standards by the end of the subsequent payment period. Students on Financial Aid Probation for a payment period are not eligible to receive Title IV funds for the subsequent payment period unless they meet SAP by the end of the probationary period.

APPEALS PROCESS FOR STUDENTS PLACED ON FINANCIAL AID PROBATION

A student who is on Financial Aid Probation status can appeal within five (5) days. In order for an appeal to be considered, the student must provide the Program Director with a letter that includes:

- Information about the circumstances or events which prevented the student from attaining SAP
- What has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The Program Director will review only the appeals that have the necessary documentation and are based on: *(Sample situations – must state the basis of appeal in the letter.)*

- Severe illness, medical condition, or injury
- Death of an immediate family member
- Traumatic life-altering event
- Military deployment/call to active duty
- Or other special circumstances

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students may regain satisfactory academic progress in either the qualitative and/or quantitative elements by raising their CGPA or meeting the minimum completion requirement.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the Dean of Education for any of the following reasons:

1. Non-compliance with attendance policy or unsatisfactory academic progress (*i.e.*, unsuccessful completion of program requirements, and/or overall GPA below 2.0).
2. Endangering the safety of others on campus or in the clinical setting.
3. Failure to comply with the CBD College Standards of Conduct.
4. Involvement in any practice that qualifies as academic dishonesty.
5. Vandalism or abuse of clinical equipment.
6. Violation of patient privacy or failure to maintain HIPAA regulations.
7. Other incident(s), which may be determined so severe, that they warrant dismissal.

If an action warrants intervention, the student will receive a “Disciplinary Action Form.”

APPEAL PROCESS FOR SUSPENSION AND TERMINATION

Students who wish to appeal a suspension or termination must submit a letter to the Dean of Education within five (5) calendar days of the suspension notification. The appeal letter should describe any extenuating circumstances that the student feels may deserve further consideration. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The Appeal Committee will assess all appeals. The student will be sent a written decision within ten (10) calendar days of the School’s receipt of the appeal. The decision will be final.

Students reinstated upon appeal will be on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student’s academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of probation.

GRADUATION REQUIREMENTS

Diplomas are awarded in Dental Assistant (DA), Medical Assistant (MA) and Pharmacy Technician (PhT) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 70% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Diplomas are awarded in Surgical Technology (ST) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average in lab and theory courses, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

Associate of Applied Science degrees are awarded in Physical Therapist Assistant (PTA AAS), Occupational Therapy Assistant (OTA AAS) & Diagnostic Medical Sonography (DMS AAS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

GRIEVANCE PROCEDURES

It is the intent of CBD College to provide an avenue for students to resolve conflicts with faculty and/or staff, or another student. It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical.

We ask that you approach conflicts as follows:

Step #1. Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.

Step #2. If the concerns are not resolved in step one, an informal discussion should take place with the course lead teacher and/or Program Coordinator.

Step #3. If the concerns are not resolved in step #2, or the lead teacher is person in step #1, make an appointment to meet with Program Director or designee.

Step #4. If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with DOE. The student will be informed of the decision within five (5) school days.

Step #5. If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the campus COO. The student will be informed of the decision within five (5) school days.

Step #6. If the concerns are not resolved in step #5, write a formal letter to the campus President. The student will be informed of the decision within five (5) school days. The President's decision will be final.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

Conflicts Related to Grades:

In compliance with Section 76224(a) of the California Education Code and Section 55760(a) of the California Code of Regulation, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, and in the absence of a mistake, fraud, bad faith, or incompetence, the instructor grade given shall be final.

A formal written complaint may be filed with accrediting bodies listed below. Complaints may not be submitted anonymously.

ABHES

Accrediting Bureau of Health Education Schools

7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043
Phone: (703) 917-9503, Fax: (703) 917-4109
Email: info@abhes.org ABHES website: www.abhes.org

BPPE

Bureau for Private Postsecondary Education

P.O. Box 980818, West Sacramento, CA 95798-0818
Phone: (888) 370-7589
Email: bppe@dca.ca.gov BPPE website: www.bppe.ca.gov

CAAHEP

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N., Suite 158, Clearwater, FL 33763
Phone: (727) 210-2350, Fax (727) 210-2354
Email: mail@caahep.org CAAHEP website: www.caahep.org

CAPTE

American Physical Therapy Association

1111 North Fairfax Street, Alexandria, VA 22314-1488
Phone: (800) 999-2782, Fax: 703-706-3387
Email: accreditation@apta.org CAPTE website: www.capteonline.org/home.aspx

ACOTE
Accreditation Council for Occupational Therapy Education
c/o American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449
Phone: 301-652-6611

E-mail: members@aota.org ACOTE website: www.acoteonline.org

External Complaints

The avenue for external complaints is found on the CBD Website (<http://www.cbd.edu/programs/physical-therapist-assistant/>) as a Feedback Form. When the button is pushed, a message box is accessed for someone to write either a compliment or a complaint. When the send button is pushed the message is delivered automatically to CBD College's President and the corresponding Program Director for action. If possible and appropriate to reach the message sender, a response is given within 10 business days.

External Complaints/ Complaints That Fall Outside of Due Process

It is the intent of all CBD College programs to ensure the institutional policies, procedures and practices protect the rights and privileges of persons not associated with the education program. Persons not associated with the program such as representatives of clinical sites, employers of graduates, and the public, may contact the Program Director or School President with complaints, comments, suggestions or ideas. The following procedures have been established for consideration of all inquiries that fall outside due process:

Procedure:

1. Initial Screening of the Complaint, Comment, Suggestion or Idea:

- a. Any inquiry about filing a complaint, comment, suggestion or idea about a program will be recorded as it is received by the College.
- b. If such inquiries are received by other faculty or staff members, they will be referred to the Program Director or School President.
- c. Informal resolution of the complaint, comment, suggestion or idea will be attempted.

2. Formal Complaint, Comment, Suggestion or Idea:

- a. If informal resolution is not successful, the following steps will be required of the inquirer:
 - i. Complaints, comments, suggestions and ideas must be provided in writing and signed by the original author(s). Any submission received without an author's signature will not be acknowledged by CBD College. Conversely, complaints, comments, suggestions and ideas can be provided electronically via the Feedback Form on the CBD website.
 - ii. All written submissions must be mailed to the following:

CBD College Attn: (DMS, OTA, PTA, DA, MA, PHT, ST) Program Director
3699 Wilshire Blvd, 4th Floor, Los Angeles, CA 90010
 - iii. The Program Director will respond to all comments within 10 business days to further discuss and resolve the issue. If an acceptable resolution has not been achieved within the given time frame, a written appeal may be made to the School President.
 - iv. Any issues involving the Program Director may be sent directly to the Dean of Education for initial resolution within 5 business days of receiving the inquiry.
 - v. The President will not become involved until all actions to resolve the issue with the Program Director have been exhausted (unless the complaint is directly related to the Program Director.) The decision of the President will be final and not subject to further appeal.
 - vi. Records of all communication, meetings and final resolution will be confidentially filed and kept by the Program Director, Dean of Education and/or School President for three (3) years.

STUDENT CONDUCT AND RULES

PROFESSIONALISM

Professionalism is the contract that all students at CBD College have with their fellow students, faculty and staff, clinical/externship sites and fieldwork educators, patients, and society in general. Education, both declarative and procedural, dress codes, and other policies and regulations are designed to help the student achieve the highest professional standards. Ultimate success in treating patients can only take place upon a platform of exceptional professionalism.

All students admitted to CBD College are expected to maintain the highest personal standards of conduct consistent with the practice of their chosen field.

Unauthorized talking during lecture time is not permitted. Electrical devices (cell phones, smart phones, iPhones, etc.) need to be silenced and put away during lectures/lab time or during any other professional commitment related to CBD College. Students may not be permitted to enter the classroom late. Instructors have the right to dismiss any student for poor conduct, tardiness or disruptive behavior from lecture, lab, externship/clinical sites, fieldwork or fieldtrips.

Students must adhere to conduct that will not interfere with the learning process of other students, the classroom presentation by the instructor or the progress of the class in general. Any student who discredits himself/herself or the school may be subject to termination. If the action is done during the fieldwork/externship/clinical education portion of the program in a clinic, the student will receive a "Disciplinary Action Form."

To assist in achieving a campus free of the problems of substance abuse, the College has adopted a policy prohibiting the unlawful manufacture, sale, distribution, possession or use of controlled substances and alcohol on CBD College's property or at official functions on/off-campus. Any member or group of the CBD College community violating these policies and regulations will be subject to disciplinary action. In order to enforce this policy, CBD College reserves the right to request persons subject to the policy to take fitness for duty tests. Positive results from a fitness for duty test shall be grounds for disciplinary action. Also, the college may perform inspections of persons, personal property or vehicles located on college property or off-site at official college functions (such as clinical education or externships) in order to assure a drug-free, alcohol-free environment. Failure to agree to a fitness for duty test or inspection will be considered a violation of this policy, and appropriate disciplinary measures will be taken as described below. Reasonable Suspicion Testing: A student will be asked to take a Fitness for Duty Urinalysis Test immediately after, but in no event more than 24 hours after, an instance of Reasonable Suspicion has been documented. Such a test is voluntary, but failure to take the test may result in adverse action, up to and including dismissal.

To ensure orderly operations and provide the best possible school environment, CBD College expects students to follow rules of conduct that will protect the interests and safety of all students, staff and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of enrollment:

- Usage of cell phone is PROHIBITED during class and lab time.
- Cheating and excessive absenteeism.
- Theft or inappropriate removal of school property.
- Falsification of attendance records.
- Attendance under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the school or on the premises.
- Fighting or threatening violence in the school.
- Boisterous or disruptive activity in the school, use of foul or vulgar language.
- Negligence or improper conduct leading to damage of school/employer-owned or student-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful harassment.
- Possession of dangerous or unauthorized materials, such as weapons, explosives or firearms in school.

SMOKING

Use of tobacco products in areas other than the designated smoking area is grounds for disciplinary action, up to and including termination. E-smoking, tobacco chew, snuff and any other tobacco products are also prohibited.

PUNCTUALITY

To maintain a productive school environment, CBD College expects students to be reliable and punctual in reporting for scheduled classes. Absenteeism and tardiness place a burden on other students and on the faculty.

DAILY DRESS CODE

CBD College students receive uniforms and picture identification name badges to be worn during school hours and clinical experiences. For student safety, closed-toe shoes with no heels are required to be worn. Dress, grooming and personal cleanliness standards contribute to the morale of all students and affect the academic/business image of CBD College. Identification name badges must be worn at all times, even during free dress days. **Students violating this policy will be sent home and considered as absent.**

THEORY AND CLINICAL DRESS CODE POLICY

Each student is expected to be in full uniform provided by CBD College. This includes program specific color coded scrubs for DA, MA, PhT, DMS and ST programs; black polo shirts with CBD logo and tan color scrub pants for PTA students and blue polo shirts with CBD logo and black scrub pants for OTA students. No jeans, leggings or cargo pants are permitted. No tops can be worn over a uniform/scrub. All students are required to wear CBD College picture identification name badges at all times while in school or on clinical sites.

- **Shoes** must be closed toed, closed heeled tennis shoes of a non-canvas, leather material. Clogs are also acceptable, but must be closed toed and closed heeled. Sandals, flip flops, "UGG" style boots, slip on shoes, high heeled footwear or slippers are not permitted on campus. The Surgical Technology program requires white shoes.
- **Nails** must be natural, clean and short; no acrylics. Clear or neutral polish is acceptable. No nail polish is accepted in the Surgical Technology program.
- **Jewelry** will be limited to one simple ring and only one pair of post style/stud type, non clip-on earrings, less than one half inch in length. No earrings with hoops are permitted. Necklaces and loose or multiple bracelets are not permitted. No jewelry is accepted in the Surgical Technology program.
- **Body Piercings** that are easily visible on the face, tongue, ears, neck or any other exposed area should be removed during school hours.
- **Hair** needs to be clean, neat, natural color and professional in appearance. Beards and mustaches are permitted but must be neatly kept and trimmed. Long hair should be kept off of the face. Both men and women with hair that is shoulder length or longer should place their hair up and away from their face for the duration of class time.
- Students must maintain good **hygiene** practices. Deodorant must be worn daily and perfumes should not be worn to the clinics during the clinical education portion of the program. Other strong odors such as tobacco must be completely eliminated prior to arriving on campus and clinical/externship sites.
- **Make-up** should not be extravagant, kept to a minimum and appropriate.
- **Tattoos** are to be covered while on campus and at all clinical sites.
- **Hats** are not to be worn on campus or at clinical/externship sites.
- **Lab Attire** for PTA and OTA programs is determined by the respective course instructor. Lab Attire cannot be worn to school instead of a uniform. A student should change into Lab attire only prior to Lab.
- All **uniforms** must be clean and freshly laundered and pressed as appropriate.

THIS UNIFORM POLICY WILL BE STRICTLY ENFORCED. STUDENTS WHO FAIL TO COMPLY WILL BE SENT HOME BY THEIR INSTRUCTOR OR CLINICAL INSTRUCTOR AND WILL BE REFERRED TO THE PROGRAM DIRECTOR.

LAB DRESS CODE FOR PTA & OTA STUDENTS

Due to the nature of occupational therapy and physical therapy interventions, it is often necessary to move and visualize the specific body part being treated. Specific lab attire is necessary for students to be able to identify and treat specific areas of the body, while at the same time maintaining professionalism, confidentiality and patient modesty. While in the laboratory, students will be expected to have appropriate lab attire to expose the area being studied. This may include shorts, swimsuit, halter top or sports bra. Students must have lab attire available AT ALL TIMES. Students who are not prepared with the appropriate attire may be required to wear a patient gown for lab activities. A student may wear lab attire if they are practicing lab skills in the lab. When lab is complete, a student must change back into their normal school uniform if they are going to remain on campus. Course instructors determine the lab attire for their course, which is detailed in the course syllabus, and is specific to each lab.

FOOD AND DRINK

Eating or drinking is not allowed in the school hallways, computer lab, skills lab and classroom unless otherwise specified. It is very important not to eat or drink near classroom materials and equipment. At the fieldwork site, eating or drinking is permitted only in approved areas per clinic policy.

OVERALL USE OF SCHOOL EQUIPMENT

Equipment essential in accomplishing operations is often expensive and may be difficult to replace. When using school property, students are expected to exercise care and follow all operating instructions, safety standards and guidance.

Please notify the instructor if any equipment, machines or tools appear to be damaged, defective or need repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to students or others.

The instructor can answer any questions about a student's responsibility for maintenance and care of equipment used in class. The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action up to and including termination.

PERSONAL PROPERTY

CBD College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to college property.

STUDY TIME

Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

CLASSROOM/LAB CELL PHONE/TEXT POLICY

To avoid disruption of classes, the use of mobile telecommunications such as cell phones is prohibited during class time. The disruption caused by these devices interrupt the students and the instructor's concentration and attention to coursework.

For non-emergencies, students should check their messages during class breaks and between classes. If a student needs to be contacted **in case of emergency**, the following phone number should be given to student's families and the student will be contacted immediately: 213-427-2200

ANY STUDENT FOUND TO BE ENGAGING IN UNPROFESSIONAL/INAPPROPRIATE BEHAVIOR OCCURRING IN THE CLASS ROOM, LABORATORY OR CLINICAL SETTING WILL RESULT IN CONDUCT PROBATION FOR ONE MODULE. ONCE THE STUDENT IS PLACED ON CONDUCT PROBATION, ANY SUBSEQUENT VIOLATION WILL RESULT IN IMMEDIATE TERMINATION FROM THE PROGRAM.

STUDENT SERVICES

STUDENT ADVISEMENT

CBD faculty and staff are available to advise students on academic problems, and, if necessary, provide referrals to special counseling services when required. All efforts will be made to provide a supportive environment to assist each student in maintaining progress and continuing in the program.

Due to the academic rigors of Associate Degree Programs, employment beyond 10-12 hours/week is discouraged. If employment interferes with academic or clinical performance, students will be advised regarding their success in the program.

Students will not be paid for clinical work performed at the direction or as part of the Program.

TUTORIAL ASSISTANCE

CBD College provides tutorial assistance for students experiencing academic difficulties, and such students may be required to participate in remediation classes outside of regular class time. Instructors make every effort to identify students in need of assistance. Students themselves, however, are urged to take the initiative in seeking out-of-class help and to discuss their difficulties with their instructors or Program Director.

GENERAL ASSISTANCE (HOUSING, CHILD CARE, TRANSPORTATION)

CBD College understands that students may require certain assistance regarding personal issues while attending school. The Student Affairs Department maintains information pertaining to local child-care facilities and local transportation.

CBD College does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Students can find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of the campus. According to rentals.com for Los Angeles, CA rental properties within close proximity of the campus start at approximately \$750 per month for modest home-stay arrangements to \$2,500 for apartments. The Student Affairs department also maintains listings of various housing options; however, CBD College does not screen these listings. CBD College strongly encourages students to use reputable providers to find housing and to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an internet search of the address and of any individuals living in the home, as well as conducting research via websites such as those of local law enforcement.

The Student Affairs Department maintains listings of community resources that are available to all students in the library/Students Center. Those resources include referrals to emergency services.

If you are seeking part time employment while at school, please see the Career Services Department. If other information is required, please make your request at the Student Affairs Department.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION POLICY/DRUG FREE POLICY

All students are provided with a copy of the College's Drug and Alcohol Abuse Awareness and Prevention Policy during admissions. The policy is distributed annually to each student and employee of CBD College.

Standards of Conduct

CBD College prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as a part of the school's activities. The College is a drug-free work and educational environment, including contacting law enforcement officials if caught on campus using drugs or alcohol.

Disciplinary Sanctions

CBD College will impose sanctions on students and employees for violations of these standards of conduct, consistent with local, state, and federal law, up to and including student expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Legal Sanctions, State and Federal

Numerous Federal, state and local statutes and ordinances relate to the manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, and they impose legal sanctions for both felony and

misdemeanor convictions for violations. Detailed information regarding these statutes, which may change over time, is available from the Student Affairs Office. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substance Act (29 U.S.C. 812) and are further defined by the regulations 21 CFR 1308.15 through 1038.15. Copies of the law and its implementing regulations are available for review from the Student Affairs Office.

Loss of Title IV Eligibility

A federal or state drug conviction can disqualify a student for FSA funds. A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. A conviction that was reversed, set aside or removed from the student’s record does not count, nor does one received when he / she was a juvenile, unless he / she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possessions of illegal drugs	Sale of illegal drugs
1 st offense	1 year from date of conviction	2 years from date of conviction
2 nd offense	2 years from date of conviction	Indefinite period
3 rd + offenses	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the period of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him or her ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- 1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program;
- 2) Having the conviction reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- 3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the institution that he or she has successfully completed the rehabilitation program.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

For more information regarding illegal drug and financial aid eligibility, please visit the Frequently Asked Question section of the Free Application for Federal Student Aid (FAFSA) website www.fafsa.ed.gov.

Health Risks

The following is a summary of the various health risks associated with alcohol abuse and use of certain drugs, and is not intended to be an exhaustive or a final statement of all possible health consequences of substance abuse. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs may be toxic to the human body. In addition to toxicity, contaminant poisonings often occur with drug use. Acute or long-term health problems may include, but are not limited to, heart attack, stroke, and death. Long-lasting effects caused by drug and alcohol abuse can cause disruption of normal heart rhythm, high blood pressure, destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects.

Prevention Plan

CBD College recognizes that use of illegal or controlled drugs often leads to dependence, chemical and/or psychological, on the drugs. Those who become dependent on such drugs are often not able to end their use, even when they wish to do so. The College believes such addictions are medical problems.

Use of tobacco products in areas other than the designated smoking locations is grounds for disciplinary action, up to and including termination.

CBD College encourages students who have tobacco, alcohol and drug dependencies to seek treatment for their conditions. Students who are participating in medically supervised, fixed duration programs to end drug dependence will not be disciplined for their drug dependence. (However, participation in such a program will not constitute permission to engage in drug use on campus). Students who are involved in any use of illegal or controlled drugs, including medically supervised programs, are required to give the Dean of Education written notice of such use. The College will protect the confidentiality of any student participating in a medically supervised, fixed duration program to treat drug addiction.

If a student of CBD College seeks help from the school for a drug or alcohol problem, CBD College will refer the student to a local drug and alcohol rehabilitation and treatment agency.

CBD College is required to comply with the following federal requirements:

1. Students must abide by the terms of the CBD College Drug-Free Policy.
2. A student must notify the Institution in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
3. The Institution will notify the US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4571 in writing, within 10 calendar days after receiving notice of a conviction from a student or after receiving actual notice of such conviction.
4. Within 30 days that the Institution receives notice of a student who is convicted for a violation of a criminal drug statute, the Institution will take the appropriate action against the student. Actions may include termination, consistent with the requirements of the Rehabilitation Act of 1973, or requiring the student to participate satisfactorily in a drug abuse rehabilitation program.

Drug awareness programs, counseling, treatment and other related services are available on an ongoing basis through the following organizations:

U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration:
1-800-662-HELP (1-800-662-4357) <http://www.samhsa.gov>

California Department of Health Care Services:
1-800-879-2772 <http://www.dhcs.ca.gov/individuals/Pages/Finding-Help.aspx>

National Council on Alcoholism and Drug Dependence:
1-800-NCA-CALL (1-800-622-2255) <http://www.ncadd.org>

Students seeking assistance in overcoming a drug or alcohol related problem, are encouraged to contact one of these organizations.

Resources Guide

As community and governmental concern has increased, resources for and knowledge about drug treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Larger cities are likely to have a larger number of resources available. Generally, those resources for treatment and aid that are part of a patient's home community are most useful. This is due to ease of access and likelihood for continuing with aftercare that is so important in drug abuse treatment.

Various types of resources are available:

1. Hospital Emergency Room

These are preferred facilities of choice when an overdose of mind-altering drugs is suspected. Since the results of overdose of many of these drugs can be life threatening, it is best to treat potential overdose situations conversely and obtain emergency treatment with all due speed.

2. Police, Fire & Paramedic Services

If a drug abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

3. Emergency Outpatient Treatment Facilities

These facilities, sometimes known as "Redi-care" or "Surgi-care," differ from fully equipped hospital emergency rooms in their ability to provide a wide range of treatment options. They also cannot provide inpatient care. In serious abuse situations, use of a hospital E.R. is preferred.

4. Drug Treatment Centers

Many types of drug treatment centers exist. Some work on an outpatient basis and others on inpatient, depending on the type of abuse involved and their philosophy of treatment. It is wise to survey the community for types of treatment centers available, the kind of patients they treat, and the economics of treatment.

<http://www.newdirectionsforwomen.com/>

<http://www.soberliving.com/>

5. Alcoholics Anonymous and Similar Organizations

AA is a very important resource for those dealing with alcohol addiction. As mentioned earlier, similar organizations exist for cocaine addicts (Cocaine Anonymous) and other drug users (Narcotics Anonymous).

These organizations are non-profit, no-cost groups run by their membership. Many of the most successful drug treatment programs are based upon AA methods. Many communities have multiple chapters of all of these organizations with multiple meetings and contact opportunities. Their importance as a primary resource in drug abuse treatment cannot be overemphasized.

<http://www.alcoholics-anonymous.org>

<http://www.ehow.com>

6. Community Agencies and Social Service Groups

Many communities provide social service-based facilities and groups for drug treatment. Various types of treatment methods are used, depending upon the community, the range of services available, and the severity of the abuse involved. Information about such treatment resources can be obtained through community departments of social services or medical services.

<http://www.ladpss.org>

<http://css.lacounty.gov/>

7. Church Groups

Many churches and religious organizations have programs to aid drugs users and abusers. These groups are generally without fee. Information can be obtained through churches directly or often through community social service agencies.

8. Resource Center

The Resource Center maintains two free statewide telephone numbers (1-800-879-2772) and (1-800-662-4357) for California residents to use in their search for alcohol or other drug treatment information or publications. Requests for treatment information are referred to the alcohol and other drug programs' administrative office in the county in which the caller resides. The Resource Center provides non-emergency information only and does not operate a crisis line.

STUDENT LOUNGE & STUDENT CENTER

The Student Lounge and Student Center are open to students for relaxation and study time. Vending machines provide a variety of snacks and refreshments. Students are encouraged to use the lounge when eating and asked to respect the rights of all students to a clean environment. The Students Center is adjacent to the library and provides a convenience and atmosphere to study.

FIELD TRIPS AND GUEST SPEAKERS

Field trips to program-related medical clinics, laboratories, hospitals, businesses, and manufacturing facilities may be scheduled by the instructor. The purpose of field trips is to introduce students to the working world in their respective career and to augment classroom instruction. Guest speakers may be invited and scheduled to reinforce classroom training.

JOB PLACEMENT SERVICE

The College maintains an ongoing relationship with its graduates through a Career Services Department, regardless of the year of graduation. It is understood that while employment services may be provided, no promise or guarantee of employment can be made.

Career Services works with each student to develop a personalized career portfolio, as well as a plan for job placement. This is primarily done during professionalism and career development workshops facilitated by the Career Services staff. Workshops are held monthly for all diploma programs and an average of once per module for degree programs. Many students find employment without the help of the Career Services. These graduates are requested to inform the Career Services of their employment.

HEALTH AND PROFESSIONAL LIABILITY INSURANCE

CBD College students are responsible for their own health coverage. The Student Affairs Department is available to provide information about health care service options.

The school maintains a professional liability insurance policy that covers all students of CBD College. Students are informed that this policy does not extend to any activities that are not related to their course of studies at CBD College.

VOTER REGISTRATION

CBD encourages all eligible students to participate in the Democratic Process. Students are eligible to vote if they are:

- A United States Citizen
- A resident of California
- Not in prison or in county jail (serving a state prison sentence or serving a term of more than one year in jail for a defined "low-level" felony), or on parole, post release community supervision, or post-sentencing probation for a felony conviction. For more information on the rights of people who have been incarcerated, please see the Secretary of State's Voting Guide for Currently or Formerly Incarcerated Californians. More information can be found at the Secretary of State's website at www.sos.ca.gov/elections
- At least 18 years old on Election Day
- Not found by a court to be mentally incompetent

Voter registration forms can be found at: <http://registertovote.ca.gov/>

120 days prior to the deadline to register to vote in federal or state gubernatorial elections CBD College will distribute to all enrolled students, in a separate email message devoted exclusively to voter registration, the voter registration information, including where voter registration forms could be obtained.

AOTA/APTA MEMBERSHIP

As an AOTA/APTA member, you'll be eligible to apply for a full range of cost-saving and value-added products and services. CBD OTA/PTA tuition will cover a membership fee starting in Module III.

LIBRARY

Educational materials and resources are available to all currently enrolled students via ProQuest online library, and hard copies are stored in the library/resource center. In addition, each program has a resource center containing materials related to the course(s). The library also has a computer bank available to students to conduct online searches and access available media.

Students are required to utilize the library for research and certain assigned coursework. During campus tours, students are familiarized with library facilities and encouraged to utilize all available resources.

COPYRIGHT INFRINGEMENT POLICY

CBD College requires that all copyrighted materials “be used in conformance with applicable copyright and other laws.” Downloading or distributing copyrighted material (e.g., documents, books, programs, music, movies, videos, text, etc.) without permission from the rightful owner violates the United States Copyright Act. Further, the copying of digital copyrighted materials such as third-party software, without the express written permission of the owner of the proper license, is illegal. Consequently, CBD College’s Wi-Fi network is configured to block the use of Peer-to-Peer file sharing networks that are used to share copyrighted materials. These materials include, but are not limited to, music, software, movies and television programs that are in violation of the Federal Digital Millennium Copyright Act (DMCA) and other federal copyright laws. Students are prohibited from using file-sharing on any CBD College provided network, including the Wi-Fi network.

INFRINGEMENT OF COPYRIGHT LAWS

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the Federal Bureau of Investigation. The penalties may depend upon the amount and the willfulness of the infringing activity and can include civil liability, criminal liability, money damages, including reimbursement of attorneys’ fees and costs. In a civil lawsuit, the penalty for copyright infringement can range from \$1,000 to \$30,000 per copyrighted work infringed. This penalty can be increased to \$150,000 per infringed work in cases of particularly flagrant infringement. In the most serious and widespread cases of copyright infringement, criminal prosecution is possible.

INVESTIGATION OF INFRINGEMENT COMPLAINTS

Allegations of copyright infringement by CBD students that violate the DMCA will be investigated. The infringement will be reported to the Administration Office for appropriate action. If CBD College determines that any users have violated any copyright laws, the offending user's access to online services may be terminated or the student may be dismissed. CBD College reserves the right to choose how to address or respond to any allegation of copyright infringement received.

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Accessing or disseminating sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.

NON-DISCRIMINATION STATEMENT

Non-Discrimination Notice

CBD College does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, age, religion, pregnancy or parental status, or any other classification protected by applicable local, state or federal laws, in its programs and activities. The following person has been designated to handle inquiries regarding the College’s non-discrimination policies: Gabriela Bray, Director of Compliance/Title IX Coordinator, TitleIX@cbd.edu, gabriela@cbd.edu or call (213) 427-2200.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Retaliation

Threats, other form of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of CBD College policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including termination.

DISABILITY ACCOMODATIONS

CBD College complies with ADA Standards to provide overall program accessibility throughout its campus for persons with disabilities. If a student is aware of or suspects there is a reason that may interfere with his/her ability to complete program requirements, for which the student requires an accommodation from the school, he/she should contact the Dean of Education or Chief Operating Officer and must provide appropriate documentation from a licensed healthcare provider. Accommodations are not provided retroactively. Appropriate actions are facilitated by timely requests. Reasonable requests for appropriate accommodations in the didactic/theory portion of the program will be attempted and all requests will be held in confidence. CBD College is unable to provide accommodations that would result in a fundamental alteration of the school's program. CBD College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the rehabilitation act of 1973.

TITLE IX

Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities. Examples that are subject to Title IX include admissions, recruitment, financial aid, academic programs, and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault and sexual coercion. The Title IX Coordinator monitors and oversees the College's compliance with Title IX and related laws in the prevention of sexual harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff, or others who participate in the College's educational programs and activities with question, concerns, or complaints about sex discrimination, harassment or sexual misconduct are encouraged to contact the Title IX Coordinator: Gabriela Bray, Director of Compliance, TitleIX@cbd.edu or call (213) 427-2200. The College's Title-IX related policies (e.g., Policy on Sex/Gender Harassment, Discrimination and Sexual Misconduct and applicable resolution procedures, Policy on Pregnant and Parenting Students, etc.) are available through the Title IX Coordinator, the Student Affairs office.

Additionally, complaints and inquiries concerning the application and implementation of Title IX regulations also may be directed to:

OFFICE OF CIVIL RIGHTS

U.S. Department of Education

Lyndon Baines Johnson Department of Education Bldg.

400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

SEXUAL HARASSMENT

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the College, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of CBD College shall threaten or insinuate, either explicitly or implicitly that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CBD College employee should bring the matter to the attention of the Title IX Coordinator, COO or President in person. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. CBD College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted. Students and employees alike will be dismissed immediately if it is decided that they have engaged in such inappropriate conduct.

RECORD RETENTION

Enrollees are advised and cautioned that State Law requires this educational institution to maintain school and student records for a five-year period and transcripts, permanently. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This policy ensures that only authorized individuals have access to specific information requested.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA was designed to protect the privacy of student education records. Only CBD College officials with legitimate educational interest have access to student records without student consent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CBD College (e.g. Chief Operational Officer, Dean of Education, Educational Coordinator, Admissions Officer, Financial Aid Officer, instructors and/or Administrative Assistant).

It is CBD's College policy to release the following directory information to third-parties: student's name; telephone listing; electronic mail address; photograph; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities; degrees; honors and awards received. The primary purpose of directory information release is to allow CBD College to include this type of information in certain school publications (e.g., honor and award recognition lists). Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Director of Admissions on or before the first day of class or within two business days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

Students have the right to inspect and review educational records within 45 days of request. In order to review educational records the records officer should be contacted and an appointment should be made.

Students have the right to amend records they believe are inaccurate or misleading. In order to amend records, a student must submit a written request to the Dean of Education explaining the changes the student would like to make along with supporting documentation. If CBD College decides not to amend the records as requested, CBD College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to consent to or withhold disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.

CBD College may disclose personally identifiable information without obtaining prior written student consent to the following parties, including but not limited to, if the disclosure meets certain conditions found in Sec. 99.31 of the FERPA regulations: U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education; state and local officials; authorized organizations conducting educational research; accrediting agencies; parent(s) of an eligible student if the student is a dependent for IRS tax purposes; to appropriate officials in connection with a health or safety emergency; and to other specific parties under limited number of circumstances outlined in the FERPA regulations. CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from the student.

CBD College maintains a record of each request (who and why) for access to and disclosure of personally identifiable information without written consent from student.

Students have the right to file a complaint with the U.S. Department of Education.

FERPA Contact Information:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave., S.W., Washington, DC 20202-8520

Phone - 1-800-USA-LEARN (1-800-872-5327)

SAFETY PROCEDURES

FIRST AID AND MEDICAL ATTENTION

Proper treatment must be obtained for all injuries, no matter how slight:

1. Basic first aid is ordinarily adequate treatment for minor cuts, abrasions, and similar injuries; more comprehensive emergency medical attention must be obtained in the case of more serious injuries or illness. The following action should be taken as required by the extent of the injury:
 - First aid should be administered if needed to control bleeding or prevent further injury. Persons who have broken bones should not be moved unless absolutely necessary. If an injured person is in contact with a live electric current, the electricity should be turned off before rescue contact is made.
 - The appropriate emergency response personnel (fire department, ambulance, etc.) must be notified immediately if on-site medical attention and/or transport to an emergency hospital is required due to the seriousness of the injury.
 - If due to the lesser degree of injury emergency response personnel are not needed for transportation, the injured should be transported for treatment to an approved licensed medical professional and/or facility approved by management.
2. If a toxic hazardous material makes bodily contact, the applicable treatment must be administered in accordance with the product label or Material Safety Data Sheet (MSDS) for that substance. While injury to the eyes or skin caused by chemical contact normally is best treated by flushing with water, there may be exceptions. MSDS instruction and professional medical advice must be followed.

Reporting Injuries and Illnesses

All injuries and illnesses, regardless of their type or seriousness,
must be reported to the supervisor **IMMEDIATELY.**

HAZARDOUS MATERIALS

Students must follow any hazardous materials procedures developed by their clinical sites; plans may vary from site to site—it is the student's responsibility to be aware of them.

This description of the hazards communications standards is provided as a summary only. If any hazardous materials are known to be used in this organization, detail will be given to students by their supervisor.

Government regulations require that you have one easy reference for important information regarding hazardous substances.

This information is contained on labels and in a Material Safety Data Sheet (MSDS) for each substance, kept in the labs. It includes:

1. The name of the substance and name, address, and emergency telephone number of its manufacturer.
2. The substance's hazardous components, chemical ID and common names, worker exposure limits, and other recommended safe exposure limits.
3. A description of the substance's boiling point and melting point; vapor pressure, vapor density, and evaporation rate; solubility in water and specific gravity; and normal appearance and odor.
4. The flash point, flammability levels, type of equipment needed to put out a fire, and special firefighting procedures to follow.
5. What happens if the substance is combined with other chemicals, air, or water, and what conditions to avoid.
6. Possible health hazards, sign and symptoms of exposure, medical conditions generally aggravated by exposure, and emergency and first aid procedures.
7. What to do in case of a spill, leak, or any accidental release; waste disposal method; and precautions to be taken in handling and storing.
8. Type of protective equipment and safe work practices to be used and followed when working with the substance.

You must receive the MSDS before starting any job using hazardous material about which you are not familiar. Read labels and the MSDS carefully, follow warnings and instructions, use the correct protective clothing and equipment when directed, learn emergency procedures, and practice safe working habits. If you have questions about a hazardous material, ask your supervisor for a complete explanation. Failure to comply with requirements of an MSDS will violate the organization's safety policies.

FIRE PREVENTION

NO SMOKING is allowed in areas involving the storage and/or use of hazardous, flammable or combustible materials.

Fire exits must be unobstructed at all times.

Combustible scrap, debris, and waste must be stored safely and removed from the work site promptly. Covered waste cans must be used for oily waste such as cleaning rags, etc.

Flammable liquids such as alcohol must be kept in closed containers. All spills of flammable or combustible liquids must be cleaned up promptly.

A fire drill is performed by the safety staff of the building once a year.

ELECTRICAL

All students are required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines. Preliminary inspections and/or appropriate tests must be made to determine what conditions exist before starting work on electrical equipment or lines.

All machines, equipment, portable electrical tools, and extension cords must be grounded or have a grounding conductor as applicable. Multiple plug adapters are prohibited.

DO NOT use electrical tools or equipment in wet or damp locations.

Program Chairs are responsible for a yearly check of all equipment that uses electricity and comes into contact with the student or mock patient. A log will be kept in their offices.

USING GOOD BODY MECHANICS

- **When standing:**
 - Wear shoes. They protect your feet from injury, give you a firm foundation, and keep you from slipping.
 - Keep your feet flat on the floor separated about 12 inches (30 cm).
 - Keep your back straight.

- **When walking/Gait Training:**
 - Keep your back straight as you walk.
 - If helping a person to walk, you may need one arm around the back of the person. Put the other arm at the side or keep ready to help the person if needed.
- **When lifting an object/person:**
 - Your feet should be apart, in a standing position.
 - Keep your back straight.
 - Lower your body to get close to the object.
 - Bend from your hips and knees. **DO NOT** bend at the waist.
 - When turning, rotate your whole body, not just your back.
 - Hold the object/person by putting your hands around it.
 - Keeping your knees bent and your back straight, lift the object using your arm and leg muscles. Do not use your back muscles.
 - If the object/person is too heavy, ask another person to help you.

INFECTION CONTROL

Hands must be properly washed before and after physical contact with patients. When washing, wet the hands and apply ample amounts of soap; rub the soap into a lather and scrub thoroughly, clean your nails and wash hands to above wrist; rinse thoroughly and dry with a paper towel; turn off the faucet with paper towel; and dispose of paper towels properly. When soap and water is not immediately available, moist antimicrobial towelettes and/or sanitizer must be used following the above instructions.

Clothing and protective items (rubber gloves) must be worn as applicable to the task. Such items must be disposed of properly in order to eliminate exposure to self and others. Gloves and other disposable items must be placed in closed containers marked for appropriate disposal.

Where there is possible contact with body fluids, follow universal/standard procedures developed by the Center for Disease Control. To the degree possible, avoid contact with body fluids and wear gloves when such contact is made. Place any materials touched by body fluids in leak proof bags for disposal. Clean up spills promptly with an approved disinfectant. Wash immediately and thoroughly after any such contact. Avoid patient contact if you have cuts, lesions, or dermatitis.

Protect yourself against cuts from needles, lancets, and other sharp instruments by using proper procedures and concentrating on your task. Dispose of needles and other sharp objects promptly and properly in puncture proof containers (red sharp containers).

UNIVERSAL INFECTION CONTROL PRECAUTIONS

Standard (previously known as universal) precautions are the practices adopted by all healthcare workers when potentially coming into contact with any patient's blood or body fluids. They are a set of principles designed to minimize exposure to and transmission of a wide variety of microorganisms.

It is not always possible to tell who has an infection, so BLOOD and BODY FLUIDS from ALL PATIENTS should be treated as INFECTED.

Key Points:

- Treat all blood and body fluids as infected.
- Use good hand hygiene.
- Cover any broken skin.
- Disinfect body fluid spillages correctly.
- Dispose of waste and excreta carefully.
- Wear protective clothing when dealing with body fluids.
- Use and dispose of sharps appropriately.

Some patients may require specific precautions because of their condition, i.e., isolation nursing (transmission-based precautions).

BLOODBORNE PATHOGENS POLICY

The faculty and staff will comply with the Exposure Plan (EP) as implemented by CBD College's Exposure Occupational Safety Health Agency (OSHA), and California OSHA Universal Precautions Guidelines will be implemented when working in the college laboratory and at the clinical facilities. Faculty and students will comply with additional directives of each facility.

Students admitted into the program shall be informed about the potential exposure to blood or other infectious materials. Completion of the Health Questionnaire, immunizations, and a physical examination are required prior to clinical/externship.

COLLEGE LABORATORY PROCEDURES

1. The following will be available:
 - a. Appropriate sharps containers that are disposed of by the College Policy/Safety Services.
 - b. Bleach and appropriate containers to mix 1:10 parts water to disinfect spilled blood or body fluids. Mixed solutions will be labeled with type of solution and date prepared. Solution will be discharged after 30 days since strength decreases. Body fluid spills on solid surfaces require soaking for ten minutes with the bleach solution prior to wiping off.
 - c. Clean gloves.
2. Faculty and staff will:
 - d. Wear gloves handling body fluids.
 - e. Monitor sharps container to assure safe level of contents.
3. Faculty will:
 - f. Supervise students to assure maintenance of OSHA Standards and Guidelines.

Universal Precautions are reinforced throughout the curriculum of each program. Methods of Instruction will include, but are not limited to: lecture, discussion, audio-visual, return demonstration, quizzes, and implementation at clinical setting. These policies will be updated with the dissemination of new related health and safety information.

CAMPUS SECURITY

It is the intent of CBD College to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee or via security@cbd.edu. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

CBD College complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at:

<http://nces.ed.gov/collegenavigator/?q=CBD+College&s=all&id=439367>

CRIME AWARENESS

The College's annual security report is available to any current or prospective student and employees of the college, and may be obtained from the Admissions Department upon request and can be found on the website: <http://www.cbd.edu/wp-content/uploads/2017/03/ASR-2016.pdf>. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite Campus Security Authorities. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for investigating all crimes reported and for taking appropriate action. The College will cooperate with local, State and Federal law enforcement agencies as needed.

HOURS OF OPERATION

	Day Classes	Evening Classes
Dental Assistant, Medical Assistant, Pharmacy Tech & Surgical Tech 4 days/week	9:00 a.m.– 2:00 p.m.	5:00 p.m. – 10:00 p.m.
Ultrasound 5 days/week	9:00 a.m. – 2:00 p.m. (varies by day)	5:00 p.m. – 10:00 p.m. (varies by day)
Physical Therapist Assistant & Occupational Therapy Assistant 3 to 5 days/week	Schedule varies per module	N/A
Schedule of clinicals/ externships varies and may include weekends, according to the needs of the specific program and the availability of the externship/clinical site. Consult the department for further information.		
Administrative office	Monday through Friday 8:00 a.m. – 8:00 p.m.	

CLASS SCHEDULE

DA, MA & PHT	
Monthly open enrollment	
DMS AAS	ST
08/17/15 – 05/22/17 evening	01/25/16 – 04/26/17 day/evening
09/08/15 – 06/13/17 day	03/30/16 – 07/05/17 day/evening
12/07/15 – 09/07/17 day	06/02/16 – 09/01/17 day/evening
02/29/16 – 11/13/17 evening	08/08/16 – 11/14/17 day/evening
03/14/16 – 12/17/17 day	10/13/16 – 01/31/18 day/evening
06/13/16 – 03/21/18 day	12/19/16 – 03/29/18 day/evening
08/22/16 – 05/18/18 evening	03/06/17 – 06/06/18 day/evening
09/12/16 – 07/09/18 day	
11/21/16 – 08/31/18 evening	OTA
12/12/16 – 10/09/18 day	09/28/15 – 07/14/17 day
03/20/17 – 01/28/19 day	02/08/16 – 11/03/17 day
02/27/17 – 12/14/18 evening	10/03/16 – 07/16/18 day
03/20/17 – 01/28/19 day	02/13/17 – 10/19/18 day
	PTA
	04/18/16 – 12/08/17 day
	04/17/17 – 12/13/18 day
For projected Start Dates, please see the Admissions Office	

CBD COLLEGE HOLIDAYS

January - December 2017

In observance of the following holidays,

CBD College does not hold classes or will be closed on:

January 1-2		Winter Break
January 16	Monday	Martin Luther King, Jr.
February 20	Monday	President's Day
April 16	Sunday	Easter
May 14	Sunday	Mother's Day
May 29	Monday	Memorial Day
June 18	Sunday	Father's Day
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
September 29	Friday	Yom Kippur/No eve. classes
September 30	Saturday	Yom Kippur
November 23	Thursday	Thanksgiving
November 24	Friday	Thanksgiving
December 25-31		Winter Break

Constitution Day is September 17, 2017 and will be observed on September 14, 2017. On this day, CBD holds school-wide sessions in which the ratification of the United States Constitution, amendments, and a brief overview of the Founding Fathers are discussed.

DENTAL ASSISTANT (DA)

900 Clock hours/40 weeks (Total time to complete may vary based on school holidays and breaks)

32 weeks Theory/Lab (20 hours per week) + 8 weeks Externship (40 hours per week)

Program Objective:

This program provides students with the basic knowledge and skills that will qualify them to work as entry-level Dental Assistants both chairside and front office in dental offices and clinics. Other employment possibilities include dental supply vendors and manufacturers, dental hospitals and insurance companies. Upon completion graduates may work as a dental assistant under a licensed dentist as a vital part of the dental office team. The program focuses on tooth morphology, head and neck anatomy, primary and adult dentitions, infection control, dental radiography, preventive and specialty dentistry, and front office procedures. Pending approval by the Dental Board of California graduates will receive their dental radiography license, coronal polishing certificate, pit and fissure sealant certificate, infection control certificate, CPR certification, and 2-hour Dental Practice Act Certificate, and will qualify to take the California Registered Dental Assistant exam to become a Registered Dental Assistant.

The DA program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Dental Assisting/Assistant (CIP # 51.0601; O-NET # 31-9091.00)

Program Syllabus:

Module #	Course Number	Course Title	Week #	Lecture	Lab	Externship	Clock Hours
I	DA101	Dental Terminology and Asepsis Techniques	1-4	40	40	0	80
II	DA102	Chairside Dental Assisting for General and Specialty Dentistry	5-8	40	40	0	80
III	DA103	Dental Materials & Preventative Techniques	9-12	40	40	0	80
IV	DA104	California Dental Assisting & Expanded Duties Lab 1	13-16	40	40	0	80
V	DA105	California Dental Assisting & Expanded Duties Lab 2	17-20	40	40	0	80
VI	DA106	Dental Radiography	21-24	40	40	0	80
VII	DA107	Dental Practice Management	25-28	40	40	0	80
VIII	DA108	Advanced Clinical & Lab Duties	29-32	40	40	0	80
IX	DA109	Extern	33-40	0	0	260	260
Total				320	320	260	900

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit <http://www.cbd.edu/programs/dental-assistant/>

DA Program Description:

MODULE I DA101 – Dental Terminology and Asepsis Techniques (Pre-Requisite Course)

Prerequisite: None

Total Clock Hours: 80

This course is an introduction to the Dental Assisting profession. Subjects covered include infection control, basic chairside assisting, the sterilization process for instruments including autoclaving & disinfecting, surface disinfection, equipment barriers, and Personal Protective Equipment. In addition, the course will also cover the oral cavity, anatomy, physiology, dental anatomy and histology. Students will also be taught CPR, HIPPA practices, dental terminology, roles of members in the health team, and dental specialties. The course will also assist in the development of professional skills.

MODULE II DA102 – Chairside Dental Assisting for General and Specialty Dentistry

Prerequisite: DA101

Total Clock Hours: 80

This course provides an introduction to assisting in General and Specialty dentistry. Specialties covered include periodontics, endodontics, orthodontics, pedodontics, oral surgery, and fixed and removable prosthodontics. The course will also teach students to seat and dismiss patients, exchange instruments, maintain handpieces, assist in the delivery of anesthesia, and how to evacuate the oral cavity. In addition, bones, salivary glands, and muscles and nerves of the skull are covered.

MODULE III DA103 – Dental Materials and Preventative Techniques

Prerequisite: DA101

Total Clock Hours: 80

This course provides students the opportunity to learn about and manipulate dental materials. Some of the materials include bases, liners, cements, impression and casting material, as well as restorative materials. Students are taught to take vital signs and provide patient education and instruction regarding brushing and flossing techniques. Students are also taught pharmacology and preventive medicine along with nutrition and proper oral hygiene. This course also covers medical emergencies.

MODULE IV DA104 – California Dental Assisting and Expanded Duties Lab 1

Prerequisite: DA101

Total Clock Hours: 80

This course provides students with the opportunity to practice all functions of dental assisting and registered dental assisting as they pertain to general and preventative dentistry and oral surgery. Students will also be able taught regulations, terminologies, supervision categories, and legalities regarding registered dental assisting. Information will be given on continuing education, certifications, and examinations.

MODULE V DA105 – California Dental Assisting and Expanded Duties Lab 2

Prerequisite: DA101

Total Clock Hours: 80

This course will provide students with the continued opportunity to practice Dental Assisting and Registered Dental Assisting functions. Specifically, students will be taught to take intra/extra oral photographs, place patient monitoring sensors, monitor patients under sedation, and take images for in-office milled restorations. Students will also be taught about the functions of assistants in specialties to include endodontics, orthodontics, and periodontics.

MODULE VI DA106 – Dental Radiology

Prerequisite: DA101

Total Clock Hours: 80

This course will allow students to learn about the basic principles of radiography including physics and production of radiographs. Students will also be taught about the various radiographic errors and how to avoid them. Students will be taught intra-oral techniques for taking radiographs. Students will take, process, and mount bitewing and full mouth radiographs for diagnosis on both mannequins and live patients. Students will also be

given an overview of manual and automatic film processing as well as panoramic radiographs. Radiograph duplication will also be covered.

MODULE VII DA107 – Dental Practice Management

Prerequisite: DA101

Total Clock Hours: 80

This course will teach students non-clinical aspects of the dental practice. Students will learn phone techniques and etiquette, payment plans, collections, insurance billing and records management, patient records management, appointment scheduling, recall scheduling, inventory management, and computer functions and terminology. Students will also learn about human behaviors and how to recognize certain social behaviors. Students will work on improving communication skills and learning how to enhance patient/clinician relationships. Students will be taught the origins and management of patient fear. Students will also learn how to motivate patients, manage and treat patient pain, and how to encourage patient compliance. Students will be taught how to appropriately care for children, disabled, and geriatric patients. Students will be taught employment search techniques and how to properly complete job applications.

MODULE VIII DA108 – Advanced Clinical and Lab Duties

Prerequisite: DA101

Total Clock Hours: 80

In this course students will be taught coronal polishing, caries detection with an automated device, placement of pit and fissure sealants, extra oral adjustment of dentures, sizing and placement of provisional stainless steel crowns, and California Dental Law and Ethics.

MODULE IX DA109 – Externship

Prerequisite: DA101, DA102, DA103, DA104, DA105, DA106, DA107, DA108

Total Clock Hours: 260

The Dental externship is an opportunity for students to gain practical on-the-job experience to supplement in class experience. Students will be required to complete 260 hours of externship in a contracted dental facility. The facility can be a private or group practice, a clinic, or an industrial clinic. Externs will be supervised directly by the qualified personnel at the externship site and supervised generally by the college staff. At the completion of extern hours, the student will be evaluated by the supervising site personnel with the final evaluation being placed in the student's college file. Students must complete externship in its entirety to fulfill graduation requirements.

DA SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for dental assistants. Skills should be practiced in the skills laboratory prior to providing skills in the externship settings.

All Dental Assistant students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or as needed basis.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their uniforms while working in the skills lab. Shoes should be closed toe, low-heeled and made of leather type material (no canvas). Clothing should be safe without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

DA LAB/EXTERNSHIP EVALUATION METHOD

The Dental Assistant program contains some courses that consider lab performance as one of the components of the course final grade.

Lab and externship performance are evaluated on a “pass/fail” designation, based upon successful completion of the lab objectives.

Students with a “fail” grade in any of the skills practiced will meet with the instructor and/or director of the program and receive a plan for improvement which may include but is not limited to:

1. Special assignments in the content area
2. Individual/group tutorial in the campus skills lab

During the externship, students will be visited on-site every ten (10) working/clinical days, and a final evaluation will be conducted at the end of externship.

Completion of the externship module

Successful completion of the externship module requires:

- a pass grade on the final evaluation by the externship instructor
- completion of all required 260 hours

DA EQUIPMENT AND MATERIALS

<ul style="list-style-type: none">• FOILGON• Oxygen Unit• Curing Light Halogen• Cure Shield Individual• Retractor Cheek U of MINN• Retractor Cheek Columbia• Mirror Riofoto Rhodium-4 adult Xlong occlusal• Tray Flat Size B-Sky Blue• Lab Job Pan Plastic Counter-Blue• Spatula Plaster #11R• Spatula Plastic Broad• Green Flex Rubber Bowl X-Large• Scissors Crown 4 1/2" CVD SM• High Heat Bite Stick WHT 3/PK• Packing Inst Cirlet DE-Plain R-50• Scalers DE -204S, H5/33, H6/7, 15/33 Towner, 2/3 Jacquette• Alcohol Dispenser PL BRN 8 oz• Sponge Dispenser White 4x4• Chem/Product 4x4 Label 25, 2x2 Label 25• Gentle Pulse Pulp Tester + LIP• Rubber Dam Clamp - #14A• Plier Johnson Countouring 114• Mandrel Snapon #7HP 2RA SS - #7 HPC• Floss Dispenser Plastic• Tub PL Procead Complete - Blue• Explorer DE - 3CH• Aspirating Syringe CW Type• Calcium Hydroxide Placing Inst• Hatchets DE - 10-11 (15-8-14)• Plugger Amalgam - Black 1/2 N-Serr• Carrier Amalgam Steel DE - Medium/Large	<p><u>Books:</u></p> <ul style="list-style-type: none">• <i>Modern Dental Assisting – Text and Workbook Package</i>• <i>Dental Instruments: A Pocket Guide</i>• <i>Practice Management for the Dental Team – Text and Workbook Package</i>
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- Excavator DE-18
- Plier College Serrated
- Plier Self Lockl Econ 08-210
- Burnisher DE - 21B
- Burnisher Ball 26/27S DE
- Periodontal Probe SE-Williams Round
- Cavity Prep Chisel DE - 7/10 Chisel (20-15)
- Plastic Filling Inst - #11
- Carver DE - Hollenback 1/2
- Spatula Cement #324
- Chisel Bone Chandler/Gardnr-#1 Chandler
- Mallet Plugging #15
- Art Paper Forcep ECN 08-300
- Carver DE - 3/6 Cleoid-Discoid
- Matrix Retainer Toff-Universal
- Hemostat Mosquito 5" - Curved, Straight
- Rubber Dam Forcep Brewer, Punch, Frame Reg Metal
- Short Bur Adapter F/12H 5/PK
- Steri Bur Guard 12 Hole - Teal, White, Neon Purple, Neon Pink
- Burs/Diamond Mersh Holder Small
- Brush Bur Cleaning W/O HDL
- Bur Carbide Lab Gold Large-84T Taper, 82T Cone
- Bur Carbide FG & RA 10/PK - 1/2 FG, 6 FG, 8FG
- Bur Carbide FG 10/PK-33 1/2 INV Cone, 37L INV Cone, 37 INV Cone, 170 TPR FISS Flatend, 170L TPR FISS Flatend, 331L Pear
- Post Band Remover Long Beak
- Boley Gauge W/Lever 06-800
- Plier-Bird Beak
- Cutter-Dista End Shear & Long Hold
- Cutter-Hard Wire Pin and Lig
- Plier-Arch Forming Tweed Short
- Band Pusher
- Plier-Three Jaw Straight
- Force Module Separator
- Plier-Band Countouring
- Scaler Band Pusher
- Iwanson Metal Spring Caliper
- Mathieu Needle Holders
- Scissors Spencer Stitch 3 1/2
- Plier-How Utility Straight
- Plier-How Utility Offset
- Forceps Surgical Ex-150, 151, 16, 18R, 18L, 88R, 88L
- Ronguers-Friedman 5 1/2"
- Elevator Surg Root Tip SMHD-3 HEIDBRINK
- Elevator Surg-2 HEIDBRINK W/LRG HDL
- Elevator Surg-16 Woodward W/LRG HDL
- Elevator Surg-72 Miller APEXO W/LRG HDL
- Curette Surgical-MOLT #5L
- Elevator Surg Perio #9
- File Bone Miller #21

- File Perio Sugarman 1/2 DE
- Knife Lab #8 Green Handle
- Scissors Kelly Gum ANG/SERR
- Explorer Duralite-#23-6
- Chisel BK/ACT 36/37 PERIO
- Knife DE-#1/2 Orbin, #15/16 Kirkland, #GF11 Goldman Fox
- Explorer DE Endo DG16
- Spreader or Plugger-#80 Plugger, #80 Spreader
- Spiral Filler Lentulo 4/PK-ASST-17MM
- Broach Barbed PHCC 4XF-C 12-ASST XXXF-C
- Safesiders Reamer Intro-25MM
- Drill Gates Glidden CA-ASST #1-6 009-018 32MM
- Drill Peeso CA-ASST #1-6,009-023
- Ruler Endo Right Handed 3"
- ENDO INST GLICK #1 DE
- Root ZX Mini Apex Locator
- Snap-A-Ray Film Holder 3/PK
- Mirror F/S 4&5 CS/SS 12/PK-CS #5
- Mirror Handle CS Octagonal
- Napkin Holder Chrome Autoclavable
- Emergency Spill Kit
- Mercury Spill Kit
- Small Hazard Mat Wall Chart
- Vita Classical Shade Guide
- Instrument Mat - Blue
- Chairside Mini-Darkroom
- Designer Support Frame MTL-Raspberry
- Code Rings REF 50/PK-Black, Blue, Green, Pink, Red, White, Yellow
- Dispensing Gun 10:1
- Ultra Trim Starter Kit 50ML-Shade A2
- Slab Glass 6X3X3/4
- Wheel Buff 4x30
- Amalgamator
- Germicide Tray W/Plas Lid-Blue
- Apron Lead Adult Vinyl W/COLL, gray #66-0050
- Amalgam Well
- Mouth Props Black Rubber 2/PK Adult
- Rubber Dam Clamp #7
- Scalpel Handle #4 19-4000
- High Pull Headgear Safety Rel
- Face Bow .045 Standard
- Tray Rack Long Side Load SZ B
- Opti Klens I Eyewash Fountain
- Rubber Dam Stamp for 6" Dam
- Towel Clamp Backhaus 5 1/4"
- Stethoscope Dual Head Grey
- Sphygmomanometer Adult
- Spatula Ergonomic Plastic, Blue
- XCP Inst W/O BW
- Illuminator Slimline DE-100 Grey
- Lab Burner Lenk W/60z

- Multi use Compu Dispensor
- Curing Light Meter
- Crown Isoform Bic Start 64
- Crown Poly Starter Kit 180
- Facebow Transfer Whip Mix
- Diagnodent Caries Detector
- Facebow Bite Plane
- Ortho Brackets/2nd bicuspid to 2nd bicuspid color coded
- Untk Crown SS Perm Mol 84
- Thermometer Digital, FARENHT
- Apron Hanger 2"x12"
- Highspeed Handpiece
- Lowspeed Handpiece Kit
- Duplicator Slimline
- Iris USB 2.0 Intraoral Camera
- AT2000 X-Ray Processor
- Dentalfoto Camera Kit
- Schick 33 Size 2 Sensor W/6
- CDR Elite Remote Module
- USB Remote HS Cable (2 meter)
- Schick Elite Adhesive Starter Kit Size 2
- ProX Intraoral w/80" Arm Length, Dual Stud Plate
- Stone Vibrator 4"
- Model Trimmer 10" w/ Solenoid
- Vacum Forming Unit
- 3.5 Gal Plaster Trap Kit
- Model 26 Red Wing Lathe
- Splash Pan W/O light sheild
- Safety Shield for Trimmer
- 16 Chuck/Changer w/ Accessories
- VacStar 50H Vacuum System w/ HydroMiser
- Air Star 30C Oil Free Air Compressor w/ Sound Reducing Cover
- Remote Water Control Valve w/ Filter (24V)
- Remote Control Panel 4 Switch (24V)
- Remote Air Intake Kit- Air Star 21/22/30
- Isolation Pads for Compressor
- Biosonic UC125 1.25 GAL
- Acessory Kit
- Reliant Sterilizer System
- A2260 Alliant Chair
- Contoured Floor Box and Frame with Internal umbilical
- A2160 Alliant Assistant's Stool
- A2150 Alliant Operator's Stool
- A5160 Dental Light- Compass Mounted Stand Alone
- Monitor Post, Compass Mount
- A6630 Dual Cart
- 2 Liter Water Bottle

MEDICAL ASSISTANT (MA)

920 clock hours/ 41 weeks (Total time to complete the program may vary based on school holidays and breaks)
36 weeks Theory/Lab (20 hours per week) + 5 weeks externship (40 hours per week)

Program Objective:

The Medical Assistant program is designed to prepare students for employment as entry-level Medical Assistants. The program focuses on both administrative and clinical competencies and designed for students who wish to pursue a career in the allied health profession. Upon completion, graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Education is focused on anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories and vital signs, and preparation of the patient and treatment rooms for physician examinations.

The MA Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Medical Assistant (CIP # 51.0801; O-NET # 31-9092.00)

Module #	Module Title	Week #	Clock Hours
I	Introduction to Medical Assistant	1-4	80
II	Administrative Procedures and Office Management	5-8	80
III	Medical Records and Assisting with Physical Examinations and Pharmacology	9-12	80
IV	Medical Billing	13-16	80
V	Anatomy and Physiology I	17-20	80
VI	Anatomy and Physiology II	21-24	80
VII	Clinical Assisting	25-28	80
VIII	Assisting with Medical Emergency and Certifications	29-32	80
IX	Rehabilitation, Nutrition, Pediatrics/Geriatrics	33-36	80
X	Externship	37-41	200
Total			920

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit <http://www.cbd.edu/programs/medical-assistant-program/>.

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
MA 100	Introduction to Medical Assistant	10	10	0	20
MA 110	Patient Communication	10	10	0	20
MA 120	Universal Precautions	15	5	0	20
MA 130	Vital Signs	5	15	0	20
MA 200	Administrative Procedures	10	10	0	20
MA 210	Computers and Documentation	10	20	0	30
MA 220	Patient Education	10	0	0	10
MA 230	Office Management	10	10	0	20
MA 300	Medical Records	10	10	0	20
MA 310	Assisting With Physical Exams	10	10	0	20
MA 320	Pharmacology	20	20	0	40
MA 400	Medical Insurance	10	10	0	20
MA 410	Medical Coding	10	20	0	30
MA 420	Patient Financial Accounts	10	0	0	10
MA 430	Bookkeeping and Banking	10	10	0	20
MA 500	Body Structure	10	10	0	20
MA 510	Musculoskeletal System	10	10	0	20
MA 520	Cardiovascular System	10	10	0	20
MA 530	Lymphatic and Immune System	10	10	0	20
MA 600	Respiratory and Digestive System	10	10	0	20
MA 610	Nervous and Special Senses System	10	10	0	20
MA 620	Urinary and Reproductive System	10	10	0	20
MA 630	Endocrine System	10	10	0	20
MA 700	Venipuncture	10	30	0	40
MA 710	EKG (Electrocardiogram)	10	10	0	20
MA 720	Radiology	10	10	0	20
MA 800	Microbiology	10	10	0	20
MA 810	Minor Surgery Assisting	10	10	0	20
MA 820	Medical Emergencies	10	10	0	20
MA 830	HIPAA, OSHA & CPR Certification	10	10	0	20
MA 900	Medical Specialties	10	10	0	20
MA 910	Pediatrics and Geriatrics	10	10	0	20
MA 920	Rehabilitation	10	10	0	20
MA 930	Nutrition	10	10	0	20
MA 1000	Externship	0	0	200	200
TOTAL		350	370	200	920

MA Program Description:

MODULE I MA 100 Introduction to Medical Assistant

Prerequisites: None.

Total clock hours: 20

This course identifies the duties and responsibilities of a Medical Assistant. Distinguishes between the various organizations related to the profession of medical assisting; explains the need and importance of credentials; identifies training methods for becoming a medical assistant; discuss professional development; identifies healthcare trends and their relationship to the practice of medical assisting; identifies medical specialties.

MODULE I MA 110 Patient Communication

Prerequisites: None.

Total clock hours: 20

This course identifies elements and types of communication. Relates communication to human behavior and needs; categorizes positive and negative communication. Models ways to improve communication techniques, carries out therapeutic communication skills. Uses effective communication strategies; carries out positive communication with coworkers and management; differentiates between laws and ethics; identifies responsibilities of both the patient and physician regarding the patient-physician contract. It describes the four Ds of negligence and the four Cs of malpractice prevention.

MODULE I MA 120 Universal Precaution

Prerequisites: None.

Total clock hours: 20

This course presents the components of a medical office safety plan. Identifies OSHA's role in protecting healthcare workers. It describes basic safety precautions. Summarizes proper methods for storing and handling chemicals. Explains the principles of ergonomics. Illustrates the cycle of infection. Summarizes the Blood borne Pathogens Standard and Universal Precautions. Describes methods of infection control. Describes CDC requirements for reporting cases of infectious diseases. Describes the layout of a typical exam room. Differentiates between sanitization and disinfection.

MODULE I MA 130 Vital Signs

Prerequisites: None.

Total clock hours: 20

This course presents how to identify the skills necessary to conduct a patient interview; recognize the signs of anxiety, depression, and abuse. Uses the six Cs for writing an accurate patient history. Uses critical thinking skills to describe the five vital signs. Identifies various methods of taking temperature; describes the process of taking pulse and respirations. Carries out blood pressure measurements; summarizes orthostatic vital signs.

MODULE II MA 200 Administrative Procedures

Prerequisites: None.

Total clock hours: 20

This course introduces the list of design items to be considered when setting up a reception area. Summarizes housekeeping tasks. Discusses office access. Identifies the cause of most injuries to medical workers and body areas where they occur; explains the Red Flags Rule. Implanting policies and procedures for opening and closing the office. Explains the purpose of telecommunications equipment used in the office. Relates the five Cs of communication to telephone use; defines telephone etiquette, pitch pronunciation, enunciation, and tone; describes how to handle incoming calls. Carries out the procedures for taking a telephone message. Summarizes call screening skills used in making an outgoing call.

MODULE II MA 210 Computers and Documentation

Prerequisites: None.

Total clock hours: 30

This course identifies common types of computers. Describes computer hardware components and their functions. Describes software applications commonly used in a medical office. Summarizes options available for learning software applications. Discusses steps involved in upgrading or replacing existing computer equipment. Explains how a well-written document reflects on the medical practice. It describes types of document supplies used. Outlines general guidelines for effective writing. Lists and explains the purpose of different types of documents used in the medical field. Describes editing and proofreading documents.

MODULE II MA 220 Patient Education

Prerequisites: None.

Total clock hours: 10

This course identifies the benefits of patient education; describes factors that affect learning and teaching; implements teaching techniques. Chooses reliable patient education materials; explains how patient education can promote good health habits. Describes the information contained in a patient information packet. Describes the benefits of patient education prior to surgical procedures. Describes how the appointment book is key to continuity of patient care. Identifies how to properly apply a matrix to an appointment schedule. Compares appointment scheduling systems. Identifies ways to organize and schedule appointments.

MODULE II MA 230 Office Management

Prerequisites: None.

Total clock hours: 20

This course is an introduction of the basic organizational design of the medical office and the relationship of the healthcare team. It describes the responsibilities of the office manager. Summarizes basic human resource functions in office management. Distinguishes traits of someone with leadership skills. Compares risk management and quality assurance, calculates employee earnings. Describes tax forms commonly used in a medical office. This course explains documentation, federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations, and ethics.

MODULE III MA 300 Medical Records

Prerequisites: None.

Total clock hours: 20

This course explains the importance of patient medical records; identifies the documents that comprise a medical record; compares the different types of formats related to documentation. Describes the need for neatness, timeliness, accuracy, and professional tone in patient's records; illustrates the correct procedure for correcting and updating medical records. Describes the steps in responding to requests for release of medical records. Lists four medical mistakes that will be decreased through the use of her; differentiates between electronic medical records, electronic health records, and personal health records.

MODULE III MA 310 Assisting with Physical Exams

Prerequisites: None.

Total clock hours: 20

This course identifies the purpose of a general physical exam; identifies the medical assistant's role in patient examinations. Carries out the necessary steps to prepare a patient for examination. It carries out positioning and draping a patient in all nine common exam positions. Identifies the six examination methods used in a general physical exam. Carries out the role of the medical assistant in a gynecology exam. Carries out the role of the medical assistant in obstetrics. Identifies diagnostic and therapeutic procedures performed in gynecology and obstetrics. Relates the role of the medical assistant in urology. Identifies diagnostic tests and procedures performed in urology. Recognizes diseases and disorders of the reproductive and urinary systems.

MODULE III MA 320 Pharmacology

Prerequisites: None.

Total clock hours: 40

This course presents and explains the medical assistant's role in pharmacology. Recognizes the five categories of pharmacology and their importance in medication administration. Differentiates the major drug categories, drug names, and their actions. Classifies over-the-counter (OTC), prescription, and herbal drugs. Uses credible sources to obtain drug information. Carries out the procedure for registering or renewing a physician with the Drug Enforcement Agency (DEA) for permission to administer, dispense, and prescribe controlled drugs. Identifies the parts of a prescription, including commonly used abbreviations and symbols; discusses non-pharmacological treatments for pain. Describes how vaccines work in the immune system. Explains the role of the medical assistant to ensure safe dosage calculations.

MODULE IV MA 400 Medical Insurance

Prerequisites: None.

Total clock hours: 20

This course defines and explains the terms used in the insurance industry. Compares types of insurance plans. Outlines requirements for coverage by Medicare, Medicaid, TRICARE and CHAMPVA programs; describes allowed charge, contracted fee, capitation, and RBRVS. Outlines the tasks performed to obtain information required to produce an insurance claim. Produces a clean CMS-1500 claim form. Explains the methods used to submit an insurance claim. Recalls the information found on remittance advice.

MODULE IV MA 410 Medical Coding

Prerequisites: None.

Total clock hours: 30

This course is designed to recognize the ways that ICD codes are used; describes the conventions used by ICD-9-CM. Outlines the steps to code a diagnosis. Explains the purpose and usage of V codes and E codes. Names the appendices found in the ICD-9-CM. Compares ICD-9-CM and ICD-10-CM. Summarizes the ICD-10-CM general coding guidelines. Illustrates coding applications for neoplasms, diabetes mellitus, fractures, R codes, poisonings, and Z codes; lists the sections of the CPT manual. Briefly describes CPT coding guidelines. Lists the types of E/M codes within the CPT. Lists the areas included in the surgical coding section. Locates procedure codes using the CPT manual; explains the importance of code linkage and avoiding fraud.

MODULE IV MA 420 Patient Financial Accounts

Prerequisites: None.

Total clock hours: 10

This course describes the accounts receivable and accounts payable methods. Identifies different documents used in patient billing and cycle billing. Compares accounting systems; explains the purpose of various credit and collection laws. Relates the required components of a Truth in Lending Statement to credit practices. Summarizes common problems in collections.

MODULE IV MA 430 Bookkeeping and Banking

Prerequisites: None.

Total clock hours: 20

This course presents the importance of good bookkeeping practices. Compares bookkeeping systems; outlines patient financial transactions. Identifies negotiable instruments and items required for a check to be negotiable. Describes the different types of check endorsements and steps in making a bank deposit. Carries out the process of reconciling a bank statement; lists several advantages to electronic banking. Implements setting up, classifying, and recording disbursements in a disbursement journal.

MODULE V MA 500 Body Structure

Prerequisites: None.

Total clock hours: 20

This course explains the difference between anatomy and physiology. Illustrates body organization from a single molecule to an organism. Describes the location and characteristics of the four main tissue types. Describes the body organ systems, their general functions, and the major organs of each. Uses medical and anatomical terminology correctly. Explains the anatomical position. Identifies body cavities and the organs within them. Relates a basic understanding of chemistry and its importance in studying the body. Names the parts of a cell and their functions; summarizes how substances move across a cell membrane.

MODULE V MA 510 Musculoskeletal System

Prerequisites: None.

Total clock hours: 20

This course describes the structure of bone tissue; explains the function of bones. Compares intermembranous and endochondral ossification. Describes the skeletal structures and locations; locates the bones of the skull; locates the bones of the spinal column. Locates the bones of the rib cage; locates the bones of the shoulders, arms, and hands. Locates the bones of the hips, legs, and feet. Describes the three major types of joints and give examples of each. Describes the common diseases and disorders of the skeletal system.

MODULE V MA 520 Cardiovascular System

Prerequisites: None.

Total clock hours: 20

This course introduces the structures of the heart and the functions of each. Explains the cardiac cycle, including the cardiac conduction system. Compares pulmonary and systemic circulation. Differentiates among the different types of blood vessels and their functions. Explains blood pressure and how it is controlled; describes the causes, signs and symptoms, and treatments of various diseases and disorders of the cardiovascular system. Describes the components of blood, giving the function of each component listed. Explains how bleeding is controlled.

MODULE V MA 530 Lymphatic and Immune System

Prerequisites: None.

Total clock hours: 20

This course describes the pathways and organs of the lymphatic system. Compares the nonspecific and specific body defense mechanisms. Explains how antibodies fight infection; describes the four different types of acquired immunities; describes the causes, signs and symptoms, and various treatments of the major immune disorders.

MODULE VI MA 600 Respiratory and Digestive System

Prerequisites: None.

Total clock hours: 20

This course describes the structure and function of each organ of the respiratory system. Describes the events involved in inspiration and expiration of air. Explains how oxygen and carbon dioxide are transported in the blood. Compares various respiratory volumes and tells how they are used to diagnose respiratory problems. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the respiratory system. Describes the organs of the alimentary canal and their functions. Explains the functions of the digestive system's accessory organs. Identifies the nutrients absorbed by the digestive system and where they are absorbed; describes the causes, signs and symptoms, and treatments of various common diseases and disorders of the digestive system.

MODULE VI MA 610 Nervous and Special Senses System

Prerequisites: None.

Total clock hours: 20

This course is a study of the general functions of the nervous system; summarizes the structure of a neuron. Explains the function of nerve impulses and the role of synapses in their transmission. Describes the structures and functions of the central nervous system. Compares the structures and functions of the somatic and autonomic nervous systems in the peripheral nervous system. Recognizes common tests that are performed to determine neurological disorders. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the nervous system; describes the anatomy of the nose and the function of each part.

MODULE VI MA 620 Urinary and Reproductive System

Prerequisites: None.

Total clock hours: 20

This course describes the structure, location, and function of the kidney. Explains how nephrons filter blood and form urine. Compares the locations, structures, and functions of the uterus, bladder, and urethra. Describes the causes, signs and symptoms, and treatment of various diseases and disorders of the urinary system. Summarizes the organs of the male reproductive system including the locations, structures, and functions of each. Describes the causes, signs and symptoms, and treatment of various disorders of the male reproductive system.

MODULE VI MA 630 Endocrine System

Prerequisites: None.

Total clock hours: 20

This course describes the general functions and hormones of the endocrine system. Identifies the hormones released by the pituitary gland, thyroid gland, parathyroid glands, adrenal glands, pancreas, and other hormone-producing organs, and gives the functions of each; explains the effect of stressors on the body. Describes the causes, signs and symptoms, and treatments of various endocrine disorders.

MODULE VII MA 700 Venipuncture

Prerequisites: None.

Total clock hours: 40

This course explains the role of the medical assistant when collecting, processing, and testing blood samples; carries out the procedure for collecting a blood specimen. Summarizes ways to respond to patients' needs when collecting blood. Carries out the procedure for performing blood tests.

MODULE VII MA 710 EKG (Electrocardiogram)

Prerequisites: None.

Total clock hours: 20

This course is an introduction to medical assistant's role in electrocardiography and pulmonary function testing. Explains the basic principles of electrocardiography and how it relates to the conduction system of the heart; identifies the components of an electrocardiograph and what each does. Carries out the steps necessary to obtain an ECG. Summarizes exercise electrocardiography and echocardiography. Explains the procedure for Holter monitoring. Carries out the various types of pulmonary function tests; describes the procedure for performing pulse oximetry testing.

MODULE VII MA 720 Radiology

Prerequisites: None.

Total clock hours: 20

This course explains what X-rays are and how they are used for diagnostic and therapeutic purposes. Compares invasive and noninvasive diagnostic procedures. Carries out the medical assistant's role in X-ray and diagnostic radiology testing. Discusses common diagnostic imaging procedures. Describes different types of radiation therapy and how they are used. Explains the risks and safety precautions associated with radiology work; relates the advances of medical imaging to EHR.

MODULE VIII MA 800 Microbiology

Prerequisites: None.

Total clock hours: 20

This course presents and explains the medical assistant's role in microbiology. Summarizes how microorganisms cause disease; describes how microorganisms are classified and named. Discusses the role of viruses in human disease. Reviews the symptoms of HIV/AIDS and hepatitis. Discusses the role of bacteria in human disease. Discusses the role of protozoa in human disease. Discusses the role of fungi in human disease. Discusses the role of multicellular parasites in human disease. Describes the process involved in diagnosing an infection.

MODULE VIII MA 810 Minor Surgery Assisting

Prerequisites: None.

Total clock hours: 20

This course presents and explains the medical assistant's role in minor surgical procedures. Describes the surgical procedures performed in an office setting. Identifies the instruments used in minor surgery and describes their functions. Describes the procedures for medical and sterile asepsis in minor surgery. Discusses the procedures used in a medical office to sterilize surgical instruments and equipment; summarizes the medical assistant's duties in preoperative procedures. Describes the medical assistant's duties during an operative procedure.

MODULE VIII MA 820 Medical Emergencies

Prerequisites: None.

Total clock hours: 20

This course explains the importance of first aid during a medical emergency. Identifies items found in a crash cart; recognizes various accidental emergencies and how to deal with them; lists common illnesses that can result in medical emergencies. Identifies less common illnesses that can result in medical emergencies. Discusses your role in caring for people with psychosocial emergencies.

MODULE VIII MA 830 Medical Emergencies

Prerequisites: None.

Total clock hours: 20

This course is designed to train and prepare the students for HIPAA, OSHA and CPR Certifications.

MODULE IX MA 900 Medical Specialties

Prerequisites: None.

Total clock hours: 20

This course describes and explains the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics. Identifies common diseases and disorders related to these same fields; relates the role of the medical assistant in procedures performed in medical specialties.

MODULE IX MA 910 Pediatrics and Geriatrics

Prerequisites: None.

Total clock hours: 20

This course identifies the role of the medical assistant in a pediatric examination. Discusses pediatric immunizations. Explains various pediatric screening procedures and diagnostic tests. Describes common pediatric diseases and disorders. Recognizes special health concerns of pediatric patients. Relates developmental changes in geriatric patients. Describes common geriatric diseases and disorders. Identifies variations of care for geriatric patients. Explains special health concerns of geriatric patients.

MODULE IX MA 920 Rehabilitation

Prerequisites: None.

Total clock hours: 20

This course identifies the general principles of physical therapy; relates various cold and heat therapies to their benefits and contraindications. Recalls hydrotherapy methods. Names several methods of exercise therapy; describes the types of massage used in rehabilitation therapy. Compares different methods of traction. Carries out the procedure for teaching a patient to use a cane, a walker, crutches, and a wheelchair. Models the steps you should take when referring a patient to a physical therapist.

MODULE IX MA 930 Nutrition

Prerequisites: None.

Total clock hours: 20

This course identifies and explains nutrients and their role in health. Implements a plan for a nutritious, well-balanced diet and healthy lifestyle using the USDA's guidelines. Describes methods used to assess a patient's nutritional status. Explains reasons why a diet may be modified. Identifies types of patients who require special diets and the modifications required for each; describes the warning signs, symptoms, and treatments for eating disorders.

MODULE X MA 1000 Externship

Prerequisites: MA100-930

Total clock hours: 200

Upon successful completion of all modules, medical assistant students will participate in a 200-hour externship at an approved facility. This will provide the student with the opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in a real world environment.

MA SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for medical assistants. Skills should be practiced in the skills laboratory prior to providing skills in the externship settings.

All Medical Assistant students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or on an as needed basis.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their uniforms while working in the skills lab. Shoes should be closed toe, low-heeled and clothing should be safe without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

MA LAB/EXTERNSHIP EVALUATION METHOD

The Medical Assistant program contains some courses that consider lab performance as one of the components of the course final grade.

Lab and externship performance are evaluated on a "pass/fail" designation, based upon successful completion of the lab objectives.

Students with a "fail" grade in any of the skills practiced will meet with the instructor and/or director of the program and receive a plan for improvement which may include but is not limited to:

3. Special assignments in the content area
4. Individual/group tutorial in the campus skills lab

During the externship, students will be visited on-site at the midpoint and a final evaluation will be conducted at the end of externship.

Completion of the externship module

Successful completion of the externship module requires:

- a pass grade on the final evaluation by the externship instructor
- completion of all required 200 hours

MA EQUIPMENT AND MATERIALS

- 3-Step Ladder
- Adult Mannequins, Child Mannequins
- AED
- Ambu Bag Adult, Ambu Bag Infant
- Autoclave
- Biohazard Trash Can
- BP Monitor w/Digital Multicuff
- Centrifuge, Microhematocrit Centrifuge
- EKG Machine
- Emergency Eyewash Station
- Exam Table, Mayo stand
- Glucometer, Otoscope, Ophthalmoscope
- Gooseneck Lamp
- Holter Monitor
- Infant Mannequins
- Laryngeal mirror, Nasal speculum, Reflex hammer
- Microscope
- Peak Flow Meter
- Pediatric Scale, Adult Scale w/ Height Bar
- Pen Light (Can keep this if you purchased one)
- Phlebotomy Chair, Venipuncture Arm
- Pulse Oximeter, Sphygmomanometer
- Sharps Container
- Skin Staple Remover
- Surgical Instruments
- Teaching Stethoscope, Audiometer
- Tripod Cane, Quad Base Cane
- Tube Gauze Applicator
- Tuning Fork
- Tympanic Thermometer
- Uterine Dilator
- Vital Signs Monitor
- Walker, Wheelchair, Crutches, Standard Cane

Books:

- *Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology*
- *Student Workbook for use with Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology*
- *Electronic Health Records for Allied Health Careers w/Student CD-ROM*
- *Medical Terminology for Health Professions*

Software:

- *ClaimGear*
- *Keyboarding Pro*

PHARMACY TECHNICIAN (PHT)

720 clock hours/36 weeks (Total time to complete the program may vary based on school holidays and breaks)
28 weeks Theory/Lab (20 hours per week) + 8 weeks externship (20 hours per week)

Program Objective:

This Pharmacy Technician program provides students with the basic knowledge and skills that will qualify them to work as entry-level Pharmacy Technicians in retail and hospital facilities. Upon successful completion of the training, the graduate will be able to identify and understand drug nomenclature, dosage forms, routes of administration, and abbreviations used in pharmacy; identify the most common medications by their trade and generic names; perform conversions and/or calculations of weights and measures; understand Federal and California pharmacy laws; understand basic pharmacology; perform pharmacy operations of the Drug Distribution system; and be able to perform sterile product preparation. At the successful completion of the program, the student will be eligible to apply for licensure as a Pharmacy Technician in the State of California, will be awarded a diploma, and will qualify for the Pharmacy Technician Certified Board (PTCB) exam.

The PhT Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Pharmacy Technician (CIP # 51.0805; O-NET # 29-2052.00)

Module #	Module Title	Week #	Clock Hours
I	General Concepts of Pharmacy	1-4	80
II	Pharmacology of the Cardio-Vascular & Nervous Systems	5-8	80
III	Pharmacy Billing, Repacking and Compounding	9-12	80
IV	Pharmacology of Infectious Diseases & Endocrine System	13-16	80
V	Hospital Pharmacy and Sterile Products	17-20	80
VI	Pharmacology of Respiratory, Gastrointestinal & Urinary Systems	21-24	80
VII	Anti-Inflammatory and Antihistamine Drugs	25-28	80
VIII	Externship	29-36	160
Total:			720

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates completing this program or other important information, visit <http://www.cbd.edu/programs/pharmacy-technician/>.

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Extern	Total Hours
PHT 100	General Concepts of Pharmacy	30	10	0	40
PHT 101	Federal & State Pharmacy Laws and Pharmaceutical Procedures	15	5	0	20
PHT 110	Pharmacy Calculation/Module I Review	10	10	0	20
PHT 200	Pharmacology of the Cardio-Vascular System	15	5	0	20
PHT 201	Pharmacology of the Central Nervous System (CNS) and Peripheral Nervous System (PNS)	15	5	0	20
PHT 202	Psychopharmacology	10	10	0	20
PHT 210	Pharmacy Calculation/Module II Review	10	10	0	20
PHT 300	Pharmacy Stock and Billing	10	10	0	20
PHT 301	Cancer and Oncology Agents	15	5	0	20
PHT 302	Repacking and Compounding	10	10	0	20
PHT 310	Pharmacy Calculation/Module III Review	10	10	0	20
PHT 400	Pharmacology of Endocrine System	15	5	0	20
PHT 401	Pharmacology of Skin Diseases and Over The Counter Medications	15	5	0	20
PHT 402	Pharmacology of Infectious Diseases	15	5	0	20
PHT 410	Pharmacy Calculation/Module IV Review	10	10	0	20
PHT 500	Pharmacology of Reproductive System	15	5	0	20
PHT 501	Hospital Pharmacy and Sterile Products	25	15	0	40
PHT 510	Pharmacy Calculation/Module V Review	10	10	0	20
PHT 600	Pharmacology of Respiratory System	15	5	0	20
PHT 601	Pharmacology of the (GI) Gastrointestinal Tract	15	5	0	20
PHT 602	Pharmacology of Urinary System	15	5	0	20
PHT 610	Pharmacy Calculation/Module VI Review	10	10	0	20
PHT 700	Anti-Inflammatory and Antihistamine Drugs	10	10	0	20
PHT 701	CPR/First Aid	10	10	0	20
PHT 702	Career Development	10	10	0	20
PHT 710	Pharmacy Calculation/Module VII Review	10	10	0	20
PHT 800	Externship	0	0	160	160
TOTAL		350	210	160	720

PHT Program Descriptions:

MODULE I PHT 100 GENERAL CONCEPTS OF PHARMACY

Prerequisites: None.

Total clock hours: 40

This course introduces the student to the practice of pharmacy both from a theoretical and practical stand point. Included are instruction in the storage, filling, documentation and interpretation of written prescriptions. Retail and Hospital pharmacy is differentiated as to practice and expectations. The laws dealing with the Controlled Substance Act are discussed and explained. This module differentiates the routes of drug administration. Special consideration is given to the aseptic preparation of IV solutions with storage and documentation emphasized.

MODULE I PHT 101 FEDERAL & STATE PHARMACY LAWS & PHARMACEUTICAL PROCEDURES

Prerequisites: None.

Total clock hours: 20

This course reviews the various Federal and State laws. It covers the history of these laws, controlled substances, standards and ethics, and the liability of the pharmacy, pharmacist and pharmacy technician in regard to this law. Other topics covered include who can have access to prescription files and how the DEA controls drugs of abuse.

MODULE II PHT 200 PHARMACOLOGY OF CARDIOVASCULAR SYSTEM

Prerequisites: None.

Total clock hours: 20

This course begins with an overview of the anatomy of the heart and cardiac conduction system. It also includes conditions affecting the cardiovascular system, treatment, and medications. Students learn different classes of cardio medications, as well as their therapeutic effect and side effects.

MODULE II PHT 201 PHARMACOLOGY OF THE CENTRAL NERVOUS SYSTEM (CNS) AND PERIPHERAL NERVOUS SYSTEM (PNS)

Prerequisites: None.

Total clock hours: 20

This course covers drugs that affect the central nervous system (brain and spinal cord) and how they are used therapeutically to mitigate and treat CNS disorders. This course describes how peripheral nerves (outside the CNS) communicate with our CNS and internal organs. It describes how the PNS is divided into two parts, the voluntary and involuntary nervous system, and how the parasympathetic and sympathetic branches drive each.

MODULE II PHT 202 PSYCHOPHARMACOLOGY

Prerequisites: None.

Total clock hours: 20

This course covers knowledge of the brain and its complexities. It covers such topics as emotional health, nondrug treatments and medication therapy focusing on antipsychotic agents, antidepressants, sedative and hypnotic agents, and other miscellaneous antianxiety agents.

MODULE III PHT 300 PHARMACY STOCK AND BILLING

Prerequisites: None.

Total clock hours: 20

This course introduces students to the primary types of insurance companies and how they manage drug coverage. They learn the difference between Medicaid and Medicare programs. Students learn what drug recalls are and why drugs are returned to the distributor, as well as medication safety and error prevention. They learn what the pharmacy billing procedure is, what third-party billing is, and what formulary drugs are.

MODULE III PHT 301 CANCER AND ONCOLOGY AGENTS

Prerequisites: None.

Total clock hours: 20

This course covers common types of cancer and what causes cancer. Students are introduced to oncology terms. They also learn what nuclear medicine is. Course includes chemotherapy agents and their most common side effects. Students learn which medications are prescribed for the side effects of chemotherapy.

MODULE III PHT 302 REPACKING AND COMPOUNDING

Prerequisites: None.

Total clock hours: 20

This course introduces students to compounding of nonsterile products in outpatient pharmacy. Students learn and practice with equipment used in a compounding pharmacy. They learn the proper procedure of compounding as well. Students also learn the main reasons for repackaging medications and how to calculate expiration dates for repackaged meds. The course also covers special terms and definitions.

MODULE IV PHT 400 PHARMACOLOGY OF ENDOCRINE SYSTEM

Prerequisites: None.

Total clock hours: 20

This course covers the major function of the endocrine system and the medications related to hormones. Students learn different health conditions that require hormone treatments. Course includes a discussion of hormones, two types of diabetes, and other conditions of the endocrine system.

MODULE IV PHT 401 PHARMACOLOGY OF SKIN DISEASES & OVER THE COUNTER MEDICATIONS

Prerequisites: None.

Total clock hours: 20

This course covers the various maladies associated with our largest organ, the skin. Emphasis is put on the drugs that are used in the treatment and healing of dermatological conditions. Also students learn the most common over-the-counter medications and conditions treated with OTC medications.

MODULE IV PHT 402 PHARMACOLOGY OF THE INFECTIOUS DISEASE

Prerequisites: None.

Total clock hours: 20

The scope of this course covers major infectious diseases, both contagious and non-contagious. Diseases that are endemic and epidemic are covered, with special emphasis on the antibiotics and antiviral drugs that are prescribed. MRSA and other emerging forms of resistant infection are discussed.

MODULE V PHT 500 PHARMACOLOGY OF THE REPRODUCTIVE SYSTEM

Prerequisites: None.

Total clock hours: 20

This course covers the major function of the reproductive system and the medications related to male and female hormones. Students learn different health conditions that require hormone treatments. The course also covers contraceptives and sexually transmitted diseases.

MODULE V PHT 501 HOSPITAL PHARMACY AND STERILE PRODUCTS

Prerequisites: None.

Total clock hours: 40

The course covers the most common tasks performed by the hospital pharmacy technician. It clarifies the difference between pharmacy stock and central supply stock. This course provides the student with an understanding of how sterile products used for parenteral administration must be prepared in an aseptic environment. Use of exact aseptic technique are demonstrated and practiced. Students learn that infections in institutions (nosocomial) are becoming more frequent and problematic while preparing IV's.

MODULE VI PHT 600 PHARMACOLOGY OF THE RESPIRATORY SYSTEM

Prerequisites: None.

Total clock hours: 20

The respiratory course concentrates on the drugs used for treatment of asthma and COPD. Emphasis is placed on the drugs that cause pulmonary dilation without cardiac side effects, such as the new Beta-2 specific agonist drugs. The effects of first and secondhand smoke are discussed. Molecular oxygen as a legend drug is discussed. Upper respiratory infections and allergies such as rhinitis and the rhinovirus (common cold) are discussed, as well as the drugs, both OTC and legend, that are used.

MODULE VI PHT 601 PHARMACOLOGY OF THE (GI) GASTROINTESTINAL TRACT

Prerequisites: None.

Total clock hours: 20

This course explains the pharmacology of drugs used in the treatment of GERD and peptic ulcer disease. It also includes drugs for emesis, nausea, vertigo, gastro stasis, and diarrhea. Over-the-counter maladies are included in this course's lectures and discussions.

MODULE VI PHT 602 PHARMACOLOGY OF THE URINARY SYSTEM

Prerequisites: None.

Total clock hours: 20

This course discusses various topics regarding the urinary system and the drugs used for the treatment of same. Other topics include diuretics and how they affect renal dynamics along with the impact of sodium and potassium ion. Antianemic and antihypertensive drugs and their impact on the renal and, peripherally, the cardiac hemodynamic system are also discussed. This course covers nutrition and TPN therapy and their impact on the renal and vascular systems in health and disease as well.

MODULE VII PHT 700 ANTI-INFLAMMATORY AND ANTIHISTAMINE DRUGS

Prerequisites: None.

Total clock hours: 20

This course covers the symptoms of inflammation and allergy. Students learn the major inflammation conditions as well as treatment of them. They learn the difference between steroidal and nonsteroidal anti-inflammatory agents, their drug actions and side effects. The course also covers symptoms of asthma and classification of drugs used to treat asthma.

MODULE VII PHT 701 CPR AND FIRST AID

Prerequisites: None.

Total clock hours: 20

Completing this course enables the student to become certified by the American Heart Association in First Aid and CPR. Cards of validation are issued to each student that completes this course. A certified instructor trains students to perform First Aid and CPR using a hands-on approach.

MODULE VII PHT 702 CAREER DEVELOPMENT

Prerequisites: None.

Total clock hours: 20

The objective of this course is to assist the student in developing the skills and tools for career planning. Actual employment is the goal of this exposure. The objectives include the assessment of the student's own skills and application of these skills in a competitive market environment. The student comes to understand the dress, attitude, and interview skills necessary to stand out from "the crowd" and succeed in being hired for a desired job.

PHT 110, 210, 310, 410, 510, 610, 710 PHARMACY CALCULATION (integrated throughout courses)

Prerequisites: None.

Total clock hours: 140 (20 per course)

This course is designed to teach the essential mathematical concepts and skills used on the job by a pharmacy technician. Basic skills in mathematics are required for understanding and performing drug dose calculations and drug preparation, and this comprehensive course offers expanded coverage of basic skill reviews on fractions and percentages. The course includes intensive practice in pharmacy math calculations, conversions, measurements, and applications of equations including calculations required for the usual dosages and solution preparations.

MODULE VIII PHT 800 EXTERNSHIP

Prerequisites: Modules I through VII

Total clock hours: 160

The extern is "immersed" in a real pharmacy working environment. This environment may be a hospital or a retail environment based on the availability of a site and the preference of the extern for that type of practice. In this "real world" environment the student learns to deal with the day-to-day events in the "pharmacy world." Here the student gains invaluable experience and confidence in his/her professional and interpersonal ability.

PHT SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the many skills necessary for pharmacy. Skills should be practiced in the skills laboratory prior to providing skills in the externship settings.

All Pharmacy Technician students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or on an as needed basis.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their uniforms while working in the skills lab. Shoes should be closed toe and low-heeled; clothing should be safe, without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

PHT LAB/EXTERNSHIP EVALUATION METHOD

The Pharmacy Technician program contains some courses that consider lab performance as one of the components of the course final grade.

Lab and externship performance are evaluated on a “pass/fail” designation, based upon successful completion of the lab objectives.

Students with a “fail” grade in any of the skills practiced will meet with the instructor and/or director of the program and receive a plan for improvement which may include but is not limited to:

1. Special assignments in the content area
2. Individual/group tutorial in the campus skills lab

During the externship, students will be visited on-site at the midpoint, and a final evaluation will be conducted at the end of externship.

Completion of the externship module

Successful completion of the externship module requires:

- a pass grade on the final evaluation by the PhT program faculty
- completion of all required 160 hours

PHT EQUIPMENT AND MATERIALS

- Beaker
- Bin Wire Change
- Brush Beaker
- Caddy Hanging Bags
- Capsules
- Cash Register
- Compounding Tools
- Computers
- Counter Top w/Cabinets
- Crash Cart
- Crimper
- De-Crimper
- Filter Syringes
- Gloves
- Graduated Cylinder
- Holder Suppository Shell
- Hotplate
- Label Dispenser
- Laminar Flow Hood
- Lockbox for Narcotics
- Masks
- Medcarts
- Medication Bottles
- Ointment Slab Glass
- Open Shelf for Medications
- Overhead Cabinets for Supplies
- Overhead Projector
- Phrase Date Stamp
- Pill Counting Trays
- Pill Crusher
- Pill Cutter
- Plastic Basket
- Porcelain/Glass Mortar and Pestle Sets
- Printer
- Rack Filling
- Refrigerator
- Roller Pressure
- Rx Vial Opener
- Sharps Container
- Tongs for Beaker
- Triple Beam Scale

Books:

- *Mosby's Pharmacy Technician: Principles & Practice*
- *Workbook for Mosby's Pharmacy Technician: Principles & Practice*
- *Math Calculations for Pharmacy Technicians*
- *Mosby's Certification Review for Pharmacy Technicians*
- *Mosby's Drug Quick Reference Pocket Guide*
- *Mosby's Pharmacology Memory Note Cards*

SURGICAL TECHNOLOGY (ST)

SURGICAL TECHNOLOGY (ST)

1520 clock hours/61 weeks (Total time to complete the program may vary based on school holidays and breaks)

46 weeks Theory/Lab (20 hours per week) + 15 weeks externship (maximum of 40 hours per week)

Program Objective:

The Surgical Technology program is a 1520-hour Diploma comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills that will enable them to become safe and competent practitioners of Surgical Technology.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 580-hour Surgical Technology Externship that must be completed prior to graduation.

It is mandatory that graduates take the Certified Surgical Technology (CST) Examination given by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) prior to completion of the ST program. The curriculum incorporates the CST Examination topics and is designed to prepare students to pass the examination.

The ST Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Surgical Technologist (CIP # 51.0909; O-NET # 29-2055.00)

Module #	Module Title	Week #	Clock Hours
I	Anatomy and Physiology	1-9	180
II	Basic Science	10-18	180
III	Surgical Technology	19-27	180
IV	Surgical Procedures	28-36	180
V	Mock Surgery	37-45	180
VI	Externship	45-61	620
Total:			1520

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

For information on graduation rates, median debt of graduates, completing this program or other important information, visit: <http://www.cbd.edu/surgical-technology/>.

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ST101	Anatomy & Physiology I	85	5	0	90
ST102	Anatomy & Physiology II	85	5	0	90
ST201	Medical Terminology	35	5	0	40
ST202	Microbiology	25	5	0	30
ST203	Medical Law and Ethics	20	0	0	20
ST204	Pharmacology and Anesthesia	20	25	0	45
ST205	Patient Psychology	15	0	0	15
ST206	The Physical Environment and Safety	20	10	0	30
ST301	Introduction to Surgical Technology	5	20	0	25
ST302	Biomedical Science	10	0	0	10
ST303	Asepsis, Sterilization and Disinfection	10	20	0	30
ST304	Surgical Instrumentation	20	30	0	50
ST305	Sutures & Wound Healing	25	10	0	35
ST306	Case Management	5	25	0	30
ST401	Diagnostic Procedures, Asst. Circulator Duties	30	10	0	40
ST402	General, OBGYN & Urological Procedures	30	0	0	30
ST403	Ophthalmology, ENT, Oral Maxillofacial	30	0	0	30
ST404	Plastic and Reconstructive	15	5	0	20
ST405	Vascular and Cardiothoracic Procedures	30	0	0	30
ST406	Orthopedic and Neurology	30	0	0	30
ST501	Mock Surgery I	5	45	0	50
ST502	Mock Surgery II	5	45	0	50
ST503	Mock Surgery III	5	45	0	50
ST001	CPR	5	0	0	5
ST002	Career Development	5	5	0	10
ST504	Mock Clearance	0	15	0	15
ST601	Externship	35	0	580	615
ST003	CST Exam Administration	5	0	0	5
TOTAL		610	330	580	1520

ST Program Descriptions:

MODULE I ST101 ANATOMY AND PHYSIOLOGY I

Prerequisites: None.

Total clock hours: 90

This course is a study of the following topics and human systems: pathophysiology, biochemistry, the cell, tissues, bone, muscle, and endocrine systems. The functions and interrelationships of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE I ST102 ANATOMY AND PHYSIOLOGY II

Prerequisites: None.

Total clock hours: 90

This course is a study of the following topics and human systems: nervous system, lymphatic, endocrine, blood, cardiovascular, digestive, and respiratory systems. The functions, interrelationship and pathophysiology of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

MODULE II ST201 MEDICAL TERMINOLOGY

Prerequisites: None.

Total clock hours: 40

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes, and body structure.

MODULE II ST202 MICROBIOLOGY

Prerequisites: None.

Total clock hours: 30

This course is a study of basic microbiology, infection control, and disease processes to include the body's defense mechanisms to those diseases, and wound healing. Additionally, vital signs and blood borne pathogens will be included.

MODULE II ST203 MEDICAL LAW & ETHICS

Prerequisites: None.

Total clock hours: 20

This course presents an overview of the legalities and ethical behavior associated with medical practices/facilities. The AMA and AAMA codes of ethics and OSHA regulations as they apply to the office environment are also studied.

MODULE II ST204 PHARMACOLOGY AND ANESTHESIA

Prerequisites: None.

Total clock hours: 45

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents, and math concepts in calculations of dosages. Different modes of anesthesia will be discussed.

MODULE II ST205 PATIENT PSYCHOLOGY

Prerequisites: None.

Total clock hours: 15

This course is an introduction to the principles and concepts basic to understanding the surgical patient and human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception, cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy, and social psychology. The special populations patient will be covered in this course such as, but not limited to: Geriatric, Obese, Pediatric and the Diabetic patient.

MODULE II ST206 THE PHYSICAL ENVIRONMENT AND SAFETY

Prerequisites: None.

Total clock hours: 30

This course is an introduction to the physical environment of the operating room as well as safety precautions. Emergency situations will be covered with types of hemostatic and bleeding control in emergencies. The following types of hazards will be covered in this course: Earthquake, Tornado, Tsunami, Hurricane and other natural disasters.

MODULE III ST301 INTRODUCTION TO ST

Prerequisite: ST101-ST301

Total clock hours: 25

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology.

MODULE III ST302 BIOMEDICAL SCIENCE

Prerequisite: ST101-ST206

Total clock hours: 10

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving, and printing documents. It also includes the safety factors regarding biophysical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety.

MODULE III ST303 ASEPSIS, STERILIZATION AND DISINFECTION

Prerequisite: ST101-ST302

Total clock hours: 30

An overview of the disease process, infection control with emphasis on hand washing techniques, methods of sterilization, instrumentation classification, and first aid procedures will be presented. Universal precautions as well as draping and positioning patients are emphasized. Asepsis will also be introduced.

MODULE III ST304 SURGICAL INSTRUMENTATION

Prerequisite: ST101-ST303

Total clock hours: 50

This course introduces the student to the relationship between instrumentation, equipment, and supplies and quality patient care in the OR; items that require sterilization prior to use in the sterile field; basic instruments by type, function, and name; proper care, handling, and assembly of instruments; types of special equipment utilized in the OR; practice and demonstration of proper care, handling techniques, safety precautions, functions of accessory equipment and demonstration of proper care; handling, and assembly; relationship between instruments, equipment, and supplies; and the OR environment as related to safety.

MODULE III ST305 SUTURES AND WOUND HEALING

Prerequisite: ST101-ST304

Total clock hours: 35

This course introduces wound healing, possible complications of wound healing, classifications of surgical wounds, factors that influence healing and the manner in which they affect the healing process, and common suture terms. Suture materials and stapling devices and their usage, as well as types, characteristics, and uses of natural and synthetic absorbable suture materials are also introduced. Surgical supplies utilized in the operating room will be introduced in this course.

MODULE III ST306 CASE MANAGEMENT

Prerequisite: ST101-ST305

Total clock hours: 30

This course will introduce the steps of basic surgical procedures, preoperative, intraoperative and postoperative case management. Students will learn the basic set-up of the back table and mayo stand, and the natural progression of the surgical case.

MODULE IV ST401 DIAGNOSTIC PROCEDURES AND ASSISTANT CIRCULATOR ROLES

Prerequisite: ST101-ST306

Total clock hours: 40

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic procedures along with the roles of the Assistant Circulator.

MODULE IV ST402 GENERAL, OB/GYN AND UROLOGICAL PROCEDURES

Prerequisite: ST101-ST401

Total clock hours: 30

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN and Urological procedures.

MODULE IV ST403 OPHTHALMOLOGY, ENT, ORAL MAXILLOFACIAL

Prerequisite: ST101-ST402

Total clock hours: 30

This course is designed to provide comprehensive knowledge and skills for specific Ophthalmology, ENT and Oral Maxillofacial procedures.

MODULE IV ST404 PLASTIC AND RECONSTRUCTIVE SURGERY

Prerequisite: ST101-ST403

Total clock hours: 20

This course is designed to provide comprehensive knowledge and skills for specific plastic and reconstructive procedures.

MODULE IV ST 405 VASCULAR AND CARDIOTHORACIC PROCEDURES

Prerequisite: ST101-ST404

Total clock hours: 30

This course is designed to provide comprehensive knowledge and skills for specific vascular, peripheral vascular and cardiothoracic procedures.

MODULE IV ST406 ORTHOPEDIC AND NEUROLOGICAL PROCEDURES

Prerequisite: ST101-ST405

Total clock hours: 30

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in orthopedic and neurological procedures.

MODULE V ST501 MOCK SURGERY I

Prerequisite: ST101-ST406

Total clock hours: 50

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, general surgery, orthopedic, neurological, plastic and reconstructive, peripheral vascular, obstetric/gynecology, ophthalmic, otorhinolaryngologic, and oral/maxillofacial surgical procedures for the surgical technologist.

MODULE V ST502 MOCK SURGERY II

Prerequisite: ST101-ST501

Total clock hours: 50

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the surgical technologist.

MODULE V ST503 MOCK SURGERY III

Prerequisite: ST101-ST502

Total clock hours: 50

This course is designed to evaluate the student in his/her knowledge and skills in basic surgical preparation and procedures. Students will recall the preparations for anesthesia and pharmaceuticals used, instrumental set-ups, and circulating methods, and will understand the use of different needles and sutures.

MODULE V ST504 CPR

Prerequisite: ST101-ST503

Total clock hours: 5

This course is designed to introduce surgical technology candidates to basic clinical skills, CPR, HIV/AIDS, and OSHA. Emphasis is placed on measurement and recording of temperature, pulse, respiration, blood pressure, height, and weight. Included is a CPR session taught by a certified instructor.

MODULE IV ST505 CAREER DEVELOPMENT

Prerequisite: ST101-ST504

Total clock hours: 10

This course on career development emphasizes computer skills, assessing personal strengths, understanding career expectations, developing job search techniques, and preparing an effective resume.

MODULE V ST506 MOCK CLEARANCE

Prerequisite: ST101-ST505

Total clock hours: 15

In this course, emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. The student must pass Mock Surgery I, II, III with an 80% or better in order to move to the clinical phase of the program.

MODULE VI ST601 EXTERNSHIP

Prerequisite: ST101-ST506 with a grade average of B or better

Total clock hours: 615

This course is conducted in a surgical facility and provides students a clinical experience with a variety of preoperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and work as members of the surgical team. This course emphasizes and reviews all aspects of the Surgical Technologist program and aims at preparing the student for the National Certification Exam. Students will return to campus on assigned days for CST Exam Review.

MODULE VI STEXM CST EXAM ADMINISTRATION

Prerequisite: ST101-ST601

Total clock hours: 5

The National Board Exam will be administered at the completion of the clinical phase. This is a mandatory exam that is part of the student's graduation requirement.

ST EVALUATION/PROGRESSION POLICY

The CBD ST program is a modular program. All students are admitted as a cohort and the curriculum is designed so that students will complete all of the required courses within 6 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to be able to graduate. Each didactic course for all Modules must be passed with a 75% grade point average or higher in lab and theory, and clinical courses with a Pass score. In order to successfully complete Module V students need to pass the Final Lab Practicum and a written Final exam. If a student fails a course at some point in the sequence they will have a chance to repeat a Module.

ST SKILLS LABORATORY

The campus skills laboratory is designed to provide students with assignments to learn the skills necessary for hospital work. Skills should be practiced in the skills laboratory prior to providing skills in the hospital settings.

All surgical technology students are permitted to use the skills lab with their assigned instructors. Food and drinks are not allowed inside the skills laboratory.

All supplies should be handled with care and replaced in their storage areas after use. Items requiring replacement or reordering should be reported to the instructor daily or as needed. Mannequins should be handled with care and not have any tape applied directly.

All students are to participate in the maintenance of the campus skills lab.

Students are to wear their clinical uniforms while working in the skills lab. Shoes should be closed toe, low-heeled and clothing should be safe without strings or ties that may become tangled and cause harm to the student or to others.

Always be considerate of others when working in the skills lab.

ST CLINICAL EVALUATION METHOD

Clinical performance is evaluated on a “pass/fail” designation, based upon successful completion of the clinical objectives.

Students with a “fail” grade in any of the skills will meet with the Clinical Coordinator and/or Program Director and receive a plan for improvement, which may include but is not limited to Individual/group tutorial in the campus skills lab.

Completion of the clinical module

Successful completion of the clinical module requires:

- completion of all required 580 hours (Maximum 40 hrs/week).
- completion of at least 120 cases.
- a pass grade on the final evaluation.
- 40 hours of Board Exam Preparation.

ST EQUIPMENT AND MATERIALS

- AESOP 1000 Robot
- ALM Surgical Light
- AMSCO 1040 Surgical Table
- AMSCO Surgical Table
- Anesthesia Machine
- Basic Eye Set
- Basic Major Set
- Basic Minor Set
- Birtcher ABC Electrosurgical Generator
- Candy Cane Stirrups with 4 Clamps
- Carr X-Ray Viewing Box
- Castle Surgical Light
- Cataract Set
- D&C Tray
- DVD Player (2)
- Emergency Eyewash Station
- Gallbladder Set
- H&N Tray
- Hand Surgery Board
- Hysterectomy Tray
- Laminectomy Set
- Laparoscopy Instruments
- Laparoscopic Tray
- Leibinger Mandible Fracture Combo Set
- Major bone Set
- Manikin
- McKesson IV Pole
- Minor Bone Set
- Multinex Plus Datascope
- Ohmeda 5500 Airway Pressure Monitor
- Ohmeda 7000 Ventilator
- Oxygen Monitor
- Pedigo Back Table
- Pedigo Kick Bucket
- Pedigo Mayo Stand
- Pedigo Ring Stand-Single, Double
- Pedigo Step Stool
- Quantum 3000 Endoscopy Light Source
- Steris Scrub Sink
- Storz Endoscope Tricam SL NTSC
- Suctioning Unit
- Televisions (2)
- Thoracic Set
- Tonsillectomy and Adenoidectomy Set
- Tracheostomy Tray
- Vascular Set
- White Board

Books:

- *Body Structures and Functions*
- *Surgical Instrumentation*
- *Medical Terminology for Health Professions*
- *Surgical Technology for the Surgical Technologist*

ASSOCIATE OF APPLIED SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY (DMS AAS)

2,250 clock hours / 86 weeks (Total time to complete the program may vary based on school holidays and breaks)
62 weeks Theory/Lab (20-22 hours per week) + 24 weeks externship (40 hours per week)

Program Objective:

The Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS) Program is designed to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. This preparation is accomplished through didactic, laboratory, and clinical instruction in the theoretical knowledge, skills, and responsibilities of a diagnostic medical sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Completion of the General Education requirements for the AAS Degree program may be transferable if the student wishes to pursue a Bachelor's Degree in Diagnostic Medical Sonography. The award of transfer credit is at the discretion of other institutions and is not guaranteed.

A graduate of the DMS Program will be qualified to work as an entry-level sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, or a mobile ultrasound service, as a freelance sonographer, or as a traveling sonographer.

It is not currently mandatory that graduates take any licensing or credentialing examination upon successful program completion. However, many employers prefer or require that DMS graduates be credentialed by the American Registry of Diagnostic Medical Sonographers (ARDMS) or Cardio Vascular Credentialing (CCI). Depending upon the graduate's prior education, he or she may be eligible to sit for EITHER the CCI examination OR the ARDMS examination upon graduation, as prerequisites for these examinations are currently written.

Students of the DMS AAS program must pass all General Education courses, core theory and laboratory courses, and clinical externship courses with a grade of 75% or better. Also, students are expected to sit for the SPI examination at the completion of the second Module in order to be eligible for graduation.

The DMS Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Diagnostic Medical Sonographer/Ultrasound Technician
(CIP # 51.0910; O-NET # 29-2032.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	1-12	264
II	Ultrasound Physics	13-24	240
III	Abdominal Sonography	25-36	264
IV	OB/GYN Sonography	37-48	240
V	Vascular Sonography	49-60	240
VI	Clinical Practicum I	61-72	480
VII	Clinical Practicum II/Test Preparation	73-86	522
Total:			2250

Note: one clock hour is defined as a 60-minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion designated as a break.

Program Syllabus:

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours
MTH 100	College Math	48	0	0	48
ENG 100	Written and Oral Communication	48	0	0	48
PHY 100	General Physics	48	0	0	48
BIO 100	Human Anatomy & Physiology	108	0	0	108
MT 100	Medical Terminology	12	0	0	12
DMS 200	Physical Principles & Instrumentation of Ultrasound	96	96	0	192
DMS 215	Fundamentals of Sonography	48	0	0	48
DMS 300	Abdominal & Small Parts Ultrasound Imaging	108	108	0	216
DMS 315	Professional Aspects of Sonography	48	0	0	48
DMS 400	Obstetrics & Gynecology Ultrasound Imaging	96	96	0	192
DMS 415	Patient Care for Sonographers	48	0	0	48
DMS 500	Vascular Ultrasound Imaging	96	96	0	192
DMS 515	Patient/Sonographer Interaction	48	0	0	48
DMS 600	Clinical Practicum I	0	0	480	480
DMS 700	Clinical Practicum II	0	0	480	480
DMS 715	Test Preparation	42	0	0	42
TOTAL		894	396	960	2250

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/programs/diagnostic-medical-sonography-ultrasound/>

DMS AAS Program Descriptions:

MODULE I MATHEMATICS 100 – COLLEGE MATH

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic, and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations. Upon course completion, the student will be able to solve mathematical problems applicable to theory and practice of diagnostic medical sonography.

MODULE I ENGLISH 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions is included. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I PHYSICS 100 – GENERAL PHYSICS

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 48

This is an introductory course in physics that surveys basic concepts, principles and laws of physics including the topics of mechanics, thermodynamics, heat, fluids, sound, waves and vibrations, electricity, magnetism, optics and radioactivity. It is specifically designed for students with no previous experience with physics.

MODULE I BIOLOGY 100 – HUMAN ANATOMY & PHYSIOLOGY

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 108

This course emphasizes the principles of human anatomy and includes an overview of all body systems, organs, tissues, and cells with focus on major biochemical, mechanical and cellular biology theories. Topics dealing with the nature of science, human genetics and development are included.

MODULE I MT 100 – MEDICAL TERMINOLOGY

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 12

This course is a prerequisite to the core courses of the DMS program. It provides an overview of the scope and content of the DMS program. It focuses on the elementary operational principles of diagnostic medical ultrasound, basic ultrasound terminology specific to the profession, anatomic imaging planes and body directions used in ultrasound imaging, and the image orientation on the ultrasound display.

MODULE II DMS 200 – PHYSICAL PRINCIPLES AND INSTRUMENTATION OF ULTRASOUND

Prerequisites: Module I, *Co-requisite:* DMS 215

Total clock hours: 192

This course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, transducer operating principles and composition, the components of the ultrasound imaging unit, common artifacts in imaging, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound machine.

MODULE II DMS 215 – FUNDAMENTALS OF SONOGRAPHY

Prerequisites: Module I, **Co-requisite:** DMS 200

Total clock hours: 48

This course provides a broad overview of the field of diagnostic medical sonography. It covers the history and evolution of ultrasound as an imaging modality, the sonographer's role, required skills and abilities, and effective learning techniques.

MODULE III DMS 300 – ABDOMINAL AND SMALL PARTS ULTRASOUND IMAGING

Prerequisites: Modules I & II, **Co-requisite:** DMS 315

Total clock hours: 216

This course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus on normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect these organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the radiologist.

MODULE III DMS 315 – PROFESSIONAL ASPECTS OF SONOGRAPHY

Prerequisites: Modules I & II, **Co-requisite:** DMS 300

Total clock hours: 48

The aspects of sonography as a career will be examined in this course. Topics of discussion include sonography career ladder opportunities, benefits of professional organizations, certification and registration advantages, sonographer safety, medical ethics and legal aspects of sonography, professional behavior, sonography employment venues, resume writing, and interview techniques.

MODULE IV DMS 400 – OBSTETRICS AND GYNECOLOGY ULTRASOUND IMAGING

Prerequisites: Modules I - III, **Co-requisite:** DMS 415

Total clock hours: 192

This course provides a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center on the normal and pathological conditions of the uterus, ovaries, and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the reading radiologist.

MODULE IV DMS 415 – PATIENT CARE FOR SONOGRAPHERS

Prerequisites: Modules I - III, **Co-requisite:** DMS 400

Total clock hours: 48

This course presents the student with different aspects of patient care that are relevant to the sonographer. Focus is placed on patient/sonographer interaction, and patient confidentiality and HIPAA compliance. Students will learn patient care skills that apply to Diagnostic Medical Sonography. Emphasis is placed on vital signs, body mechanics for patient transfer, and care techniques for patients with tubing, standard precautions for infection control, aseptic/sterile technique, isolation techniques, and emergency medical situations.

MODULE V DMS 500 – VASCULAR ULTRASOUND IMAGING

Prerequisites: Modules I - IV, **Co-requisite:** DMS 515

Total clock hours: 192

This course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive instruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to instruct the student in procedures performed in the practice of vascular ultrasound imaging.

MODULE V DMS 515 – PATIENT / SONOGRAPHER INTERACTION

Prerequisites: Modules I - IV, **Co-requisite:** DMS 500

Total clock hours: 48

Students will learn how to communicate with patients and other health care professionals, care for those with special needs, prepare the patient for different types of ultrasound examinations, recognize laboratory values that pertain to specific ultrasound examinations, and examine the role of different imaging modalities in patient diagnosis.

MODULE VI DMS 600 – CLINICAL PRACTICUM I

Prerequisites: Modules I - V, **Co-requisite:** None

Total clock hours: 480

During this course, the student will be assigned and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical case studies of patients undergoing ultrasound examinations.

MODULE VII DMS 700 – CLINICAL PRACTICUM II

Prerequisites: Modules I - VI, **Co-requisite:** None

Total clock hours: 480

This course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his/her skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

MODULE VII DMS 715 – TEST PREPARATION

Prerequisites: Modules I - VI and DMS 700, **Co-requisite:** None

Total clock hours: 42

This course prepares students to apply and prepare for the American Registry for Diagnostic Medical Sonography (ARDMS) exam. Students will learn test-taking strategies, apply clinical and didactic knowledge to case study exam questions and take practice exams.

DMS CLINICAL GRADING

All grading of the clinical education courses is the responsibility of the Clinical Coordinator.

The Clinical Evaluation Form (CEF) will be used to assess DMS student's clinical performance. All evaluation materials must be returned to the Clinical Coordinator by the student or by mail within a week after the completion of a clinical assignment. These evaluation forms are a means of recording a student's clinical performance and professional development. They also assist the student in recognition of their growth as a DMS and assist in planning future clinical experiences. It assists the clinical instructor in determining strengths and weaknesses of the student's clinical performance while planning new learning experiences; it assists the Clinical Coordinator in determining strengths and weaknesses in the overall academic curriculum and in determining ways in which the individual student may be assisted in achieving individual clinical education objectives.

If a student is having difficulty with the clinical requirements, it is best to discuss this with his/her clinical instructor and the Program Director at CBD College as soon as possible. Appropriate steps including tutoring and guidance may be considered.

If a student fails a clinical course they may be unable to continue with the program. The student may be invited to apply for re-admission into the DMS program into the following cohort.

If it is determined through consultation with the clinical instructor that performance is unsatisfactory and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted time, the Clinical Coordinator may offer the student an incomplete grade with terms for removal established by the

Clinical Coordinator. An action plan will be constructed by the Clinical Coordinator with input from the student to address the terms for removal of the incomplete. The Clinical Coordinator may seek input from academic faculty and the clinical instructor when constructing remedial action plans. Incomplete clinical coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or clinical courses.

ATTENDANCE

Students that are absent must return to class the next day with a doctor's note to excuse the absence, which will not affect the attendance grade. Any student arriving late or leaving early (30 minutes) is required to submit a 3-page paper. Each unexcused absence equals a 5-point deduction of the student's attendance grade, which will affect the overall grade.

DMS ACADEMIC INTEGRITY

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TESTS.

TESTING ENVIRONMENT

CBD students are expected to take their tests following and complying with ethical behavior and integrity principles.

Any kind of communication, in any kind of language, is an example of academic dishonesty.

Students found cheating or engaged in any means of academic dishonesty are at risk of immediate termination.

Any questions relative to clarification of test instructions are to be directed to the instructor, not other students. In this case, when the student has a question he/she will raise his/her hand and wait for the instructor to acknowledge him/her.

General testing procedures

1. Prior to beginning a test, all students' possessions, except for pen/pencil must be placed under his/her chair.
2. Once the test is in process of being handed out:
 - a) Students **MUST** turn cell phones off or silence them before the start of the test, and keep in an area assigned by the instructor;
 - b) No talking or any other type of communication will be allowed;
 - c) Students will not be permitted to leave the room and come back to resume the exam.

A student found violating any of these general testing procedures or exercising any practice that qualifies as academic dishonesty will have the test taken away, the student will be required to leave the test room, and the test will be graded as is, with no opportunity to be retaken.

Tardy Students will not be allowed to enter the room and will be under the retake policy for that test.

Students absent for a test will be automatically under the retake policy.

REVIEW OF TESTS/ASSIGNMENTS

Tests and assignments will be reviewed with the instructor after all of the students in the program have taken them. Notations may not be made during the review. All tests will be returned at the end of the review.

RETAKE POLICY

The retake policy limits students retaking an exam to earning a maximum of the minimum pass score established for the course.

This policy applies to students who miss a test without an excused absence and to those who fail a test.

Scores on the first attempt (if applicable) and on the retake will be compared and the higher score will be recorded, in case the student fails the retake.

Students will have one (1) opportunity to retake a test within two (2) weeks of the failed/missed test, or until the last day of the course, whichever occurs first.

The number of retakes is limited to one (1) in each Module.

Plan for improvement

A Plan for improvement will be provided for students not achieving the minimum passing score when necessary.

The theory instructor will identify the areas needing improvement and will develop a plan indicating the areas needing improvement and the steps to be followed, allowing the students, if applicable, to retake the failed test, under the retake policy conditions, observing the timeframe of two (2) weeks of the failed/missed test, or until the last day of the course, whichever occurs first.

Remediation Plan

The remediation plan is an intensive intervention to help students with failing average scores to bring their GPA to the minimum required to pass the course. This plan is developed by the theory instructor and may include tutoring sessions, research projects and other didactic methodologies applicable to address the problem.

Students not reaching the minimum pass score average at any given month during a Module will be advised to follow the Remediation Plan individually created to optimize the weak areas.

Failure in achieving the minimum pass score at the end of the module may result in immediate termination from the program.

PARTICIPATION & USE OF SCANNERS/ULTRASOUND

As a student in the CBD College Diagnostic Medical Sonography Program, you are asked to participate in an academic setting as a participant in program demonstrations and laboratory experiences for educational purposes. Participation is voluntary and rejection to participate will not affect your grade.

If you choose to participate, you understand that no commitment is made by CBD College to provide free medical care or compensation for your participation or any adverse results because of your participation. Supervised sessions are for educational purposes only and will not diagnose medical conditions.

The American Institute of Ultrasound in Medicine's (AIUM) Bio-effects Committee and the US Food and Drug Administration approve of the use of ultrasound for training and research.

"In those special situations in which examinations are to be carried out for purposes other than direct medical benefit to the individual (e.g., training or research), it is necessary to educate the person regarding the risks of the procedure, anticipated exposure conditions and of how these compare with conditions for normal diagnostic practice, and obtain his or her informed consent."

Since 1994, the US Food and Drug Administration (FDA) has been notifying the ultrasound community and manufacturers that the use of diagnostic ultrasound for non-medical purposes constitutes an unapproved use of a medical (prescription) device. The AIUM has stated, "ultrasound should be used in a prudent manner to provide medical benefit to a patient." This statement has been also endorsed by the American College of Obstetricians and Gynecologists (ACOG), American College of Radiology (ACR), Society for Maternal-Fetal Medicine (SMFM), Society of Radiologists in Ultrasound (SRU), and American Registry for Diagnostic Medical Sonography (ARDMS).

Students are expected to practice the principles of ALARA (As Low As Reasonably Achievable.) Guidance to be followed when participating in ultrasound training sessions includes:

- Users should familiarize themselves with their equipment. Acoustical exposure information is provided by the equipment manufacturer in the operator's manual.
- Use the minimum output power and the maximum amplification to optimize image quality.
- Reduce the exposure time.

- Do not perform studies without reason. This includes conducting an ultrasound on a fetus when the exam has not been medically indicated.
- Do not prolong sessions without reason.

The Sonography Program prohibits the use of diagnostic ultrasound on friends and family. Such use is a significant breach to CBD College's legal liability and will result in disciplinary action.

References:

1. AIUM Bioeffects Committee: Safety considerations for diagnostic ultrasound, Laurel, MD, 1999, American Institute of Ultrasound in Medicine.
2. Environmental Health Criteria 22: Ultrasound. World Health Organization: Geneva, 1982, pg 19.
3. US Food and Drug Administration, Center for Devices and Radiological Health, Diagnostic Devices branch. Fetal keepsake Videos. Available at: <http://www.fda.gov/cdrh/consumer/fetalvideos.html>. Updated September 2002.

DMS EQUIPMENT AND MATERIALS

<ul style="list-style-type: none"> • Blood Pressure Cuffs • Bottles of Transducer Disinfectant Spray • Boxes of Medical Examination Latex Gloves • Cases of Patient Drape Sheets • DVD Player • Five Liter Containers of Ultrasound Coupling Gel • Laptop Computer • Overhead Projector • Patient Examination Tables • Pull Down Screen • Rolls of Examination Table Paper • Rolls of Thermal Ultrasound Film • Sphygmomanometers • Stethoscopes • Storage Cabinet for Storage of Expendable Supplies • Table Pillows • Table Wedges • Thermal Printers • Ultrasound Transducers • Wheel Chair • Acuson Sequoia Ultrasound Machine with Gray Scale Imaging Capabilities, Color Doppler, and Spectral Doppler Capabilities • GE Logiq 3 Ultrasound machine Linear Probe , Convex Probe, Invasive probe • Siemens X300 Ultrasound Machine • Ultrasound Transducers 	<p><u>Books:</u></p> <ul style="list-style-type: none"> • <i>Diagnostic Medical Sonography: A Guide to Clinical Practice Abdomen and Superficial Structures</i> • <i>Workbook for Diagnostic Medical Sonography: A Guide to Clinical Practice, Abdomen and Superficial Structures</i> • <i>Essentials of Sonography and Patient Care</i> • <i>Sonography Scanning: Principles and Protocols</i> • <i>Diagnostic Medical Sonography: A Guide to Clinical Practice Obstetrics and Gynecology</i> • <i>Workbook for Diagnostic Medical Sonography: A Guide to Clinical Practice Obstetrics and Gynecology</i> • <i>Sonography Principles and Instruments (Diagnostic Ultrasound: Principles & Instruments)</i> • <i>Understanding Ultrasound Physics</i> • <i>Techniques in Noninvasive Vascular Diagnosis</i> • <i>Sonography Exam Review: Physics, Abdomen, Obstetrics and Gynecology</i> <p><u>Software:</u></p> <ul style="list-style-type: none"> • <i>Abdomen or OB/GYN ExamSim Program</i> <p><u>General Education:</u></p> <ul style="list-style-type: none"> • <i>Communication Skills for the Healthcare Professional</i> • <i>Structure and Function of the Body</i> • <i>Study Guide for Structure and Function of the Body</i> • <i>Beginning Algebra</i> • <i>Conceptual Physics</i> • <i>Medical Terminology for Health Professions</i>
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ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT (OTA AAS)

1874 clock hours/ 82 weeks (Total time to complete the program may vary based on school holidays and breaks)
64 weeks Theory/Lab (18-20 hours per week) + 18 weeks externship (40 hours per week)

The Mission of CBD College's OTA Program is to provide an open and supportive learning environment that inspires and challenges students to become competent and ethical professionals. OTA graduates will use clinical reasoning based on evidence to provide client-centered, occupation based interventions resulting in enhanced occupational performance for the consumer. OTA graduates will be inspired to use their skills to give back to the community and be lifelong learners.

The ultimate goal of CBD College's OTA Program is to graduate professional, entry-level practitioners prepared to secure positions as occupational therapy assistants and who can practice in a competent and ethical manner, under the supervision of occupational therapists as defined by the American Occupational Therapy Association, Inc. and the laws of the state of California.

The Occupational Therapy Assistant Program is a comprehensive course of study that combines theory and fieldwork practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills which will enable them to become safe and competent practitioners as Occupational Therapy Assistants. Upon successful completion of the program, the graduate is eligible to take the National Board for Certification in Occupational Therapy (NBCOT) certification exam. Once the candidate receives notice from NBCOT that they passed they exam, the next step is to obtain licensure, as required for the practice as an Occupational Therapy Assistant. In order to practice in the state of California, the candidate must complete an application for licensure with the California Board of Occupational Therapy.

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, schools, skilled nursing facilities, outpatient clinics and private practices. The program includes 720-hours of fieldwork experiences that must be completed prior to graduation.

Graduates of the Occupational Therapy Assistant Program should meet the following program objectives as outlined by The Accreditation Council for Occupational Therapy Education:

1. Have acquired an educational foundation in the liberal arts and sciences, including a focus on issues related to diversity.
2. Be educated as generalists with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
3. Have achieved entry-level competence through a combination of academic and fieldwork education.
4. Be prepared to articulate and apply occupational therapy principles and intervention tools to achieve expected outcomes as related to the occupation.
5. Be prepared to be lifelong learners and keep current with best practices.
6. Uphold the ethical standards, values, and attitudes of the occupational therapy profession.
7. Understand the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
8. Be prepared to advocate as professionals for the occupational therapy services offered, and for the recipients of those services.

Program Objective:

The Associate of Applied Science Occupational Therapy Assistant degree is designed to prepare the student to work in the allied health field as an entry-level occupational therapy assistant under the supervision of and in partnership with the occupational therapist. This preparation is accomplished through didactic, laboratory, and fieldwork instruction in the knowledge, skills, and professional responsibilities of an occupational therapist assistant. The successful program graduate will be able to help patients with mental, emotional, physical or developmental impairments that impede them from accomplishing everyday activities. An occupational therapist assistant will implement rehabilitative interventions outlined by an occupational therapist treatment plan or contribute to the modification of the treatment plan by exchanging information about the patient's

response to the occupational therapist. In addition, the graduate will be prepared to exercise discretion and judgment in the delivery of appropriate and compassionate occupational therapy services in accordance with AOTA standards, federal and state laws, and other regulatory requirements.

Graduates of the OTA Program will be able to sit for the national certification exam offered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of the exam, the individual will be a Certified Occupational Therapy Assistant (COTA). The California Board of Occupational Therapy, through the Department of Consumer Affairs, licenses OTAs to practice within the State of California. A certified and licensed occupational therapy assistant will be qualified to work as an entry-level occupational therapy assistant in a hospital or medical center, assistive living centers, nursing homes, outpatient clinics, school settings or in patient homes.

A student of the CBD OTA program must pass all general education courses, core theory and laboratory courses, and fieldwork courses with a grade of 75% or better to complete the program.

The OTA Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as:

- Occupational Therapy Assistants (CIP # 51.0803; O-NET # 31-2011.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	01-16	296
II	Fundamentals	17-32	288
III	Foundations	33-48	320
IV	Clinical Application	49-64	290
V	Fieldwork Education	65-82	680
Total:			1874

Note: one clock hour is defined as a 60 minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ENG 100	Written and Oral Communication	48	0	0	48
BIO 100	Anatomy and Physiology	144	0	0	144
MTH 100	College Math	48	0	0	48
PSY 100	Introduction to Psychology	32	0	0	32
MT 100	Medical Terminology	24	0	0	24
OTA 200	Concepts in Rehabilitation	48	0	0	48
OTA 210	Clinical Conditions and Applications	48	48	0	96
OTA 220	Analysis of Creative Occupations	48	0	0	48
OTA 230	Kinesiology	48	48	0	96
OTA 300	Fundamentals of OT	48	16	0	64
OTA 310	Psychosocial Theory and Group Process	32	32	0	64
OTA 320	Occupational Performance in Adults to Geriatrics	32	32	0	64
OTA 330	Occupational Performance in Pediatrics	48	32	0	80
OTA 340	Neuro for OT	48	0	0	48
OTA 400	Fieldwork I	0	0	80	80
OTA 410	Rehabilitation/Neuro Disorders	49	49	0	98
OTA 420	Therapeutic Adaptations	35	35	0	70
OTA 430	Professional Practice	21	21	0	42
OTA 500	Fieldwork IIA	0	0	320	320
OTA 510	Fieldwork IIB	0	0	320	320
OTA 520	NBCOT Preparation	40	0	0	40
TOTAL		841	313	720	1874

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/programs/occupational-therapy-assistant/>.

OTA Program Descriptions:

MODULE I WRITTEN AND ORAL COMMUNICATIONS - ENG 100

Prerequisites: None.

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, and compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I ANATOMY AND PHYSIOLOGY - BIO 100

Prerequisite: None.

Total clock hours: 144

This course is an introduction to the structure and function of the human body, with an emphasis on the properties of cells, tissues and organ systems, and their relationships in both health and disease. The structure and function of the organ systems, muscles and nerves are studied.

MODULE I COLLEGE MATH - MTH 100

Prerequisite: None.

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations.

MODULE I INTRODUCTION TO PSYCHOLOGY - PSY 100

Prerequisites: None.

Total clock hours: 32

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE I MEDICAL TERMINOLOGY - MT 100

Prerequisite: None.

Total clock hours: 24

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE II CONCEPTS IN REHABILITATION - OTA 200

Prerequisite: Module I, *Co-requisite:* Concurrent Module II courses

Total clock hours: 48

This course offers a comprehensive overview of the legal, ethical, legislative, financial and professional issues that affect rehabilitation providers and services today. The students, through class discussions, self-study, reflective writing and participation in projects, develop a global perspective and an awareness that prepares them for future leadership roles in their professions.

MODULE II CLINICAL CONDITIONS AND APPLICATIONS - OTA 210

Prerequisite: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 96

This course serves as an introduction to the clinical environment and includes instruction and application of basic patient care skills such as proper positioning and draping, hand washing, universal precautions, use and application of personal protective equipment, sterile technique, body mechanics, range of motion, transfers, ambulation, and bed/wheelchair mobility. Students also receive instruction in vital signs, CPR for healthcare providers, and other emergency procedures and responses.

MODULE II ANALYSIS OF CREATIVE OCCUPATIONS - OTA 220

Prerequisites: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 48

This course will teach the theory and practice of activity analysis through the engagement in creative occupations in order to promote wellness and improve function across the life span. Instruction includes task analysis, grading, adaptation and modification of activities. Selection, application, and documentation of media use in a variety of settings while applying the OT Practice Framework will be emphasized.

MODULE II KINESIOLOGY - OTA 230

Prerequisites: Module I, **Co-requisite:** Concurrent Module II courses

Total clock hours: 96

This course introduces the student to the science of human movement. The students evaluate biomechanical forces on the body, and learn the concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system.

MODULE III FUNDAMENTALS OF OT - OTA 300

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course, through study and application, covers the fundamentals of occupational therapy practice including the OT framework, OT process, family, multicultural issues and factors, written and verbal communication skills, self-awareness, the AOTA's stated core values, professional ethics, and documentation.

MODULE III PSYCHOSOCIAL THEORY AND GROUP PROCESS - OTA 310

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course introduces theory and application of occupational therapy in the evaluation and treatment of psychosocial dysfunction and covers the developmental continuum and major frames of reference. Group dynamics and process are emphasized. Psychosocial issues in other practice areas are discussed.

MODULE III OCCUPATIONAL PERFORMANCE IN ADULTS TO GERIATRICS - OTA 320

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 64*

This course introduces students to the basic concepts of management of common orthopedic disorders. Lecture and lab will include instruction on tissue healing, gait training, therapeutic exercise and common orthopedic injuries and management of surgical cases.

MODULE III OCCUPATIONAL PERFORMANCE IN PEDIATRICS - OTA 330

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses *Total clock hours: 80*

This course's emphasis will be on occupational therapy services provided from birth through school age and young adulthood. Frames of reference such as neurodevelopment treatment, sensory integration, developmental, and motor learning theory will be introduced and practiced. Students will continue to implement the OT Framework. Students will learn to give population specific standardized assessments. Trends in special education and transition services will be explored.

MODULE III NEURO FOR OT – OTA 340

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III courses

Total clock hours: 48

This course is designed to help students expand their knowledge in practical problem solving skills essential for fieldwork and clinical practice. Focus will center on professionalism, roles and responsibilities of the OTA, ethics, safety, effective communication and documentation. Students will demonstrate competence in theories and concepts learned in prior OTA core courses to better prepare them for OTA 500 Fieldwork II.

MODULE IV FIELDWORK I – OTA 400

Prerequisites: Modules I – III, **Co-requisite:** None

Total clock hours: 80

During this course, students will have a supervised clinical experience: 80 hours of clinical education exposure, including observations and applications of occupational therapy services.

MODULE IV REHABILITATION/ NEUROLOGICAL DISORDERS – OTA 410

Prerequisites: Modules I - III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 98

This course places comprehensive emphasis on the functional relationship between the nervous system and the musculoskeletal system as it relates to the rehabilitation techniques and procedures that rehabilitation professionals use in treating patients with neurological, orthopedic, medical and/or spinal cord diseases or injuries. The course emphasizes the neuro-rehabilitation concepts for these patient populations.

MODULE IV THERAPEUTIC ADAPTATIONS– OTA 420

Prerequisites: Modules I - III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 70

This course builds on the theory and practice of therapeutic adaptations and includes ergonomics, basic environmental modification and practical alterations to equipment, including adapted mobility, orthotics, and very basic electronics. The OT Framework is implemented throughout the course.

MODULE IV PROFESSIONAL PRACTICE – OTA 430

Prerequisites: Modules I - III, **Co-requisite:** Concurrent Module IV courses

Total clock hours: 42

This course is designed to help students expand their knowledge in practical problem solving skills essential for fieldwork and clinical practice. Focus will center on professionalism, roles and responsibilities of the OTA, ethics, safety, effective communication and documentation. Students will demonstrate competence in theories and concepts learned in prior OTA core courses to better prepare them for OTA 500 Fieldwork II.

MODULE V FIELDWORK IIA – OTA 500

Prerequisites: Modules I - IV, **Co-requisite:** None

Total clock hours: 320

During this course students will have a supervised application of occupational therapy procedures in the treatment of patients at a selected fieldwork site. This 320 clinical hour course is designed for students to begin integrating all the concepts they have learned in the occupational therapy curriculum.

MODULE V FIELDWORK IIB – OTA 510

Prerequisites: Modules I - IV, OTA 500, **Co-requisite:** None

Total clock hours: 320

During this course students will have a supervised application of occupational therapy procedures in the treatment of patients at a selected fieldwork site. This 320 clinical hour course is a continuation of Fieldwork II and prepares the student to be an entry level occupational therapist assistant.

MODULE V NBCOT PREPARATION – OTA 520

Prerequisites: Module I - IV, OTA 500, OTA 510, **Co-requisite:** None

Total clock hours: 40

This course prepares students to apply and prepare for the National Board Certification of Occupational Therapy (NBCOT) exam. Students will learn test-taking strategies, apply clinical and didactic knowledge to case study exam questions and take two practice exams.

OTA EVALUATION/PROGRESSION POLICY

The CBD OTA program is a modular program. All students are admitted as a cohort and the curriculum is designed so that students will complete all of the required courses within 5 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to be able to graduate. Each didactic course for all Modules must be passed with a 75% or higher, and clinical courses with a Pass. If a student fails a course at some point in the sequence they will be dropped from the program and may apply for a spot in the next available cohort.

ADVISING/CONTINUED EVALUATION:

In the first module the OTA Program, the Director meets with each student midway through and at the end of the module to review and discuss their academic performance. In Module II, OTA Students are assigned an OTA Faculty member/advisor who offers advising and mentoring for Modules II-IV (midway) and as needed based on their academic progress. If students are falling below academic standards during any module, a Student Success Plan is completed for the student and the adviser sets a follow up meeting with the student two weeks after and, as needed, to review progress. In the event a student fails a Module, the PD will meet with that student at the end of the Module (Module I) and the OTA advisor and PD will meet with that student at the end of the module (Module II-IV).

BASIS FOR FIELDWORK GRADING

All grades assigned to students for Fieldwork Education courses are the sole responsibility of the AFWC.

Level I. Successful completion of the Level I fieldwork placement includes:

- Completion of 80 hours of participation, as confirmed by the Level I Fieldwork Educator on the CBD provided time card
- Satisfactorily meet Level I fieldwork performance objectives, as documented by the Fieldwork Educator on the Philadelphia Region Fieldwork Consortium Level I Fieldwork Student Evaluation (2nd ed)
- Completion of the fieldwork assignments, as documented within the associated Level I Fieldwork syllabus

Level II (A and B). Successful completion of a Level II fieldwork placement includes:

- Completion of 640 hours of full time fieldwork, as confirmed by the Level II Fieldwork Educator on the CBD provided time card
- Passing the AOTA Level II Fieldwork Performance Evaluation (FWPE) for the OTA
- Completion of the fieldwork assignments, as documented within the associated Level II Fieldwork syllabi
- Overall grade of "PASS"

The AOTA Fieldwork Performance Evaluation will be used to assess the OTA student's Level II (A and B) Fieldwork performance at the halfway point and upon completion of the fieldworks. Fieldwork educators will be provided written materials and structure to guide suggested routine formative assessment during Level II (A and B) fieldworks. Evaluation materials must be returned to the AFWC by the student or Fieldwork Educator via mail within a week after the completion of a fieldwork rotation, or sooner. All course related assignments and materials must be submitted by the student within a week after the completion of a rotation. Please see the syllabi for instruction regarding these courses.

These evaluation forms are a means of recording a student's fieldwork performance and professional development. They also assist the student in recognition of their growth as an OTA, and assist in planning future fieldwork experiences. It assists the fieldwork supervisor in determining strengths and weaknesses of the

student's fieldwork performance while planning new learning experiences; it assists the AFWC in determining strengths and weaknesses in the overall academic curriculum, and in determining ways in which the individual student may be assisted in achieving individual fieldwork objectives.

If a student is having difficulty with the fieldwork requirements, it is best to discuss this with his/her fieldwork educator and AFWC at CBD College as soon as possible. Appropriate action steps include tutoring, guidance, and collaborative student success plans.

If a student fails a Level I or Level II (A and B) Fieldwork course, they may be unable to continue with the program, depending on the circumstances. Continuation will be determined on a case by case basis with the AFWC, Program Director and FW Educator.

If it is determined through consultation with the fieldwork educator that performance is unsatisfactory and the student can verify that there were extenuating circumstances to their inability to be successful within the allotted time, the AFWC may offer the student an incomplete grade with terms for removal established by the AFWC. A student success plan will be constructed by the AFWC with input from the student to address the terms for removal of the incomplete. The AFWC may seek input from academic faculty and the fieldwork educator when constructing remedial action plans. Incomplete fieldwork coursework may interrupt the student's ability to proceed with subsequently scheduled didactic or fieldwork courses. Before remediation of a failed fieldwork, a conference must be held with the fieldwork coordinator and the program director to develop a remedial plan. If a make-up affiliation is recommended, a one-time only make-up affiliation is allowed for Level I, and Level II (A and B) experiences.

If a student is unable to complete the required fieldwork placement within the arranged time, he or she will have up to a maximum of 6 months following the end of their OTA coursework - Module V to complete their fieldwork.

OTA TESTING PROCEDURES

STUDENTS ARE REQUIRED TO TAKE ALL THE EXAMS LISTED IN THE SYLLABUS. IT IS NOT PERMITTED TO SKIP ANY TESTS.

1. Written examinations will be given on scheduled days in each course and laboratory practicals will be given in select OTA courses.
2. Each instructor will determine the test schedule, content and format of the tests.
3. **Examinations** - Students who miss an exam (final or otherwise) in case of emergency only, will take an alternative version at a later date agreed upon with the instructor and will receive no more than a minimum passing score of 75%. If the student misses the agreed upon retake of the missed exam date, the exam score will be a 0%. The student **MUST** take all exams in order to pass the course. If a student does not take the final comprehensive exam (in case of emergency only) on the scheduled date, he/she will be required to complete this examination within 5 school days or prior to the start of the next Module, whichever comes first. If the final exam is not taken, the grade for the final exam will automatically be converted to an "F."
4. **Homework or Quizzes** - Students may not hand in homework assignments past the due date and must complete all quizzes within the designated timeframe for said quiz. No make-up quizzes will be permitted, **no exceptions**.
5. Students must pass each OTA program core course laboratory practical with a 75% or above. Critical safety skills and precautions, such as but not limited to locking and unlocking a wheelchair; understanding fall precautions; transfers; contraindications for specific interventions; proper body mechanics; use of adaptive equipment, etc. will be highlighted in bold print and a student must show competence on these skills without exception, or it will result in a Failure for the course.

REVIEW OF TESTS/ASSIGNMENTS

Tests and assignments will be available for review with the instructor after all of the students in the class have completed them. The midterm, final, practical examinations and quizzes will be retained by CBD College OTA program after the student has had a chance to review their test or quiz.

OCCUPATIONAL THERAPY CODE of ETHICS

The 2015 Occupational Therapy Code of Ethics (Code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in research, education, and practice. AOTA members are committed to promoting inclusion, participation, safety, and well-being for all recipients in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be individuals, groups, families, organizations, communities, or populations (AOTA, 2014b). The Code is an AOTA Official Document and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy profession. It outlines Standards of Conduct the public can expect from those in the profession. It should be applied to all areas of occupational therapy and shared with relevant stakeholders to promote ethical conduct.

The Code serves two purposes:

1. It provides aspirational Core Values that guide members toward ethical courses of action in professional and volunteer roles, and
2. It delineates enforceable Principles and Standards of Conduct that apply to AOTA members.

Please see the link: <https://www.aota.org/~//media/corporate/files/practice/ethics/code-of-ethics.pdf>

OTA EQUIPMENT AND MATERIALS

- Theraband -Yellow, Red, Green, Blue, Black
- Dumbbell Weight Set with Rack
- Exercise Ball-Orange, Green, Red, Blue
- Two Way Air Pump
- Therapy Rehab Weighted Bar-1, 2, 3, 5 lbs.
- Therapy Putty-Soft, Medium Soft, Firm
- Therapy Putty Hand Exercise Book
- Putty Containers
- Graded Pinch Exerciser
- 2-Handle Mug
- Abduction Pillow
- Adhesive Prisms
- Adjustable Drop Arm Commode
- Adjustable Suction Cup Grab bar
- Alcohol Prep Pads
- Arm Air Pressure Splint-Half, Long Arm
- ATD Mirror Box OR Folding Mirror Therapy Box
- Automatic Card Shuffler
- Bath Towels
- Bed Pan
- Bendable Diabetic Inspection Mirror
- Bilateral Sander
- Blood Pressure Cuffs
- Bosu Pro Balance Trainer
- Bumbo Seat and Tray

OTA books:

- *Introduction to Occupational Therapy*
- *Occupational Therapy Practice Framework: Domain and Process AOTA*
- *Conditions in Occupational Therapy: Effect on occupational performance*
- *Principles and Techniques of Patient Care*
- *OTA Tool Kit*
- *Essentials of Assistive Technology 1st Edition*
- *Occupational Therapy with Elders: Strategies for the COTA*
- *Mental Health Concepts and Techniques for Occupational Therapy Assistant*
- *Pediatric Skills for Occupational Therapy Assistants*
- *The OTA's Guide to Writing SOAP Notes*
- *Ryans Occupational Therapy Assistant*
- *Group Dynamics in OT*
- *Pedretti's Occupational Therapy: Practice Skills for Physical Dysfunction*
- *Quick Reference Neuroscience for Rehab Professionals*
- *Vision, Cognition and Perception*
- *Occupation-Based Activity Analysis*
- *Clinical Kinesiology and Anatomy*
- *Trail Guide to the Body: How to Locate*

- Button Hook
- Child Feeding Spoons
- Clear Flip Away Half Tray
- Crutches
- Cylindrical Tubing Brown, Blue, Red
- Desensitization Kit
- Digital Thermometer
- Dressing Stick
- Dycem Roll Bulk
- Easy Cut Plate
- Easy Glide Writer
- Economy Arm Skate
- Economy Strapping Material
- Elastic Shoe Laces
- Equipment Sani Wipes
- First Aid Kit
- Flexi Cups
- Flexible Inspection Mirror
- Flexible Tape measure
- Flexible Utensils Spoon
- Flexible Utensils Fork
- Folding 3x Magnifier
- Foot Brush
- Foot Funnel
- Forearm Crutches
- Full Page Rigid Magnifier
- Furniture Risers
- Gait belts
- Glove Box Holder
- Goniometers-S, L
- Hand Keyper
- Hand Towels
- Hand Volumeter
- Hatch Edema Gloves - full finger: XS, S, M, L
- Head Pointer
- Heat Gun
- Height Adjustable Tub Grab Bar
- Hemi sling
- Hemi Walker
- Hospital Bed
- IV Pole
- Jobst Stocking Donner
- Kinesiotape
- L Grab Bar for Shower
- Lifestyle Long Handle Comb & Brush
- Long handle Back Scrubber with Curved Handle
- Long Handled Broom
- Long Handled Dishpan
- Long Handled Shoe Horn
- Long Handled Sponge
- Long Reacher
- Magnetic Picture Maker

Muscles, Bones and More

- *Trail Guide to the Body Workbook*
- *Nolte's The Human Brain: An Introduction to its Functional Anatomy*
- *Ethical Dimensions in the Health Professions*
- *National Occupational Therapy Assistant Certification Exam Review & Study Guide*
- *AOTA's NBCOT Exam Prep*

General Education:

- *Communication Skills for the Healthcare Professional*
- *Hole's Human Anatomy & Physiology*
- *A Visual Analogy Guide to Human Anatomy*
- *Visible Body Muscle Premium*
- *Beginning Algebra*
- *Psych*
- *Medical Terminology for the Healthcare Professional*

- Male Urinal
- Medium Pillows
- Medium Size Pillow Cases
- Mobile Arm Support
- Moleskin
- Nasal cannula
- No Tip Weighted Base Cup
- Nosey Cutout Tumblers
- Nylon Turner
- One Handled Nail Care
- Oven & Water Heater for Splints
- Overbed/Hospital Bedside Table
- Plastic Card Holder
- Plastic Plate Guard
- Plastisol Coated Spoons
- Pocket Magnifier
- Polypropylene Stockinette
- Prism Glasses
- Pulse Oximeter
- Quadriplegic Palmar Clip with Pocket
- Rainbow Foldable Mat Large
- Regular Bed
- Retractable Utility Knife
- Reusable Heat Pan Liner
- Rigid Leg Lifter
- Rocker Knife
- Rolling Walkers
- Rolyan Hook & Loop: Self Adhesive
- Rolyan Small Clinic Pack A
- Rubber Massage Brushes
- Scissors
- Scooperbowl with Suction Cup
- Scooter Board
- See Me Tunnel
- Self Adhesive Cohesive Wrap
- Self-Wipe Toilet Aid
- Sensory Brushes
- Sheets & Bedding
- Shower Chair
- Single Mobile Mirror
- Single Serve Salt and Sugar Packets
- Slip on Typing/Keyboard Aid
- Slip On Writing Aid
- Small Dixie Cups
- Small Test Tubes
- Sock/Stocking Aid-Terry Cloth & Hard Plastic
- Sock-Eez
- Soft Flexible Leg Lifter
- Soft Grip Curved Utensils
- Speech Therapy Dual Mirror
- Standard Reacher
- Standing Page Magnifier

- Step Stool
- Stethoscope
- Suction Brush
- Sure Lock Reacher with Rubber Tips
- Tabletop Easel
- Tall Stacking Pegs Building Set
- TENS AND NMES units
- Tensogrip Stockinette 2.5, 2.75, 3, 3.5, 4"
- Three Compartment Scoop Dish
- Tonic Water
- Toothettes
- Toss and Catch
- Transfer Board
- Transfer Tub Bench
- Triangular Suction Plate
- Tumbleforms Wedge
- Two Headed Stethoscope
- Two Tiered Horizontal Bolt Board
- Universal Cuff-S, L
- Value Space Saver Mat Platform
- Valu-Form Roll
- Valu-Form Wedge
- Versa Form Pillows
- Versa Form Pump
- Walker Basket
- Wanchik's Writer
- Wanshik's Writer #2
- Weighted & Bendable Utensils
- Weighted Blanket
- Weighted Button Aid
- Weighted Critter
- Weighted Mug w/Lid
- Weighted Vest
- Wheelchairs w/Footrests
- Wrist Support Orthosis
- Yes U Can Fine Motor Exercise Kit
- Zipper Pull

ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT (PTA AAS)

1820 clock hours/ 81 weeks (Total time to complete the program may vary based on school holidays and breaks)
64 weeks Theory/Lab (18-19.5 hours per week) + 17 weeks externship (40 hours per week)

The **Mission of the Physical Therapist Assistant program** is to graduate entry level physical therapist assistant practitioners who practice in a safe, legal and ethical manner under the supervision of a physical therapist and seek to advance their competence through the pursuit of lifelong learning.

The **ultimate goal** of CBD College's PTA Program is to educate its students with the knowledge and skills to function within the physical therapist assistant scope of practice, as defined by the American Physical Therapy Association and the laws of the State of California, and advance their competence through the pursuit of lifelong learning.

The Physical Therapist Assistant Program is a comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes, and skills which will enable them to become safe and competent practitioners as Physical Therapist Assistants. Upon successful completion of the program, the graduate is eligible to take the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE), which relates to the practice of physical therapy in California, to obtain licensure as required for the practice as a Physical Therapist Assistant.

The program prepares students for entry-level positions leading to careers or career advancement in a number of health care facilities including hospitals, medical centers, skilled nursing facilities, outpatient clinics and private practices. The program includes 680-hours of clinical experience that must be completed prior to graduation.

Philosophy:

We believe that the education process should provide every student with an opportunity to develop the knowledge, skills, professionalism and values needed to successfully pursue a productive and fulfilling career as a Physical Therapist Assistant. To that end, we seek to admit individuals who enjoy interacting with people in a caring and compassionate manner, can manage the demands of a rigorous learning process, and demonstrate the integrity and adaptability needed to practice in a rapidly changing health care environment. As faculty, we recognize that our students are adult learners who possess diverse thinking styles and bring a variety of past experiences to the educational process. We strive to build on those past experiences and utilize their strengths as learners to provide them with opportunities for new learning experiences using a variety of interactive instructional methods such as classroom lectures, media presentations, laboratory practice, web-based applications, simulations and supervised patient care experiences.

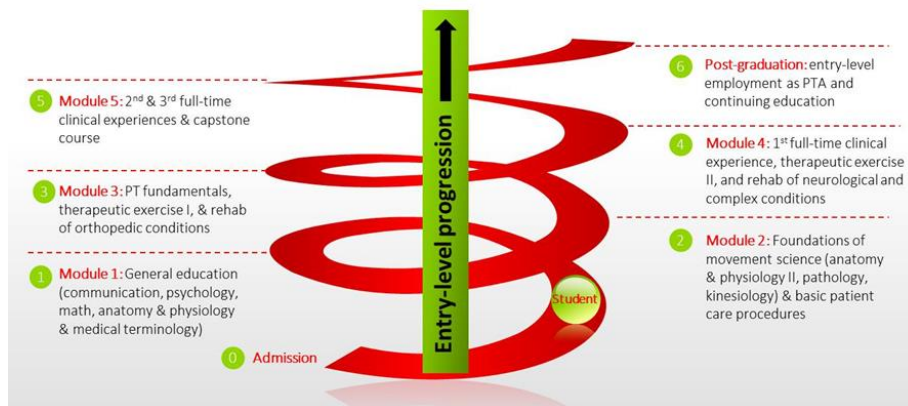
Our primary goal is to prepare a caring and competent entry-level practitioner who works effectively as a member of the health care team to deliver physical therapy interventions that are grounded in scientific evidence and sound ethical judgment. To accomplish this goal, we believe the curriculum must begin with the introduction of foundational knowledge and skills that can be progressively applied and integrated in a clinical context that focuses on the prevention and treatment of illnesses/disabilities which impair functional movement in people of all ages and lifestyles. This progression and integration occurs in a spiral fashion (see figure on following page) which allows the learner to review and reflect on past experiences as he or she prepares to apply them to more complex, novel situations. In addition to facilitating the achievement of clinical competence, the faculty is committed to modeling professionalism to our students and serving as advocates for the physical therapy profession and the patients we serve. Finally, we embrace education as a lifelong process that enables physical therapist assistants to maintain and advance their clinical competence in order to meet the future challenges of an evolving profession and health care system.

CBD College strives to provide a physical therapist assistant curriculum that allows students to experience physical therapy at different clinical sites in the community. This also exposes the students to diversity not only amongst the patients at all age levels, but also to the diversity of the different health care delivery systems. The students give care learning to incorporate the patient's family, environment and cultural factors in the most safe and effective way while under the supervision of the Physical Therapist (PT).

Graduates of the program in Physical Therapist Assistant will meet the following program objectives:

1. Practice in safe, competent, legal and ethical manner, under the supervision of a physical therapist.
2. Students will have the capability to be successful on the PTA licensure exam, and acquire an entry-level position as a PTA.
3. Provide competent and compassionate patient care.
4. Demonstrate ability to implement interventions as developed by the supervising physical therapist for all patients in their care.
5. Demonstrate appropriate problem solving and critical thinking within the scope of work as a Physical Therapist Assistant.
6. Seek to advance their competence through the pursuit of lifelong learning.

PTA Curriculum Model



Program Objective:

The Physical Therapist Assistant Program provides students with the theory, laboratory and clinical experiences that will prepare them to assume the role of competent and safe entry-level physical therapist assistants, to work under the supervision of a licensed physical therapist, providing services to patients and clients of all ages who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes. Physical Therapy treatments are rendered in a variety of healthcare settings, including hospitals, skilled nursing facilities, school systems, outpatient clinics, and private practices.

Upon successful completion of the program, the graduate is eligible to take the National Physical Therapy Examination (NPTE) and the California Law Examination (CLE), which relates to the practice of physical therapy in California, to obtain licensure as required for the practice of physical therapy assisting.

The PTA Program is delivered on campus/residential.

Upon successful completion of the program, graduates may obtain employment as

- Physical Therapist Assistants (CIP # 51.0806; O-NET # 31-2021.00)

Module #	Module Title	Week #	Clock Hours
I	General Education	01-16	288
II	Foundations	17-32	312
III	Orthopedic	33-48	312
IV	Rehabilitation	49-64	318
V	Clinical Education	65-81	590
Total:			1820

Note: one clock hour is defined as a 60 minute span of time in which 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours
ENG 100	Written and Oral Communication	48	0	0	48
BIO 100	Anatomy and Physiology I	80	0	0	80
MTH 100	College Math	48	0	0	48
PSY 100	Introduction to Psychology	32	0	0	32
MT 100	Medical Terminology	24	0	0	24
PTA 100	Introduction to Physical Therapist Assisting	56	0	0	56
BIO 200	Anatomy and Physiology II	80	0	0	80
PTA 210	Physical Therapist Assisting Procedures	32	56	0	88
PTA 220	Pathophysiology	48	0	0	48
PTA 230	Kinesiology	48	48	0	96
PTA 300	Physical Therapy Fundamentals	48	48	0	96
PTA 310	Therapeutic Exercises I	64	64	0	128
PTA 320	Health Conditions I	48	0	0	48
PTA 330	PTA Practice I	40	0	0	40
PTA 400	Clinical Experience I	0	0	120	120
PTA 410	Physical Rehabilitation	48	72	0	120
PTA 420	Health Conditions II	48	0	0	48
PTA 430	PTA Practice II	30	0	0	30
PTA 500	Clinical Experience II	0	0	280	280
PTA 510	PTA Capstone I	10	0	0	10
PTA 520	Clinical Experience III	0	0	280	280
PTA 530	PTA Capstone II	20	0	0	20
TOTAL		852	288	680	1820

For information on graduation rates, median debt of graduates completing this program or other important information, visit: <http://www.cbd.edu/programs/physical-therapist-assistant/>.

PTA Program Descriptions:

MODULE I ENGLISH 100 – WRITTEN AND ORAL COMMUNICATIONS

Prerequisites: None, *Co-requisite:* Concurrent Module I courses

Total clock hours: 48

This course is designed to provide students with greater skills in all aspects of oral and written presentations. The course enables students to prepare effective speeches, emphasizing the relevant elements of public speaking, and compose logical, coherent essays and reports necessary for academic and professional success. The process of preparing a presentation is covered, including topic selection, development, research, organization, language and delivery of speeches for many types of audiences and occasions. Students will become proficient in research techniques, learn critical thinking skills through expository and persuasive reading selections, and apply these skills to creating original essays and a final research paper.

MODULE I ANATOMY AND PHYSIOLOGY I – BIO 100

Prerequisite: None, *Co-requisite:* Concurrent Module I Courses

Total clock hours: 80

This course is an introduction to the structure and function of the human body, with an emphasis on the properties of cells, tissues and organ systems, and their relationships in both health and disease. The structure and function of the organ systems, muscles and nerves are studied.

MODULE I COLLEGE MATH – MTH 100

Prerequisite: None, *Co-requisite:* Concurrent Module I Courses

Total clock hours: 48

This course is designed primarily for students who know the fundamentals of arithmetic and have had little or no background in algebra. The course strengthens the student's arithmetic and informal geometry skills, and provides an introduction to the abstractions of algebra using fundamental principles of rational numbers, order of operations, and solution of linear equations.

MODULE I INTRODUCTION TO PSYCHOLOGY – PSY 100

Prerequisite: None, *Co-requisite:* Concurrent Module I Courses

Total clock hours: 32

This course presents a survey of the field of general psychology and a study of the native and acquired controls of human behavior, with emphasis on the mental process and the development of personality.

MODULE I MEDICAL TERMINOLOGY – MT 100

Prerequisite: None, *Co-requisite:* Concurrent Module I Courses

Total clock hours: 24

This course introduces medical terminology, which includes basic word structure, anatomical terms, terminology used to describe organ systems, body structure, medical diagnoses, and procedures. Students also receive instruction in the correct pronunciation of medical terms.

MODULE I INTRODUCTION TO PTA – PTA 100

Prerequisite: None, *Co-requisite:* Concurrent Module I Courses

Total clock hours: 56

This course serves as an introduction to the history and development of the profession of physical therapy, the role of a physical therapist assistant, as well as the legal, ethical and behavioral expectation for a physical therapist assistant. The course also introduces students to the American Physical Therapy Association (APTA), and the concepts of teaching and learning.

MODULE II ANATOMY AND PHYSIOLOGY II – BIO 200

Prerequisites: Module I, *Co-requisite:* Concurrent Module II Courses

Total clock hours: 80

This course is a continuation of BIO 100 and includes the study of the structure and function of the cardiovascular, endocrine, circulatory, immune, respiratory, digestive, excretory, sensory, and reproductive systems.

MODULE II PHYSICAL THERAPIST ASSISTING PROCEDURES- PTA 210

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 88

This course introduces the clinical environment of physical therapy. The course includes instruction, demonstration, and practice in patient care procedures, including positioning and draping patients, hand washing, universal precautions, use and applications of personal protective equipment, sterile technique, wound care basics, body mechanics, passive range of motion, transfers, gait training, bed mobility, and wheelchair mobility. Students also receive instruction in cardiopulmonary resuscitation (CPR) for healthcare providers, vital signs, and the Heimlich maneuver.

MODULE II PATHOPHYSIOLOGY - PTA 220

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 48

This course is a systems overview of the changes in body tissues and organs that cause or result from common health conditions. The course focuses on the disease processes; medical and pharmacological treatments; the implications for the movements system and physical therapy interventions; and the impairments associated with health conditions related to the immune, integumentary, endocrine, cardiovascular, hematologic, respiratory, gastrointestinal, renal, hepatic, pancreatic, metabolic, and psychological body systems.

MODULE II KINESIOLOGY - PTA 230

Prerequisites: Module I, **Co-requisite:** Concurrent Module II Courses

Total clock hours: 96

This course introduces the student to the science of human movement. Students evaluate biomechanical forces on the body; concepts of locomotion, forces and levers. Topics include origins, insertions, innervations and actions of prime movers of the musculoskeletal system, and related data collection.

MODULE III PHYSICAL THERAPY FUNDAMENTALS - PTA 300

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 96

This course emphasizes physical therapy treatments using physical agents, the use and application of mechanical forces like traction and compression using both equipment and manual techniques. The indications, contraindications, applications, and patient responses to modalities performed in physical therapy are examined. Emphasis is placed on safe use of equipment, patient safety, and documentation.

MODULE III THERAPEUTIC EXERCISES I - PTA 310

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 128

This course teaches the concept of therapeutic exercise and examines the principles of various types of exercise, the stages of tissue healing, and exercise considerations associated with each stage. Students receive instruction in and develop exercise programs for medical and surgical conditions that affect the trunk, neck, and extremities. This course is designed to prepare students to implement therapeutic exercise under the supervision of a physical therapist.

MODULE III HEALTH CONDITIONS I - PTA 320

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses

Total clock hours: 48

This course covers the musculoskeletal health conditions encountered in the practice of Physical Therapy with patients across the lifespan. The course focuses on the disease processes or mechanisms of injury; medical, surgical and pharmacological treatments; associated impairments; and the implications for the movements system and physical therapy interventions.

MODULE III PTA PRACTICE I – PTA 330

Prerequisites: Module I, Module II, **Co-requisite:** Concurrent Module III Courses *Total clock hours: 40*

Students learn the essentials of safe, ethical, legal and value-based behaviors needed by a student PTA. Emphasis is placed on teaching and learning, documentation, billing and reimbursement, evidence based practice, and self-assessment. Students will utilize all previously learned PTA skills and knowledge to demonstrate clinical reasoning, competence and readiness for PTA 400 Clinical Experience I.

MODULE IV CLINICAL EXPERIENCE I – PTA 400

Prerequisites: Module I – Module III, **Co-requisite:** None *Total clock hours: 120*

This course is an introduction to the clinical environment that immediately follows Module 3. Students are expected to apply selected skills, knowledge and behaviors learned in the classroom by providing direct patient care under the supervision of a licensed physical therapist and/or physical therapist assistant.

MODULE IV PHYSICAL REHABILITATION – PTA 410

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 120*

This course provides instruction in the techniques and procedures used in physical rehabilitation of neuromuscular, cardiopulmonary, integumentary and genetic health conditions across the lifespan. The course emphasizes the use of functional activities for adult and pediatric patient populations, along with patient safety and documentation.

MODULE IV HEALTH CONDITIONS II – PTA 420

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 48*

This course covers the neuromuscular, integumentary, cardiovascular, reproductive and developmental health conditions encountered in the practice of Physical Therapy with patients across the lifespan. The course focuses on the disease processes or mechanisms of injury; medical, surgical and pharmacological treatments; associated impairments; and the implications for the movements system and physical therapy interventions.

MODULE IV PTA PRACTICE II – PTA 430

Prerequisites: Module I – Module III, **Co-requisite:** Concurrent Module IV Courses *Total clock hours: 30*

This course is a continuation of PTA 330. Students expand their knowledge, skill and ability in providing the safe, ethical, legal and value-based behaviors needed for effective patient care within the context of the current healthcare system. Emphasis is placed on understanding the U.S. healthcare models, government influences and jurisdiction practice acts; duty to patients, employers and the profession; as well as the use of technology in effective written, oral and visual communication. Students will utilize all previously learned PTA skills and knowledge to demonstrate clinical reasoning, competence and readiness for PTA 500 Clinical Experience II.

MODULE V CLINICAL EXPERIENCE II – PTA 500

Prerequisites: Module I - Module IV, **Co-requisite:** None *Total clock hours: 280*

This course is the second clinical experience. Students are expected to demonstrate the skills, knowledge and behaviors by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant. Students have completed all didactic courses and should be near the entry-level expectations of a PTA at the conclusion of the experience.

MODULE V PTA CAPSTONE I – PTA 510

Prerequisites: Module I - Module IV, PTA 500, **Co-requisite:** None *Total clock hours: 10*

This course initiates the process of student preparation for graduation, licensure/registration, and employment as a Physical Therapist Assistant.

MODULE V CLINICAL EXPERIENCE III – PTA 520

Prerequisites: Module I - Module IV, PTA 500-510, **Co-requisite:** None

Total clock hours: 280

This course is the culminating clinical experience. Students are expected to demonstrate the skills, knowledge and behaviors expected of an entry-level physical therapist assistant by providing physical therapy services under the supervision of a licensed physical therapist and/or physical therapist assistant.

MODULE V PTA CAPSTONE II – PTA 530

Prerequisites: Module I - Module IV, PTA 500-520, **Co-requisite:** None

Total clock hours: 20

This course continues the process of student preparation for graduation, licensure/registration, and employment as a Physical Therapist Assistant.

PTA EVALUATION/PROGRESSION POLICY

The CBD PTA program is a modular program. All students are admitted as a cohort and the curriculum is designed so students complete all of the required courses within 5 Modules. A student must pass all courses in Module I to progress to Module II, must pass all courses in Module II to progress to Module III, etc. A student must pass all Modules to be able to graduate. Each didactic course in Modules I, Module II, Module III and Module IV must all be passed with a 75% or higher. The Capstone and Clinical Experience courses in Module IV and Module V are graded pass or fail as detailed in the course syllabus. A student who fails a course at any point in the sequence is dropped from the program and may apply for a spot in the next available cohort.

SKILLS CHECKLISTS

Lab classes are designed to teach specific psychomotor skills that are needed throughout one's career as a Physical Therapist Assistant. Passing a PTA course with a lab component requires each student to demonstrate competence in **ALL** of the course specific skills. Failure to pass ALL listed Skill Check competencies prior to the end of the module will result in **NO GRADE** being issued for the course.

Skill checks are taught, practiced, remediated and tested until passed with zero errors in Critical Safety Elements and no more than two cues in the Essential Components of each skill. Critical Safety Elements are integral to the successful demonstration of a skill and therefore must be performed safely 100% of the time. Any critical safety error is a failed skill check. Essential Components represent the procedures, techniques and behaviors pertinent to the demonstration of a technical skill and should be present in order to pass the skill. More than two (2) cues is a failed skill check.

PTA 210 Procedures

1. Universal Precautions: Hand washing, Don/Doff Personal Protective Equipment
2. Vital Signs: Heart Rate, Respiration Rate, Blood Pressure, Oxygen Saturation
3. Anthropometric Measurements: Height, Weight, Length, Girth
4. Deep Tendon Reflexes
5. Sensation Testing: Light Touch, Two-Point Discrimination, Sharp/Dull, Vibration, Proprioception, Kinesthesia
6. Body Mechanics
7. Patient Positioning
8. Bed Mobility
9. Transfers: One Person Assist, Multiple Person Assist
10. Wheelchair Management: Measurement and Adjustment, Propulsion
11. Gait Training: Parallel Bars, Walker, Crutches

PTA 230 Kinesiology

1. Goniometry: Shoulder, Elbow and Forearm, Wrist and Hand, Spine, Hip, Knee, Ankle and Foot
2. Muscle Length Measurement: Hamstrings (Straight Leg Raise), Rectus Femoris (Ely's Test), Gastrocnemius, Hip Flexors (Thomas Test)
3. Manual Muscle Testing: Upper Extremity, Lower Extremity, Spine
4. Gait Velocity

PTA 300 Fundamentals

1. Cryotherapy
2. Superficial Thermotherapy
3. Deep Thermotherapy
4. Compression Therapy
5. Soft tissue mobilization and therapeutic massage
6. Mechanical Traction
7. Biofeedback
8. Electrotherapy: TENS, NMES
9. Light Therapy

PTA 310 Therapeutic Exercise

1. Motor Performance Training - AAROM: Shoulder, Elbow and Forearm, Wrist and Hand. Spine, Hip and Pelvis, Knee, Ankle and Foot
2. Motor Performance Training - Resisted ROM: Shoulder, Elbow and Forearm, Wrist and Hand, Spine, Hip and Pelvis, Knee, Ankle and Foot
3. Manual Flexibility Training: Upper Extremity, Lower Extremity
4. Joint Mobility - shoulder, wrist & forearm; hand; LE distraction, knee, ankle
5. Don/Doff Orthoses

PTA 410 Physical Rehabilitation

1. Neurologic Tests and Measures: Cranial Nerve Assessment
2. Facilitation Techniques: Quick Stretch, Approximation, Distraction, Slow Reversal, Rhythmic Stabilization
3. Inhibition Techniques: Inhibitory Pressure, Slow Stroking, Rhythmical Rotation, Contract-Relax
4. Proprioceptive Neuromuscular Facilitation Patterns and Techniques (Rhythmic Initiation): Upper Extremity, Lower Extremity
5. Postural Drainage with Percussive Techniques
6. Wound Measurement
7. Dressing Changes

ACADEMIC SUCCESS

The Program Director monitors the academic progress of each student throughout the PTA Program. The Student Advisement Form is used to document student progress at midterm and final of each module. Course instructors also monitor student grades to provide ongoing advice and promote student success. A Student Success Plan is developed anytime a student's cumulative course grade or midterm exam grade falls below 78%.

BASIS FOR CLINICAL GRADING

Grading: The Director of Clinical Education (DCE) assigns a grade of Pass or Fail for the course. The DCE, in consultation with the Program Director, Center Coordinator of Clinical Education (CCCE) and CI, determines if the student has achieved the expected course objectives, and therefore meets the minimum academic standards to pass the course and progress in the PTA curriculum.

The DCE determines a Pass or Fail grade based on the assessment of the Clinical Performance Instrument (CPI) and the following components:

- a. Course objectives.
- b. Clinical setting and complexity of the environment.
- c. Experience with patients in the clinical setting.
- d. Expectations of the clinic site and academic program.
- e. Progression of performance from initial to final clinical experience.
- f. Indication of "significant concerns" or "with distinction" on the clinical evaluation.
- g. Congruence between the CI's written evaluation, comments, and performance dimensions and ratings.
- h. Congruence between CI, student and DCE assessment of student performance.
- i. Completion of all clinical assignments (e.g. project, assessments, weekly journal, student evaluation of instruction, etc.).
- j. Additional verbal or written information from the CI and student.

The Director of Clinical Education makes the final grade determination.

Note: Clinical education experiences are based on a voluntary collaborative relationship between the student and CI. Any student asked not to return to a clinic site, for any reason, will receive an automatic failure. When a student asks not to return to a clinic site, the DCE in consultation with the Program Director will determine if the student receives a failing grade or is provided an alternate clinic site.

PTA TESTING PROCEDURES

Examinations – Midterm and final examinations are the primary method of assessing student learning in a course and readiness to progress to the next PTA Module.

- ALL examinations are cumulative. PTA courses are sequential, building on previously passed courses. Examinations may test content learned in previous PTA courses.
- Missed examinations cannot be made up unless there are extenuating circumstances and documentation (Medical, Legal, or Military) is provided to the Program Director.
- The Program Director in consultation with the Dean of Education and PTA faculty determines if there are extenuating circumstances that warrant a make-up exam.
- Make-up examinations are scheduled at the discretion of the instructor and must be completed before the next assessment or the end of the Module.
- Any make-up written exam is an alternate test version that automatically receives a 10% reduction to the earned grade.
- A student who misses a final written or practical exam due to extenuating circumstances will be given an Incomplete (I) grade. The final exam must be completed within 7 days and prior to progressing to the next clinical experience.
- If the final exam is not taken within 7 days, the grade is automatically converted to an “F”.

Practical Examinations – Midterm and final practical examinations are the primary method of assessing student skill competence and readiness to progress to the next PTA Module.

- PTA courses are sequential, building on previously passed courses, therefore practical exams may test content learned in all prior and concurrent PTA courses.
- All course specific skill checks must be passed prior to sitting for a practical examination. Cancellation of a practical due to incomplete skill checks is graded as a failed practical.
- Practical examinations in PTA 210 and PTA 230 are graded pass or fail according to the grading rubric criteria provided in these courses.
- Practical examinations in PTA 330 and PTA 430 must be passed with a minimum of 75%. Practical exam scores are included in the cumulative course grade.
- Students have two (2) opportunities per course to remediate and re-take a failed practical exam. An inability to earn a Pass grade on both the midterm and final practical examinations results in no grade issued and failure of the course.
- Re-taking practical exams receives a 10% reduction to the earned grade.
- Missed practical examinations are subject to the same policies as missed written examinations (see above).

Quizzes – Weekly quizzes are given at the beginning of most classes to assess student comprehension throughout the course.

- All weekly quizzes are given in a designated timeframe as determined by the instructor.
- Students who are tardy must turn in their quiz at the specified end time, regardless of when they began the quiz.
- **No make-up quizzes are permitted. NO exceptions.**
- The lowest quiz score is dropped before calculating the 25% course quiz grade.

REVIEW OF TESTS/ASSIGNMENTS

Tests and assignments are available for review with the instructor after all of the students in the class have completed the test. The midterm, final, practical examinations and quizzes are retained by CBD College PTA program.

PTA PROFESSIONAL BEHAVIOR

The PTA program requires each student to consistently *demonstrate behaviors that meet the academic and professional standards* of safe, responsible, respectful, legal and ethical conduct as described in these documents. Blatant violation of these expectations or repeated behavioral remediation will result in a Recommendation for Termination from the PTA Program

- a. *The CBD College Catalog*
- b. *The [laws and regulations of any jurisdiction](#) in which a CBD student is participating in a clinical education practicum. In California, physical therapy is governed by the PT Board of California (www.ptbc.ca.gov)*
- c. *A.P.T.A. Standards of Ethical Conduct for the Physical Therapist Assistant (www.apta.org/PTA/PatientCare)*
- d. *A.P.T.A. Value Based Behaviors for the PTA. (www.apta.org/ValuesBasedBehaviors)*

PTA EQUIPMENT AND MATERIALS

<ul style="list-style-type: none"> • Aesthesiometer • Anatomy Models • Balance Boards • BAPS Balance Board • Bikes • Body Blades • Bolsters • BOSU Balls • Canes • Cervical Traction • Cold Packs • Compression Unit • Crutches • Dumbbells and Ankle Weights • Electrical Stimulation Units • EMG / Biofeedback Units • Foam Rollers • Foam Rolls • Functional Grid • Goniometers • Grip Dynamometer • Hi/Lo Tables • Hot Packs • Hydrocollator • Inclometers • Iontophoresis Units • Light Therapy • Lumbar Traction • Mat Tables • Orthotic Devices • Paraffin Bath • Parallel Bars • Positioning Bolsters • Positioning Wedges • Posture Grid • Progressive Resistive devices • Pulley Weight Systems 	<p><u>Books:</u></p> <ul style="list-style-type: none"> • <i>Role of the PTA</i> • <i>Pierson and Fairchild's Principles & Techniques of Patient Care</i> • <i>Documentation Basics: A Guide for the Physical Therapist Assistant</i> • <i>Measurement of Joint Motion</i> • <i>Pathology for the PTA</i> • <i>Physical Rehabilitation</i> • <i>Essentials of Kinesiology for the Physical Therapist Assistant</i> • <i>Daniels & Worthingham's Muscle Testing: Techniques of Manual Examination</i> • <i>Physical Agents in Rehabilitation from Research to Practice</i> • <i>Physical Rehabilitation</i> • <i>Therapeutic Exercises: Foundations & Techniques</i> • <i>PTA EXAM: The Complete Study Guide</i> • <i>Clinical Decision Making for Physical Therapist Assistant</i> • <i>APTA Student Membership</i> • <i>Patient Practitioner Interaction</i> <p><u>Software:</u></p> <ul style="list-style-type: none"> • <i>Visible Body Muscle Premium</i> • <i>Exercise Pro Live</i> • <i>PTA CPI Web</i> • <i>PEAT (2 PTA Practice Examinations and Assessment Tool)</i> <p><u>General Education:</u></p> <ul style="list-style-type: none"> • <i>College English and Business Communication</i> • <i>Hole's Human Anatomy & Physiology</i> • <i>A visual Analogy Guide to Human Anatomy</i> • <i>Mathematics with Allied Health Applications</i> • <i>Psych</i> • <i>Medical Terminology for the Healthcare Professional</i>
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| <ul style="list-style-type: none">• Pulse Oximeter• Rebounder Trampoline• Reflex Hammers• Rolling Mirrors• Rolling Stools• Sensory Testing• Skeleton Model• Sphygmomanometers• Stair set with Handrails• Step Exercise Equipment• Stethoscope• Swiss Balls• TENS/NMES Units• Total Gym with Attachments• Traction Units• Transfer Boards• Treadmills• Treatment Tables• Ultrasound Units• Upper Body Ergometer• Volumetric Gauges• Walkers• Weighted Balls & Bars• Wheelchairs | |
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ADMINISTRATION

Alan Heshel	President/CEO
Patricia Kouropova	Chief Operating Officer
Gabriela Bray	Director of Compliance/Title IX Coordinator
Boruch Stroll	Bookkeeper
Angela Blocker	Executive Assistant/Librarian
Cynthia Tapia	Executive Assistant
Erica Ferlito	Receptionist
Jim Hayes	Director of Admissions
Susan Lopez	Admissions Coordinator
Dora Garcia	Admissions Officer
Christian Dominguez	Admissions Officer
Earl Johnson	Admissions Officer
Cecily Wagner	Admissions Officer
Anna Panosyan	Director of Financial Aid
Leonid Zolotov	Financial Aid Officer
Sugey Lopez	Financial Aid Officer
Maria Ismerio	Financial Aid Officer
Ivan Reynoso	Director of Career Services/Student Affairs
Alyssa Klein	Student Affairs Coordinator
Marcy Argote	Career Services Officer
Lakisha Adams	Career Services Officer
Dominique Jones	Career Services Officer
Courtney Walker	Career Services Officer
Gerry Garcia	Employment Specialist
Lily Shapiro	Records Officer
Kristen Chamberland	LMS Administrator
Cecy Aguilar	MA Program Director
Jenny Rodriguez	MA Clinical Coordinator
Nene Joy Hernandez	PhT Program Director/Clinical Coordinator
Sugey Briones	ST Program Director
Joe Lepe	ST Assistant Program Director
Alexander Gelfand	DMS Program Director
Josefina Delgado	DMS Program Coordinator
Anna Safrazbekian	DMS Program Clinical Coordinator
Sofia Agaronova	DMS Program Clinical Coordinator
Kathrine Giffin	PTA Program Director
Anna Lapinski	PTA Associate Program Director/Director of Clinical Education
Diane Shamlyan	PTA/OTA Program Coordinator
Mary Kay Wolfe	OTA Program Director
Stephanie Kokesh	OTA Academic Fieldwork Coordinator
Nicole Alvarez	DA Program Director
Edoardo Cerani	MRI Program Director

FACULTY

All Instructors at CBD College have extensive training and experience in teaching as well as curriculum development / assessment / revision. Our instructors utilize industry-related teaching methodologies in the field of their professional expertise.

GENERAL EDUCATION

<p><u>JESSIE CALDERA</u> Part-Time <i>Psy.D - Clinical Psychology, The Chicago School of Professional Psychology, Westwood, CA</i> <i>MS - Educational Counseling, National University, San Diego, CA</i> <i>BA - Mass Communications, California State University, Carson, CA</i></p>	<p><u>VICTOR VLADIMIR CHABAN</u> Part-Time <i>Ph.D. - Physiology, Academy of Sciences of Ukraine, Kiev, Ukraine</i> <i>MS - Clinical Research, Charles Drew University of Medicine & Science, Los Angeles, CA</i> <i>BS - Physiology, University Leopoliensis, Kiev, Ukraine</i></p>
<p><u>KESLEY DAVIS</u> Part-Time <i>MA - Literature, Georgetown University, Washington, DC</i> <i>BA - English/Political Science, Purdue University, West Lafayette, IN</i></p>	<p><u>ROLAND CIUODERIS</u> Part-Time <i>Doctor of Medicine, Karel Marcinkowski Academy of Medicine, Poznan, Poland</i> <i>BA - English Literature/Computer Science, New York University, New York, NY</i></p>
<p><u>MERIUM MUBARAK</u> Part-Time <i>MS - Philosophy in Physiology, University of Health Sciences, Pakistan</i> <i>BS - Medicine, Surgery, University of Karachi, Pakistan</i></p>	<p><u>MATT KALUZA</u> Part-Time <i>Doctor - Natural Sciences, University of Heidelberg, Heidelberg, Germany</i> <i>BS - Physics, University of Ljubljana, Ljubljana, Slovenia</i></p>
<p><u>ABRAAM KHALIL</u> Part-Time <i>MA - Physical Training, Ain Shames</i> <i>BA - Medicine, Ain Shames, Cairo, GA</i> <i>I.G.C.S.E - Cambridge University</i></p>	<p><u>KRISTOPHE MALONE</u> Adjunct <i>BS - Mathematics, University of California, Riverside, CA</i></p>
<p><u>CEZAR LUCHIAN</u> Adjunct <i>MA - Philosophy, Andrews University, Berrien Springs, MI</i> <i>BS - Philosophy, Southern College, Collegedale, TN</i> <i>MA - Mathematics, University of Bucharest, Romania</i></p>	<p><u>PHUONG HAZELETT</u> Part-Time <i>Doctor of Medicine, Oregon Health & Science University</i> <i>BA - Molecular & Cell Biology, University of California, Berkeley</i></p>

DA PROGRAM**NICOLE ALVAREZ**

Full-Time
MS – Higher Education, Kaplan University
BS – Business, University of Phoenix
AAS – Dental Assisting, San Joaquin Valley College

MA PROGRAM**CECY AGUILAR**

Full-Time
AA – Liberal Arts, LA Pierce College, Woodland Hills, CA
Medical Assistant Diploma – Bryman College, Reseda, CA

JENNY RODRIGUEZ

Full-Time
 Over 15 years of experience as Medical Assistant
Medical Assistant Diploma – Western Medical College, Van Nuys, CA

KEVIN ROBINSON

Part-time
AAS – Liberal Arts, NYC College, New York City, NY
Advanced Emergency Care – US Naval School of Health Sciences, Great Lakes, IL
AAS – Health Sciences, Chicago City-Wide College, Chicago, IL
Licensed Physician Assistant

PHT PROGRAM**NENE JOY HERNANDEZ**

Full-Time
BS – Business Administration, National College of Business and Arts University, Manila, Philippines
Licensed Vocational Nurse – Marian College of Nursing, Los Angeles, CA
Certified Pharmacy Technician – United Education International, Los Angeles, CA

KEVIN STEWART

Full-Time
BS – Mechanical/Design Engineering for Aerospace, Northrop University of Engineering, Inglewood, CA
Certified Pharmacy Technician

ST PROGRAM**SUGEY BRIONES**

Full-Time
MBA, University of Phoenix, UT
BS – Healthcare Administration, Stevens Henager College
AOS – Surgical Technology, National School of Technology

JOSE LEPE

Full-Time
 Over 30 years of experience as Surgical Tech
Certified Surgical Technologist – Glendale Career College, Glendale, CA

VIKTORIA TERMAN

Full-Time
 Over 10 years of experience as Surgical Tech
Certified Surgical Technologist – Concorde Career College, N. Hollywood, CA

ALBERT MAGDALENO

Full-Time
 Over 24 years of experience as Surgical Tech
Certified Surgical Technologist – California Paramedical and Technical College, Long Beach, CA

SHAHRZAD DAGHIGHI

Part-Time
 Over 6 years of experience as Surgical Tech
Certified Surgical Technologist – Glendale Career College, Glendale, CA

TOM ORSBURN

Part-Time
 Over 40 years of experience as Surgical Tech
Certified Surgical Technologist – Simi-Valley Adult School, Simi Valley CA

<p><u>OSCAR BINGCANG</u> Part-Time <i>Doctor of Medicine, Angeles University Foundation, Angeles City, Philippines</i> <i>BS – Biology, Mountain View College, Malaybalay, Bukidnon, Philippines</i> <i>Certified Surgical Technologist – Premiere Career College, Irwindale, CA</i></p>	<p><u>STEVEN KLAPPER</u> Part-Time Over 15 years of experience as a Surgical Tech <i>Certified Surgical Technologist – Concorde Career College, North Hollywood, CA</i></p>
<p><u>JASON GEYER</u> Part-Time Over 17 years of experience as Surgical Tech <i>Certified Surgical Technologist – US Army</i></p>	
DMS PROGRAM	
<p><u>ALEXANDER GELFAND</u> Full-Time <i>MS – Medical Science, Odessa State Medical University, Odessa, Ukraine</i> <i>AA – Ultrasound, California School of Modern Sciences, Beverly Hills, CA</i> RDMS, RVT</p>	<p><u>KATHERINE PHAM</u> Full-Time <i>BS – Bio Chemistry, California State University, Long Beach, CA</i> <i>AA – Chemistry, Orange Coast College, Costa Mesa, CA</i> <i>Diagnostic Medical Sonography – Casa Loma College, Anaheim, CA</i> RDMS (OB/GYN), RVT</p>
<p><u>WINSTON IKEDA</u> Full-Time <i>BA – Business Administration, CSU Dominguez Hills, Carson, CA</i> <i>Diagnostic Medical Sonography – Atlantis Career College, Garden Grove, CA</i> RDMS, RVT</p>	<p><u>SADIA RAHMAN</u> Part-Time <i>MS – Physics, Jahangir Nagar University, Savar, Bangladesh</i> <i>BS – Physics, Jahangir Nagar University, Savar, Bangladesh</i> <i>Diagnostic Medical Sonography – Charles Drew University of Medicine & Science, LA, CA</i> RDMS (ABD, OB/GYN)</p>
<p><u>AMAL GUIRGUIS</u> Full-Time <i>BA – Fine Arts, University of Helwan, Cairo, Egypt</i> <i>Diagnostic Medical Sonography – ATI College, Santa Ana, CA</i> RDMS (AB)</p>	<p><u>SOFIA AGARONOVA</u> Part-Time <i>Doctor of Medicine – Internal Medicine, Tbilisi State Medical School, Tbilisi, Republic of Georgia</i> <i>Diagnostic Medical Sonography – Nova Institute of Health Technology, Los Angeles, CA</i> RDMS (AB), RVT (Vascular), RDCS</p>
<p><u>FARIDEH MOUSAVI</u> Part-Time <i>BS – Accounting, Azad University, Khozestan, Iran</i> <i>Diagnostic Medical Sonography – Newbridge College, Santa Ana, CA</i> RDMS (AB, OB/GYN), RVT</p>	<p><u>DALIA SALIB</u> Part-Time – T.A. <i>BS – Business, Cairo University, Cairo, Egypt</i> <i>Diagnostic Medical Sonography – CBD College, Los Angeles, CA</i> RDMS (AB)</p>
<p><u>FEBY IBRAHIM</u> Part-Time <i>BA – Literature, Faculty of Arts, Egypt</i> <i>Diagnostic Medical Sonography – Eastern International College, Belleville, NJ</i> RDMS (OB/GYN)</p>	

OTA PROGRAM**MARY KAY WOLFE**

Full-Time

Doctor of Occupational Therapy, USC, Los Angeles, CA
MA – Occupational Therapy, USC, Los Angeles, CA
BS – Statistics, Minor Communications, University of Pittsburgh, Pittsburgh, PA
OTD, OTR/L

STEPHANIE KOKESH

Full-Time

Doctor of Occupational Therapy, Creighton University, Omaha, NE
BA – Biology, Psychology, Augustana College, Sioux Falls, SD
OTD, OTR/L

PAUL PETTYJOHN

Full-Time

BS – Occupational Therapy, Texas Tech University, Lubbock, TX
BA – Zoology, University of Montana, Missoula, MT
COTA – Occupational Therapy Specialist, USAF

NATALIE ANG

Full-Time

Doctorate – Occupational Therapy, Rocky Mountain University of Health Professions, Provo, UT
MS – Occupational Therapy, University of Southern California, Los Angeles, CA
BA – Anthropology, University of California Irvine, Irvine, CA
COTA – Occupational Therapy Specialist, HTC, PAM

TALIA FRIEDMAN

Part-Time

MA – Occupational Therapy, University of Southern California, Los Angeles, CA
BS – Occupational Therapy, University of Southern California, Los Angeles, CA
OTR/L

VICKI GEIS

Full-Time

Over 12 years of experience in Occupational Therapy
BS – Applied Studies, CSU Dominguez Hills, Carson, CA
AAS – Occupational Therapy Assistant, Zane State University, Zanesville Ohio
COTA – Certified Occupational Therapist Assistant

PTA PROGRAM**KATHRINE GIFFIN**

Full-Time

MS Ed – Instructional Design for Online Learning, Capella University, Minneapolis, MN
BS – Integrated Health Studies, Health Science Concentration, Kent State University, Kent, OH
AAS – Physical Therapy Assisting, Kent State University, East Liverpool, OH

ANNA LAPINSKI

Full-Time

Doctor of Physical Therapy, Northwestern University, Chicago, IL
BS – General Health Sciences, Purdue University, West Lafayette, IN

DOMINGO CARLO MARTINEZ

Part-Time

Doctor of Physical Therapy, University of Southern California
BS – Biology, California State University, Los Angeles, Los Angeles, CA

KATHELEEN MCGUIRE

Full-Time

Doctor of Physical Therapy, University of Southern California, Los Angeles, CA
BA – Kinesiology, University of Southern California, Los Angeles, CA

CBD College is proud to have these instructors on our staff!

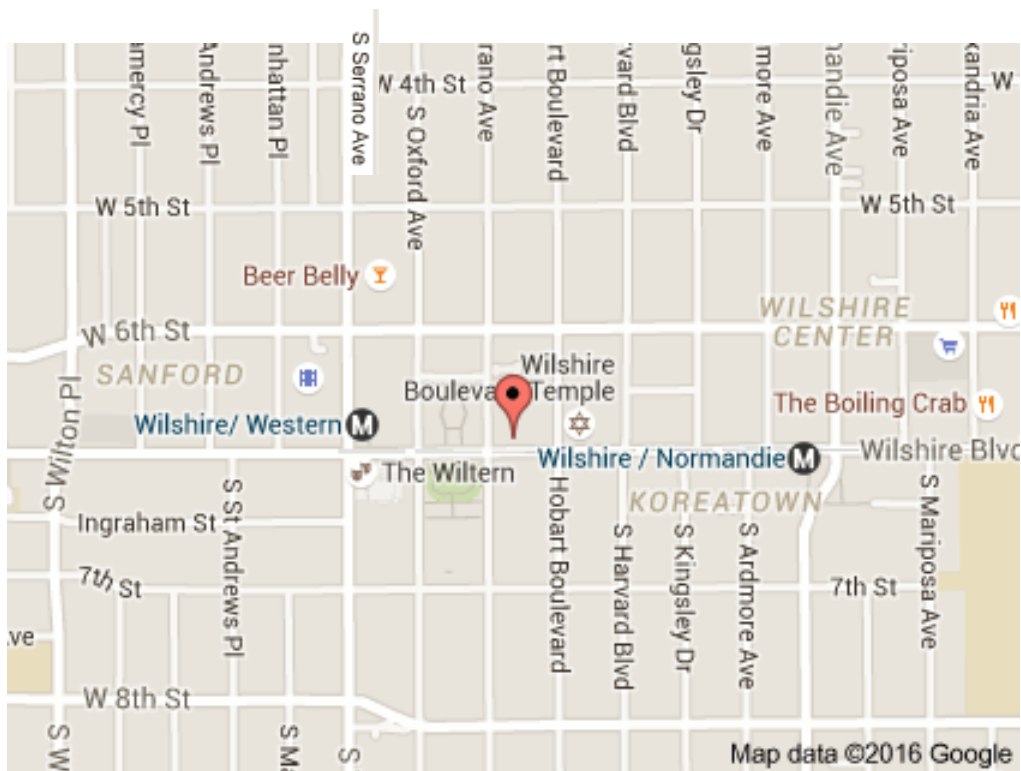
CBD College

(occupies 4th and 5th floors)



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MAP TO THE MAIN CAMPUS



CBD College does not have branches or auxiliary classrooms.